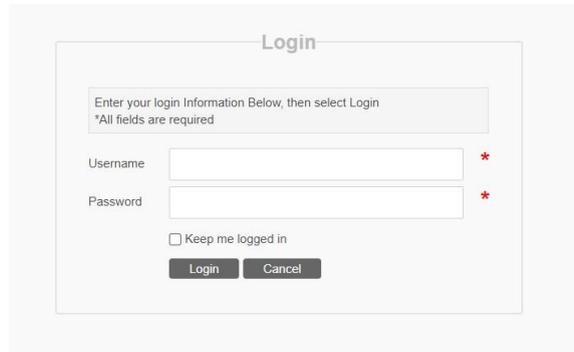


HOW TO ENROL INTO YOUR UNITS

Step 1: Login into the Student Portal

- Url: <https://heli.meshedhe.com.au/>
- Username: your student id number
- Password: "Your date of birth" in this format: ddmmyyyy (e.g.:01012001enter 0 before a single digit day and/or month). If you have changed your password please use the new password.

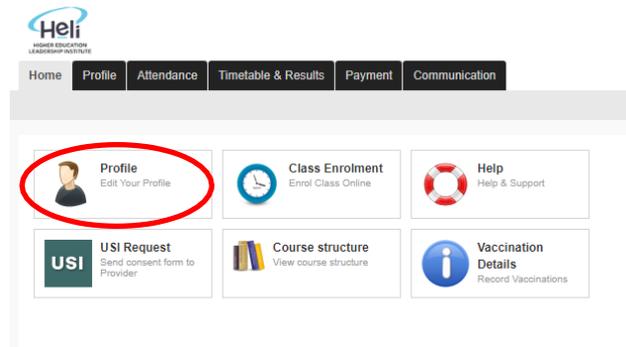


The screenshot shows a 'Login' form with the following fields and options:

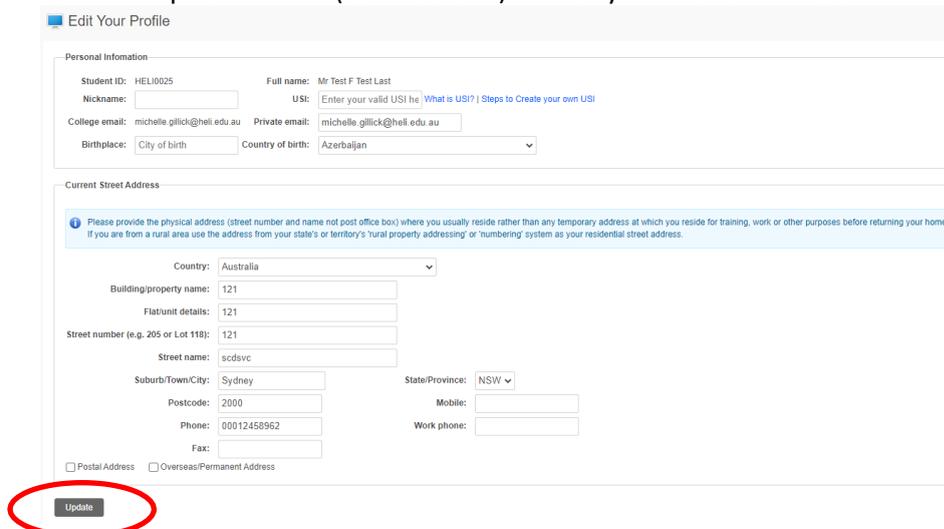
- Instruction: "Enter your login Information Below, then select Login. *All fields are required"
- Username: [Text input field]
- Password: [Text input field]
- Keep me logged in:
- Buttons: Login, Cancel

Step 2: Update your Contact Details

When you first log into your Student Portal there may be a pop-up screen that requests you check and update your contact details. If this pop-up window doesn't appear, please select the Profile menu (circled in red below).



Review your contact information and update with your current details. Telephone numbers are entered with no spaces, then select the Update button (circled in red) to save your contact details.



