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.
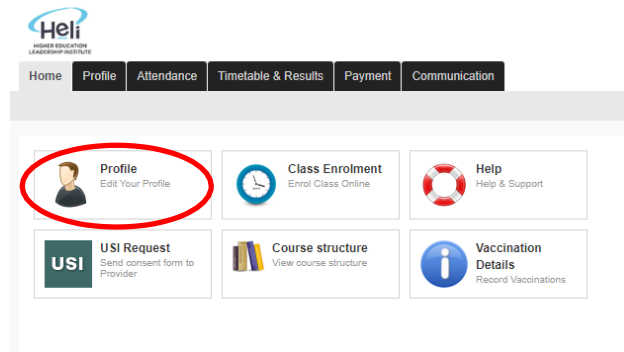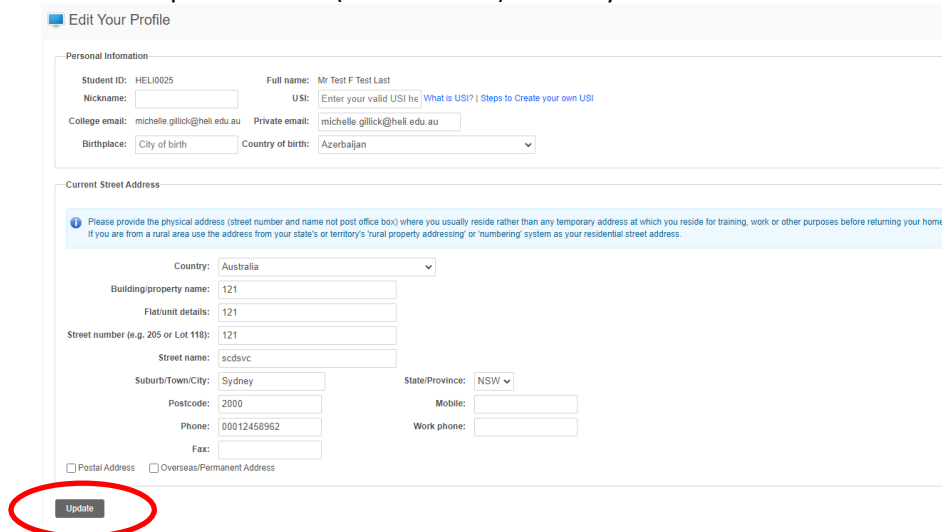
Step 2: Update your Contact Details
When you first log into your Student Portal there may be a pop-up screen that requests you check and update your contact details. If this pop-up window doesn't appear, please select the Profile menu (circled in red below).

