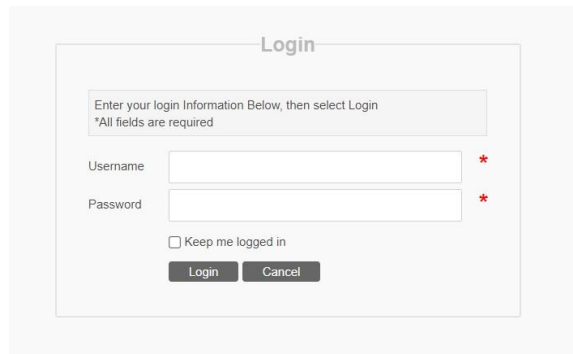


HOW TO ENROL INTO YOUR UNITS

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.:01012001 enter 0 before a single digit day and/or month). If you have changed your password please use the new password.



Login

Enter your login Information Below, then select Login
*All fields are required

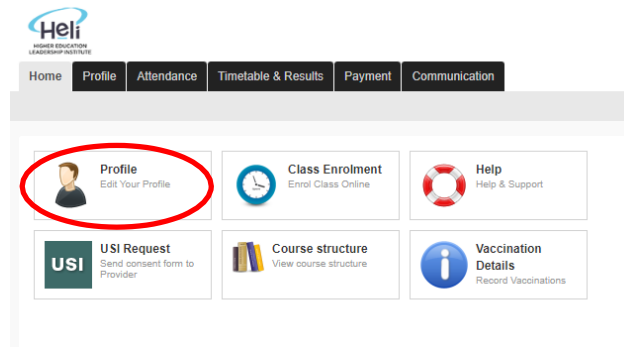
Username

Password

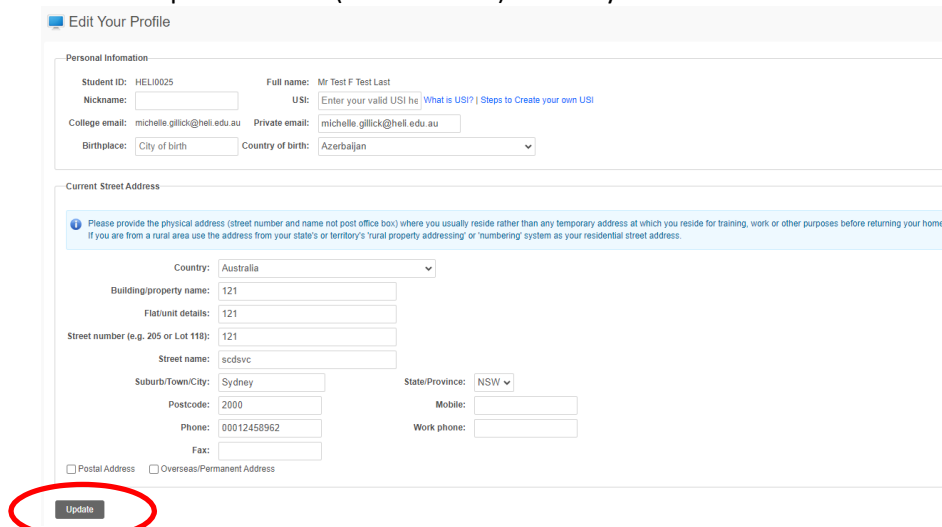
☐ Keep me logged in

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 Information

Student ID: HELI0025 Full name: Mr Test F Test Last
 Nickname: USI: [What is USI?](#) [Steps to Create your own USI](#)
 College email: michelle.gillick@heli.edu.au Private email:
 Birthplace: Country of birth:

Current Street Address

Please 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. If you 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:

Building/property name:

Flat/unit details:

Street number (e.g. 205 or Lot 118):

Street name:

Suburb/Town/City: State/Province:

Postcode: Mobile:

Phone: Work phone:

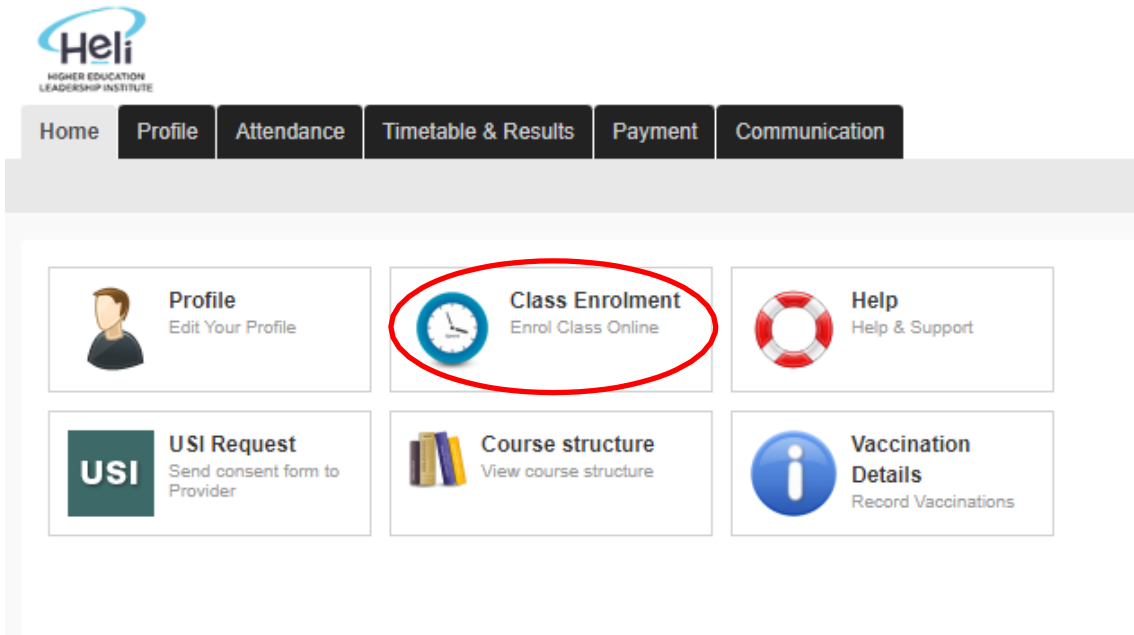
Fax:

☐ Postal Address ☐ Overseas/Permanent Address

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 is correct (the below sample shows a past study period)

The screenshot displays the 'Online Class Enrolment' page. It features two main sections: 'Student Details' and 'Online Enrolment Information'.
Student Details:
- Student ID: HELI0025
- Student Name: Mr Test F Test Last
- Student Origin: Overseas Student
- Course Name: MRes : Master of Research-30/09/2024 (indicated by a red arrow)
- Campus: Melbourne Campus
- Semester: Trimester 3, 2024 (indicated by a red arrow)
- Term: 1
Online Enrolment Information:
- Enrolment Period: 16/08/2024 - 4/10/2024
- Minimum Subject(s) To be Enroled: 2
- Maximum Subject(s) can be Enroled: 2
- Enrolment Status: Active
- Update Requirement button

Below these sections is a blue instruction bar: 'Please select the subject and desired class session(s) and click Enrol Now button'.
Subjects:
- Core - Stage:1 (Maximum Allowed: 2)
- Selection options: ☐ RES821: Understanding Research, ☐ RES822: Quantitative Research Methods

Step 5: Tick all of the units that appear on your online class enrolment screen (the below example shows a student enrolling into two units)

Online Class Enrolment

Student Details

Student ID: HELI0025
 Student Name: Mr Test F Test Last
 Student Origin: Overseas Student
 Course Name: MRes : Master of Research-30/09/2024
 Campus: Melbourne Campus
 Semester: Trimester 3, 2024
 Term: 1

Online Enrolment Information

Enrolment Period: 16/08/2024 - 4/10/2024
 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 unit/s, your timetable will appear as shown below:

RES821: Understanding Research (Level - 100) (Core)							Enrol Now	
Lecture								
Class	Teacher	Day	Time	Room	Seats			
☐ Trimester 3 2024, 1 MEL	John Read	Wednesday	12:00PM - 1:00PM	6.06	30			
Tutorial								
Class	Teacher	Day	Time	Room	Seats			
☐ Trimester 3 2024, 1 MEL	John Read	Wednesday	1:00PM - 2:00PM	6.06	30			

RES822: Quantitative Research Methods (Level - 100) (Core)								
Lecture								
Class	Teacher	Day	Time	Room	Seats			
☐ Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	8:30AM - 9:30AM	Mel	24			
Tutorial								
Class	Teacher	Day	Time	Room	Seats			
☐ Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	9:30AM - 11:30AM	Mel	24			

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
☒ Trimester 3 2024, 1 MEL	John Read	Wednesday	12:00PM - 1:00PM	6.06	30

Tutorial

Class	Teacher	Day	Time	Room	Seats
☒ Trimester 3 2024, 1 MEL	John Read	Wednesday	1:00PM - 2:00PM	6.06	30