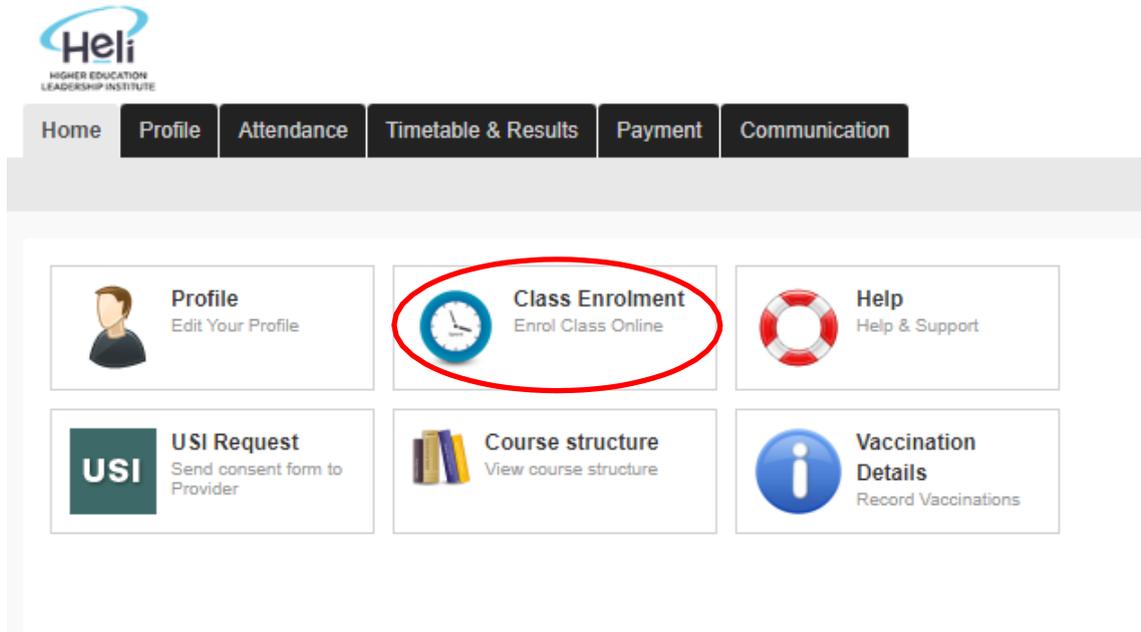
The screenshot shows the 'Edit Your Profile' form with the following sections and fields:

- Personal Information:** Student ID: HELI0025, Full name: Mr Test F Test Last, Nickname: [input], USI: [input], College email: michelle.gillick@heli.edu.au, Private email: michelle.gillick@heli.edu.au, Birthplace: [input], Country of birth: Azerbaijan.
- Current Street Address:** Country: Australia, Building/property name: 121, Flat/unit details: 121, Street number (e.g. 205 or Lot 118): 121, Street name: scdsvc, Suburb/Town/City: Sydney, State/Province: NSW, Postcode: 2000, Phone: 00012459962, Mobile: [input], Work phone: [input], Fax: [input].
- Options: Postal Address, Overseas/Permanent Address.
- Buttons: Update (circled in red).

