Purpose of document
This document provides an overview of the steps for using the Class Registration Enquiry Management (CREM) student application to view and subscribe to an issue with class scheduling at the University of Melbourne.

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Log in to the Class Registration Enquiry application


2. Log in using your student username and password.
   The Class Registration Enquiry screen will display any registration enquiries which have been raised.

Subscribe to issue
When viewing known class registration issues, you may also subscribe to it to ensure you receive any correspondence relating to the review and resolution of the enquiry.

1. Ensure you are on the Known Class Registration Issues screen.
   This will display any registration enquiries that have been raised.
2. You may subscribe to the issue by clicking the Tick box beside the issue ID, or opening the Issue to review the details and subscribing from the Issue Details screen.

3. To Subscribe from the **Known Class Registration Issues**, click the **Tick Box** beside the Issue ID you wish to subscribe too.

4. Click the **Subscribe** button in the top right hand corner.

5. To view the details of the Issue - Click on the **Issue ID** button for the issue you wish to subscribe to.

The issues details screen will display.
6. Click the **Subscribe** button.

   The issue will be added to your subscribe list, and you will receive an email whenever any activity is taken with regards to the issue.

![My Issue Subscriptions](image)

7. If you wish to unsubscribe, select the issue and click the **Unsubscribe** button.

**Need further assistance?**

Please contact 13 MELB: [http://ask.unimelb.edu.au/app/contact](http://ask.unimelb.edu.au/app/contact)