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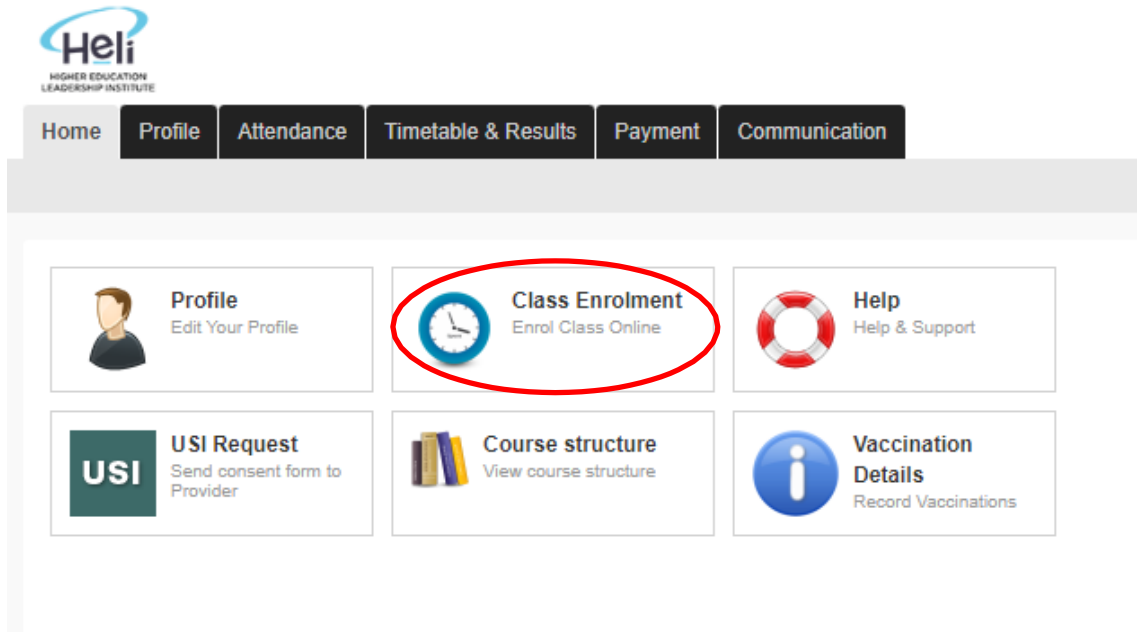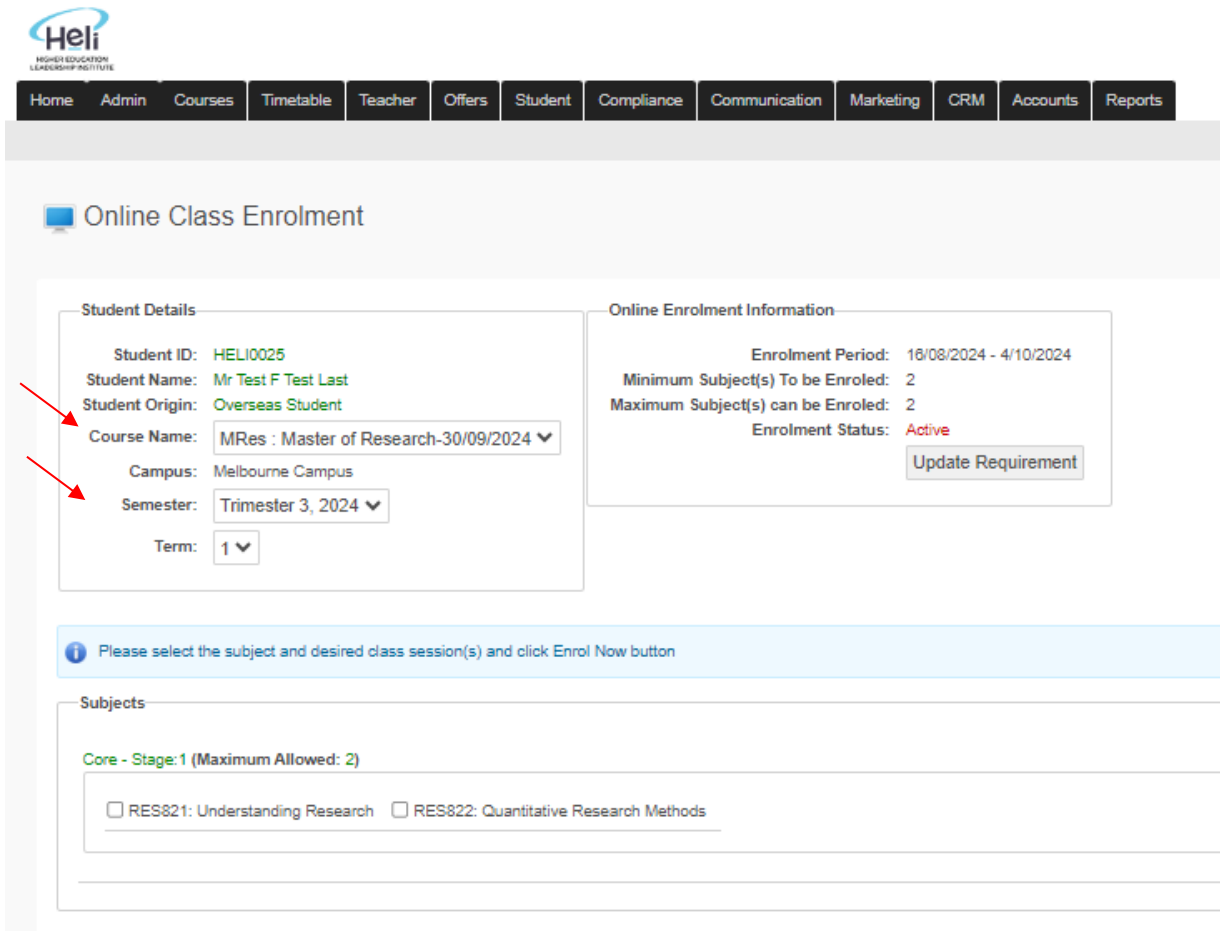
Once you have selected the Update button you will receive the following message:

> ✔ Profile updated successfully. All future communication will be sent to your updated address.
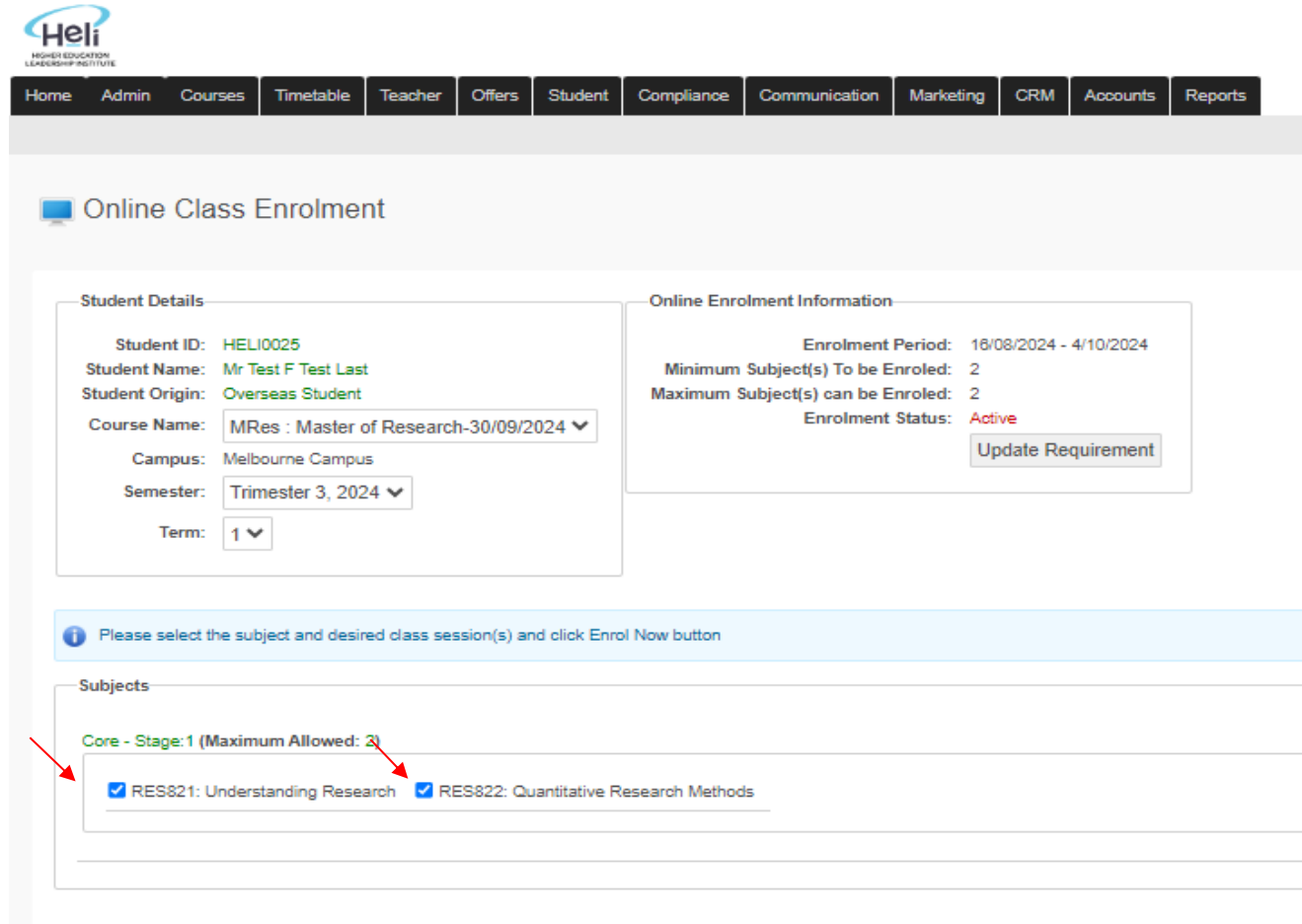
Step 3: Click on the Class Enrolment (see circle in red)

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

Step 5: Tick the 2 units as shown below

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

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.