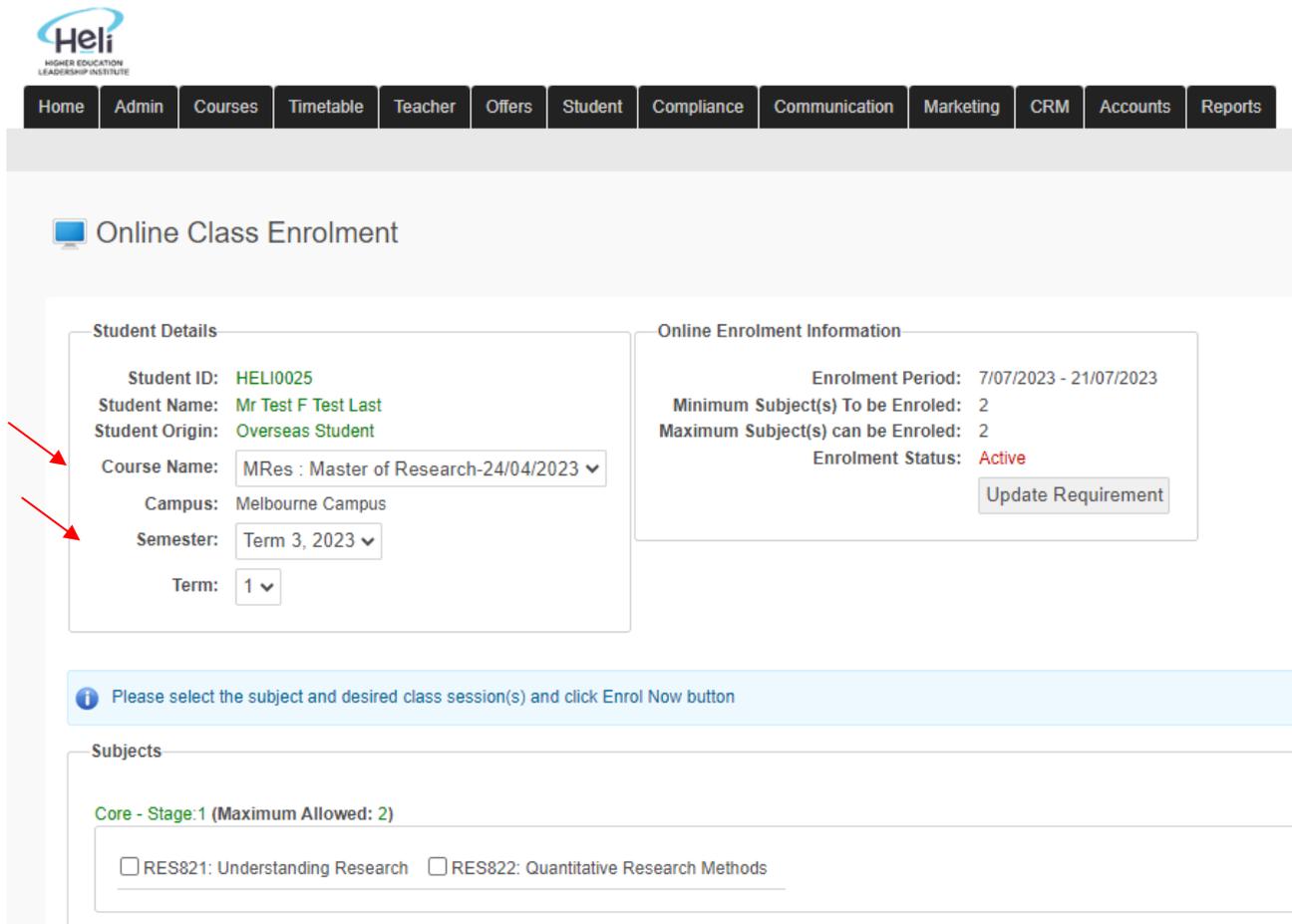
Once you have selected the Update button you will receive the following message:

 Profile updated successfully. All future communication will be sent to your updated address.

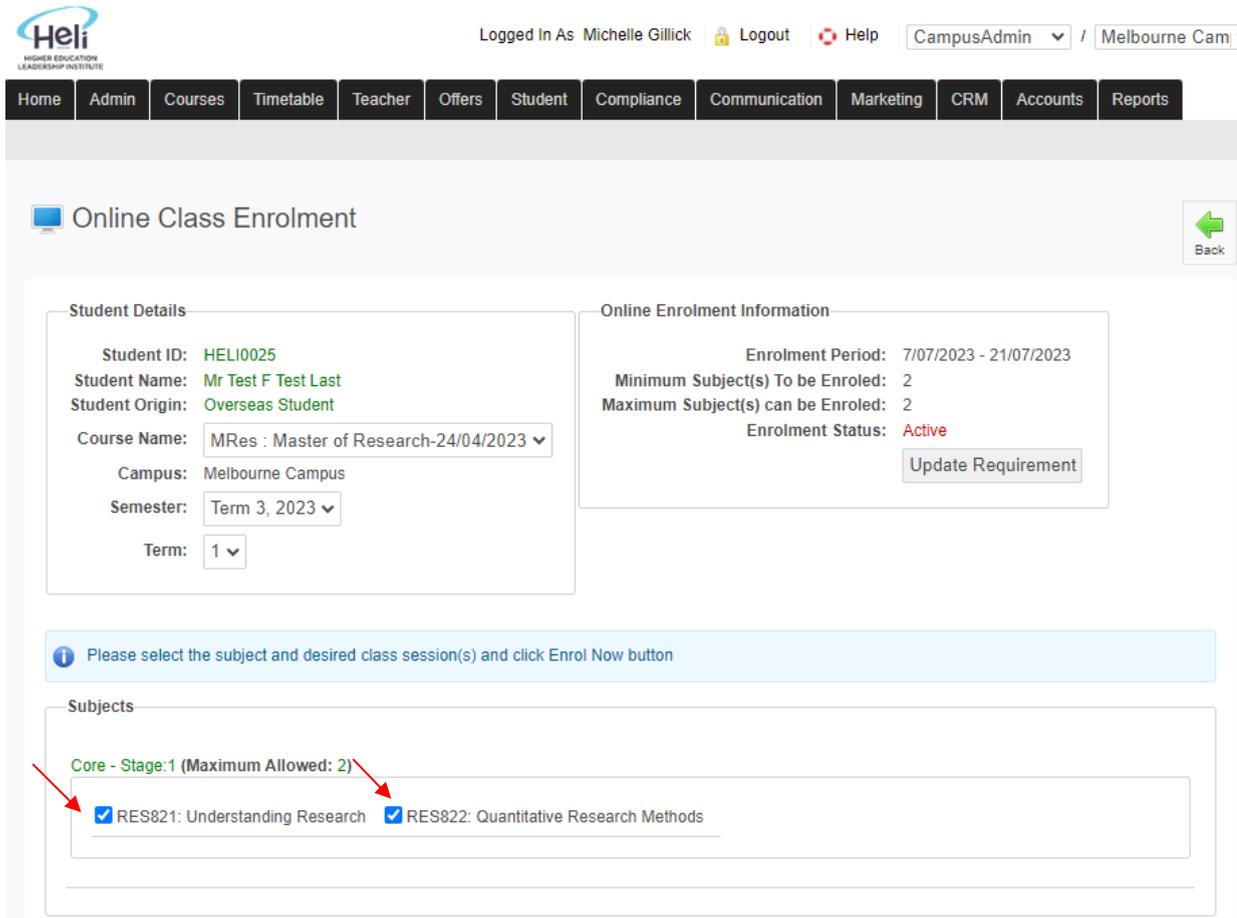
Step 3: Click on the Class Enrolment (see circle in red)