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

Lecture

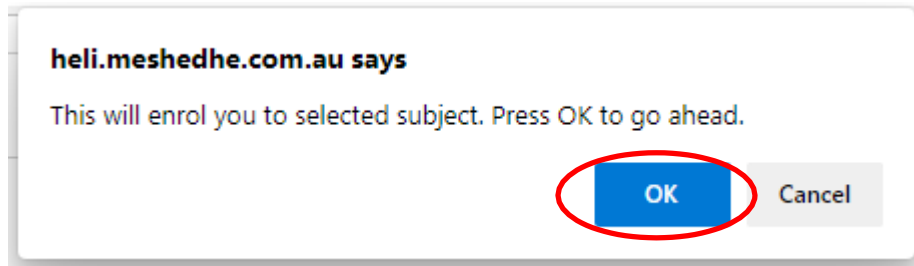
Class	Teacher	Day	Time	Room	Seats
☒ Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	8:30AM - 9:30AM	Mel	24

Tutorial

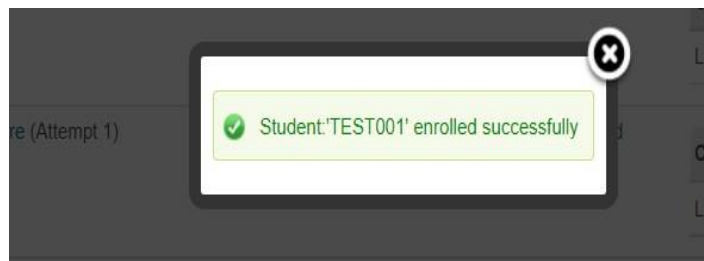
Class	Teacher	Day	Time	Room	Seats
☒ Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	9:30AM - 11:30AM	Mel	24

Enrol Now

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



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



You will then be able to see your units and classes for the study period via the Online Class Enrolment menu.

After enrolment closes the enrolment status will show as **Expired** – don't worry, this simply means enrolment has closed and you will be able to see your enrolment and timetable via the Timetable and Results tab – see the next page for instructions.

Online Class Enrolment

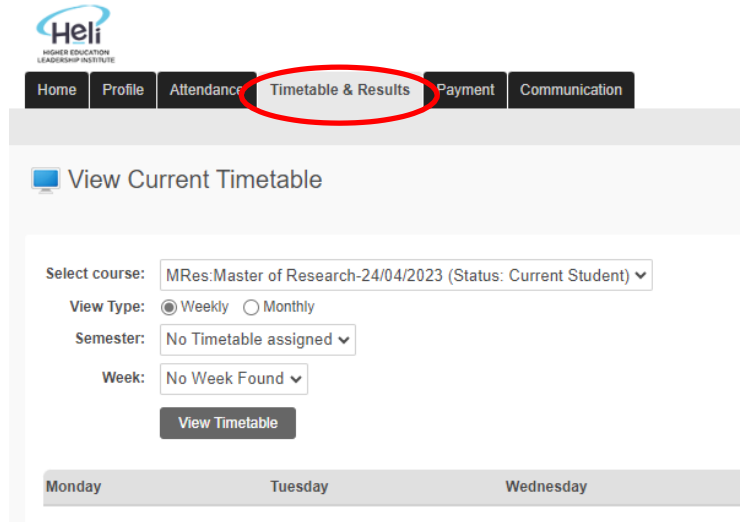
Student Details	Online Enrolment Information
Student ID: HELI0025	Enrolment Period:
Student Name: Mr Test F Test Last	Minimum Subject(s) To be Enrolled:
Student Origin: Overseas Student	Maximum Subject(s) Can be Enrolled:
Course Name: MRes : Master of Research-30/09/2024	Enrolment Status: Expired
Semester: Trimester 3, 2024	
Term: 1	

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

Subjects

HOW TO VIEW YOUR TIMETABLE

Step 1: Click on the Timetable & Results tab



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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

