

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.

Enter your I *All fields ar	ogin Informatio e required	n Below, then	select Login	
Username				*
Password				*
	□ Keep me	loaged in		

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.

Edit Your Profile Personal Infoma Student ID: HELI0025 Full name: Mr Test F Test Last USI: Enter your valid USI he What is USI? | Steps to Create your o ollege email: michelle.gillick@hell.edu.au Private email: michelle.gillick@hell.edu.au Country of birth: Azerbaijan Birthplace: City of birth Current Street Address see provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning your home. w are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Country: Australia ~ Building/property name: 121 Flat/unit details: 121 eet number (e.g. 205 or Lot 118): 121 Street name: scdsvc urb/Town/City: Sydney State/Province: NSW -Postcode: 2000 Mobile: Phone: 00012458962 Work phone: Fax: Postal Address Overseas/Permanent Addres Update

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.

P: 1300 00 4354 | E: <u>admin@heli.edu.au</u> Level 6, 399 Lonsdale Street, Melbourne VIC 3000



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

Home Profile Attendance	Timetable & Results Payment	Communication
Profile Edit Your Profile	Class Enrolment Enrol Class Online	Help & Support
USI Request Send consent form to Provider	Course structure View course structure	Vaccination Details Record Vaccinations

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

Online Cla	ass Enrolme	ent								
Student Details- Student ID: Student Name: Student Origin: Course Name: Campus: Semester: Term:	HELI0025 Mr Test F Test La: Overseas Studen MRes : Master Melbourne Camp Term 3, 2023 v 1 v	st t of Research us •	n-24/04/2	023 🗸	—Online Enrol Minimum 9 Maximum St	ment Information– Enrolment P Subject(s) To be En Ibject(s) can be En Enrolment S	eriod: 7/ roled: 2 roled: 2 tatus: A	07/2023 - 2 ctive Jpdate Red	1/07/2023 quirement	
Please select t Subjects Core - Stage:1 (N	he subject and des Maximum Allowed:	ired class see	ssion(s) ar	nd click Enro	ol Now button					



Step 5: Tick the 2 units as shown below

Logged	in As Michelle Gillick 🔓 Logout 🛛 💿 Help	CampusAdmin 🗸 / Melbourne Cam
Home Admin Courses Timetable Teacher Offers Stud	lent Compliance Communication Marke	eting CRM Accounts Reports
		Back
Student Details Student ID: Student Name: Mr Test F Test Last Student Origin: Overseas Student Course Name: MRes : Master of Research-24/04/2023 v Campus: Melbourne Campus Semester: Term: 1 v	Online Enrolment Information Enrolment Period: Minimum Subject(s) To be Enroled: Maximum Subject(s) can be Enroled: Enrolment Status:	7/07/2023 - 21/07/2023 2 Active Update Requirement
 Please select the subject and desired class session(s) and click Subjects Core - Stage:1 (Maximum Allowed: 2) RES821: Understanding Research RES822: Quantitation 	ive Research Methods	

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

ecture					
lass	Teacher	Day	Time	Room	Seats
Term 3 2023, 1 MEL	Fizza Sabir	Thursday	10:00AM - 12:00PM	Mel	30
S822: Quantitative Researd	ch Methods (Level - 100) (Core)			
S822: Quantitative Researd ecture	ch Methods (Level - 100) (Teacher	Core) Day	Time	Room	Seats



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.

Lecture					
Class	Teacher	Day	Time	Room	Seats
V Term 3 2023, 1 MEL	Fizza Sabir	Thursday	10:00AM - 12:00PM	Mel	30
RES822: Quantitative Researc	h Methods (Level - 100) (Core)			
RES822: Quantitative Researc Lecture Class	h Methods (Level - 100) (Teacher	Core) Day	Time	Room	Seats

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:





Step 7: Click on the Timetable & Results tab

Home Profile	Attendance Timetable & Resu	ults Payment	Communication	
💻 View Cu	irrent Timetable			
Select course: View Type: Semester: Week:	MRes:Master of Research-24/0 Weekly Monthly No Timetable assigned No Week Found View Timetable)4/2023 (Status:	Current Student) 🗸	
Monday	Tuesday		Wednesday	

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

New Current Timetable Week Verrent Timetable Week Verrent Timetable Week Verrent Timetable Verrent	Heli					Logged in	As Test F Test Last (HEL10025) 🔒 Logout Help		
Image: Second Secon	Home Profile Attendance Timet	able & Results Payment Communication							
elet coure i MRs Madur Sasarh 24 Status Current Student) Ver Type ' ver Twate Monday Teaday Monday Oneaday Offication	View Current Timetabl	e					Timetable Results Study Plan		
Jure 2023 Jure 2023 Jure 2023 Monday Target on Manage Managet on Man	Select course: MRes Master Messarch-24040c23 (Status: Current Student) v View Type: Weekly @ Month/ Select year: 2023								
Monday Tuesday Wednesday Thrmsday Friday Saturday Saturday Saturday 10 10 01 02 03 04 04 10 02 03 03 04 04 10 02 03 04 04 04 12 13 14 15 16 17 18 10 21 22 23 24 24 24 26 27 28 29 20 10 12	May 2023			June 2023			July 2023		
Pail Dif Dif <thdif< th=""> <thdif< th=""></thdif<></thdif<>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 24 23 24 24 25 25 26 27 28 20 10 12 26				01	02	03	04		
12 13 14 15 16 17 18 19 20 21 22 23 24 26 26 27 28 28 30 10 12	05	06	07	08	09	10	11		
19 20 21 22 24 24 25 26 27 28 29 30 10 12 12	12	13	14	15	16	17	18		
26 27 28 29 30 pri 02	19	20	21	22	23	24	25		
	26	27	28	29	30				

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

Home Profile	Allendance Timetable & Res	ults Payment Communication				Logged in A	s Test F Test Last (HELI0025) 🛛 🙆 Logout 🛛 💽 Help
💻 View Cu	urrent Timetable						Timetable Results Study Plan
Select course: View Type: Select year:	MRes:Master of Research-24/	04/2023 (Status: Current Student) V					
June 2023	View Timetable			July 2023			August 2023
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						01	02
03		04	05	06	07	08	09
10		11	12	13	14	15	16
17		18	19	20	21	22	23
				Term 3, 2023 (1) RES821: Understanding Research Batch/Cohort: Term 3 2023, 1 MEL Teacher: Fizza Sabir Room: 6.03 Time: 10:00 - 12:00			
				Term 3, 2023 (1) RES822: Quantitative Research Methods Batch/Cohort: Term 3 2023, 1 MEL Teacher:Unassigned- Room: 6.03 Time: 43:20, 45:20			
24		25	26	27	28	29	30
			-	Term 3, 2023 (1) RES922: Quantitative Research Methods Batch/Cohort: Term 32023, 1 MEL Teacher:Unassigned Room: 6.03 Time: 13:30 - 16:30 Term 3, 2023 (1)			
31				NC 50/1: Understanding Research Batch/Cohort: Term 3 2023,1 MEL Teacher: Fizza Sabir Room: 6.03 Time: 10:00 - 12:00			