Step 4: Check your Course Name and Study Period (Term) is correct



Step 5: Tick the 2 units as shown below



Online Class Enrolment

Logged In As Michelle Gillick | Logout | Help | CampusAdmin / Melbourne Cam

Home | Admin | Courses | Timetable | Teacher | Offers | Student | Compliance | Communication | Marketing | CRM | Accounts | Reports

Student Details

Student ID: HELI0025
 Student Name: Mr Test F Test Last
 Student Origin: Overseas Student
 Course Name: MRes : Master of Research-24/04/2023
 Campus: Melbourne Campus
 Semester: Term 3, 2023
 Term: 1

Online Enrolment Information

Enrolment Period: 7/07/2023 - 21/07/2023
 Minimum Subject(s) To be Enroled: 2
 Maximum Subject(s) can be Enroled: 2
 Enrolment Status: Active
 Update Requirement

Please select the subject and desired class session(s) and click Enrol Now button

Subjects

Core - Stage:1 (Maximum Allowed: 2)

RES821: Understanding Research RES822: Quantitative Research Methods

Once you have ticked the 2 units, your timetable will appear as shown below:

Enrol Now

RES821: Understanding Research (Level - 100) (Core)

Lecture

Class	Teacher	Day	Time	Room	Seats
<input type="checkbox"/> Term 3 2023, 1 MEL	Fizza Sabir	Thursday	10:00AM - 12:00PM	Mel	30

RES822: Quantitative Research Methods (Level - 100) (Core)

Lecture

Class	Teacher	Day	Time	Room	Seats
<input type="checkbox"/> Term 3 2023, 1 MEL	--Unassigned--	Thursday	1:30PM - 3:30PM	Mel	30

Step 6: Select your classes as shown below

Select the class checkbox for each unit. Please ensure the class is specific to your campus. Once you have ticked the boxes as shown below click on 'Enrol Now' button.

RES821: Understanding Research (Level - 100) (Core)

Lecture

Class	Teacher	Day	Time	Room	Seats
<input checked="" type="checkbox"/> Term 3 2023, 1 MEL	Fizza Sabir	Thursday	10:00AM - 12:00PM	Mel	30

RES822: Quantitative Research Methods (Level - 100) (Core)

Lecture

Class	Teacher	Day	Time	Room	Seats
<input checked="" type="checkbox"/> Term 3 2023, 1 MEL	--Unassigned--	Thursday	1:30PM - 3:30PM	Mel	30