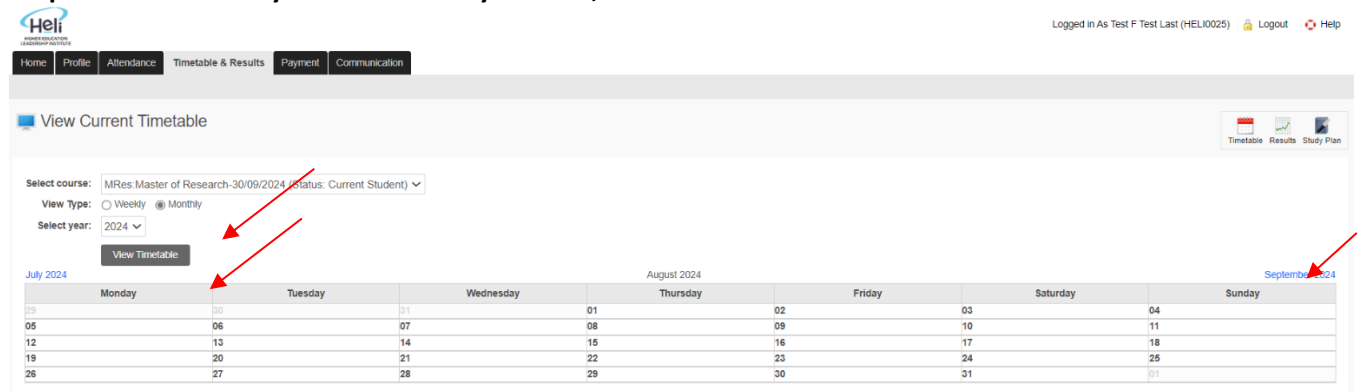
Semester: No Timetable assigned ▼

Week: No Week Found ▼

View Timetable

Monday Tuesday Wednesday

Step 2: Select Monthly and the month you want, then click on View Timetable



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Home Profile Attendance Timetable & Results Payment Communication

View Current Timetable

Select course: MRes:Master of Research-30/09/2024 (Status: Current Student) ▼

View Type: ☐ Weekly ☒ Monthly

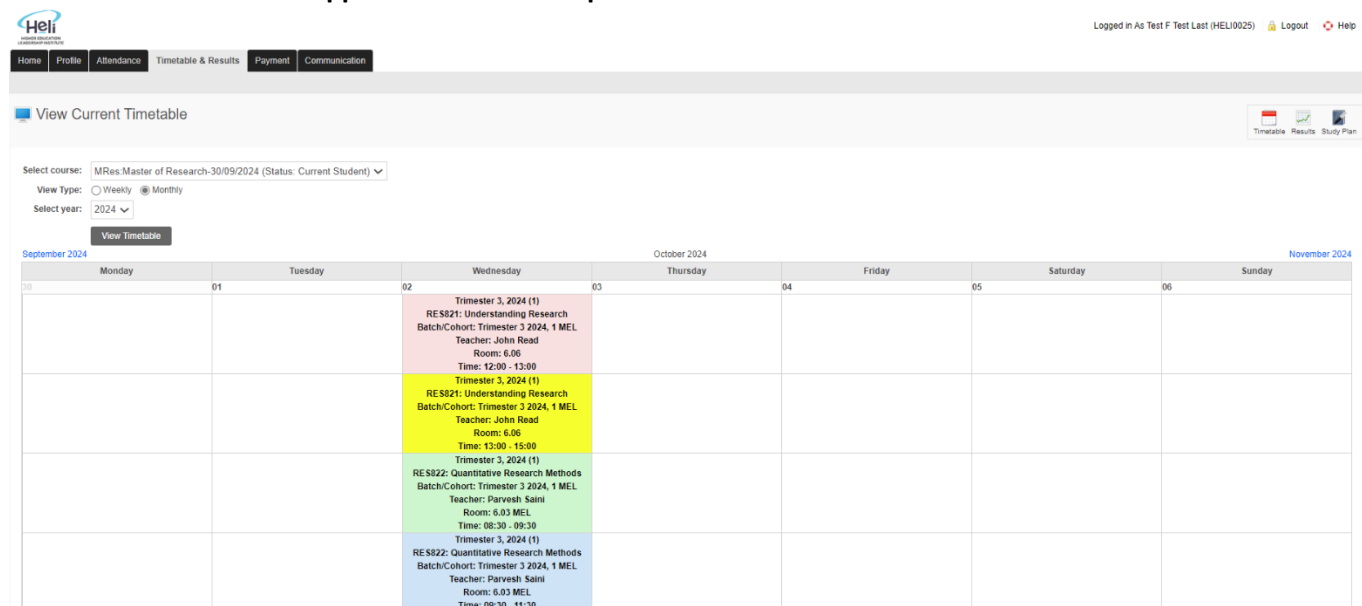
Select year: 2024 ▼

View Timetable

July 2024 August 2024 September 2024

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	24	25	26	27	28
29	30	31				

Your timetable will then appear – see the example below



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Home Profile Attendance Timetable & Results Payment Communication

View Current Timetable

Select course: MRes:Master of Research-30/09/2024 (Status: Current Student) ▼

View Type: ☐ Weekly ☒ Monthly

Select year: 2024 ▼

View Timetable

September 2024 October 2024 November 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	
		Trimester 3, 2024 (1) RES21: Understanding Research Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: John Read Room: 6.06 Time: 12:00 - 13:00				
		Trimester 3, 2024 (1) RES21: Understanding Research Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: John Read Room: 6.06 Time: 13:00 - 15:00				
		Trimester 3, 2024 (1) RES22: Quantitative Research Methods Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: Parvesh Saini Room: 6.03 MEL Time: 08:30 - 09:30				
		Trimester 3, 2024 (1) RES22: Quantitative Research Methods Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: Parvesh Saini Room: 6.03 MEL Time: 09:30 - 11:30				