The below pop-up will appear, select OK to process your online enrolment:

heli.meshedhe.com.au says

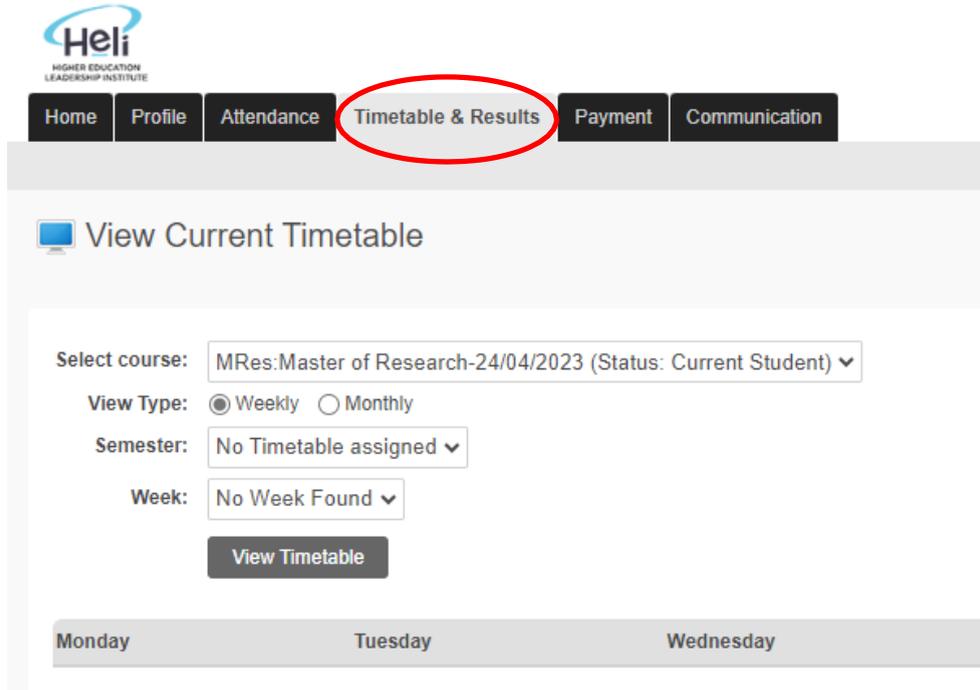
This will enrol you to selected subject. Press OK to go ahead.

OK Cancel

You will receive the below message confirming you have processed your online enrolment:

Student: 'TEST001' enrolled successfully

Step 7: Click on the Timetable & Results tab



Heli HIGHER EDUCATION LEADERSHIP INSTITUTE

Home Profile Attendance **Timetable & Results** Payment Communication

View Current Timetable

Select course: MRes:Master of Research-24/04/2023 (Status: Current Student) ▾

View Type: Weekly Monthly

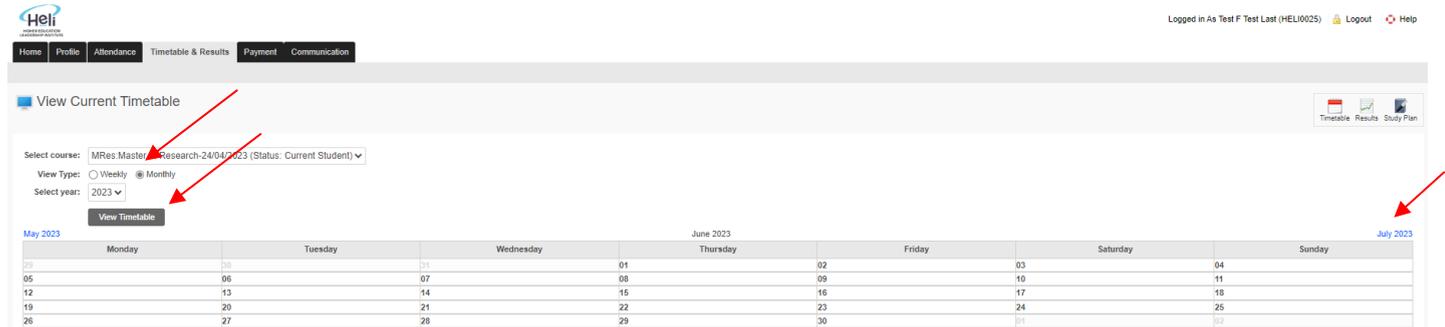
Semester: No Timetable assigned ▾

Week: No Week Found ▾

View Timetable

Monday Tuesday Wednesday

Select Monthly and click on view timetable and select the month you want



Heli HIGHER EDUCATION LEADERSHIP INSTITUTE

Home Profile Attendance Timetable & Results Payment Communication

Logged in As Test F Test Last (HELI0025) Logout Help

View Current Timetable

Select course: MRes:Master of Research-24/04/2023 (Status: Current Student) ▾

View Type: Weekly Monthly

Select year: 2023 ▾

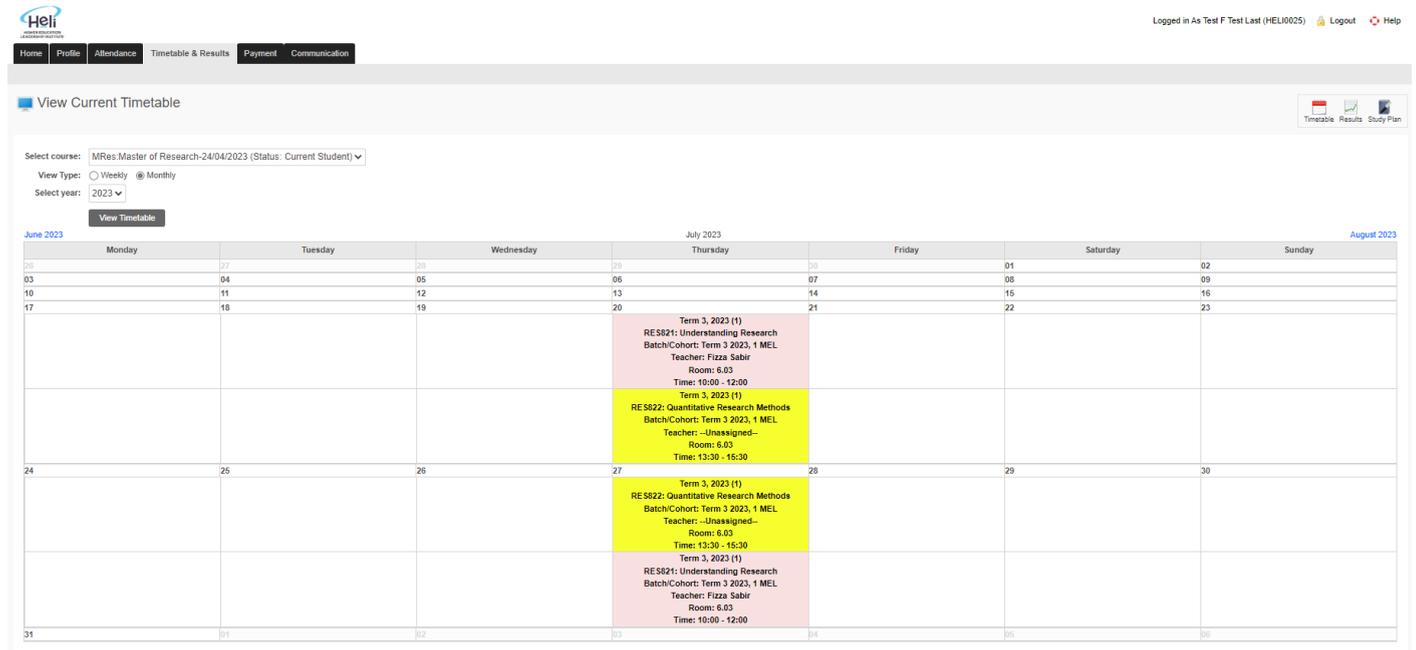
View Timetable

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2023

You should be able to view your timetable – see example below.



Heli HIGHER EDUCATION LEADERSHIP INSTITUTE

Home Profile Attendance Timetable & Results Payment Communication

Logged in As Test F Test Last (HELI0025) Logout Help

View Current Timetable

Select course: MRes:Master of Research-24/04/2023 (Status: Current Student) ▾

View Type: Weekly Monthly

Select year: 2023 ▾

View Timetable

June 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
			Term 3, 2023 (1) RESE21: Understanding Research Batch/Cohort: Term 3 2023, 1 MEL Teacher: Fizza Sabir Room: 6.03 Time: 10:00 - 12:00			
			Term 3, 2023 (1) RESE22: Quantitative Research Methods Batch/Cohort: Term 3 2023, 1 MEL Teacher: --Unassigned-- Room: 6.03 Time: 13:30 - 15:30			
24	25	26	Term 3, 2023 (1) RESE22: Quantitative Research Methods Batch/Cohort: Term 3 2023, 1 MEL Teacher: --Unassigned-- Room: 6.03 Time: 13:30 - 15:30	28	29	30
			Term 3, 2023 (1) RESE21: Understanding Research Batch/Cohort: Term 3 2023, 1 MEL Teacher: Fizza Sabir Room: 6.03 Time: 10:00 - 12:00			
31	01	02	03	04	05	06

August 2023