The below pop-up will appear, select OK to process your online enrolment:
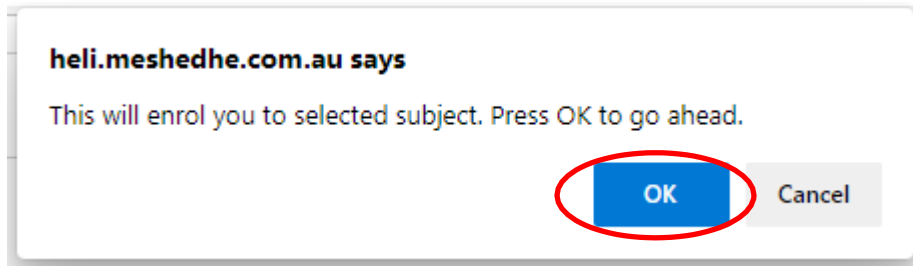
You will receive the below message confirming you have processed your online enrolment:
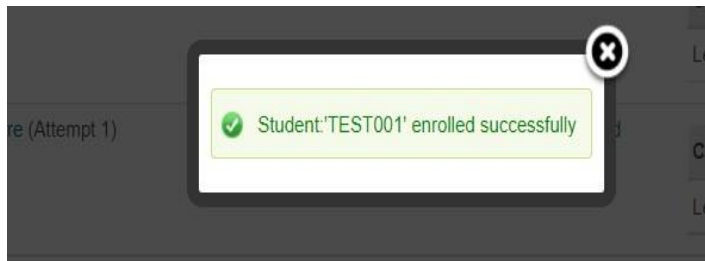
You will then be able to see your units and classes for the study period via the Online Class Enrolment menu.

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.
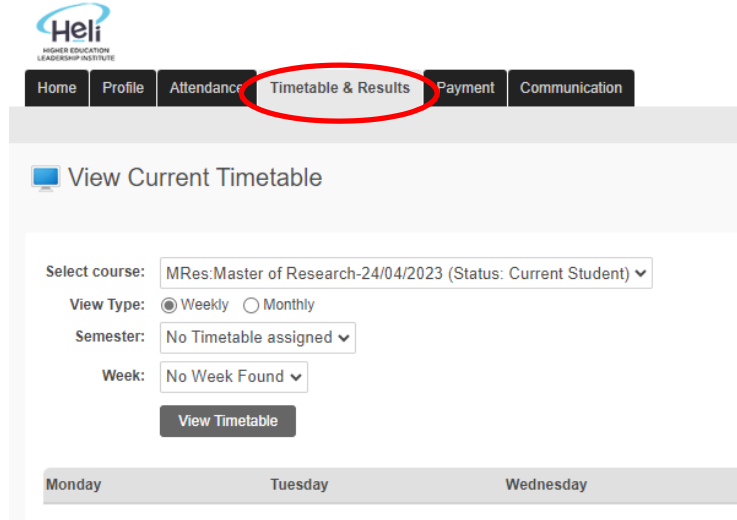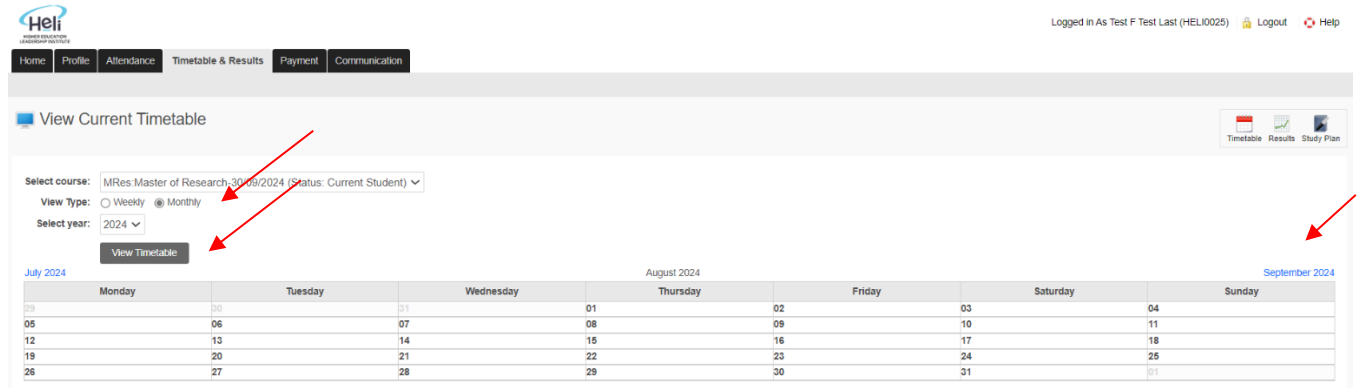
HOW TO VIEW YOUR TIMETABLE

Step 1: Click on the Timetable & Results tab
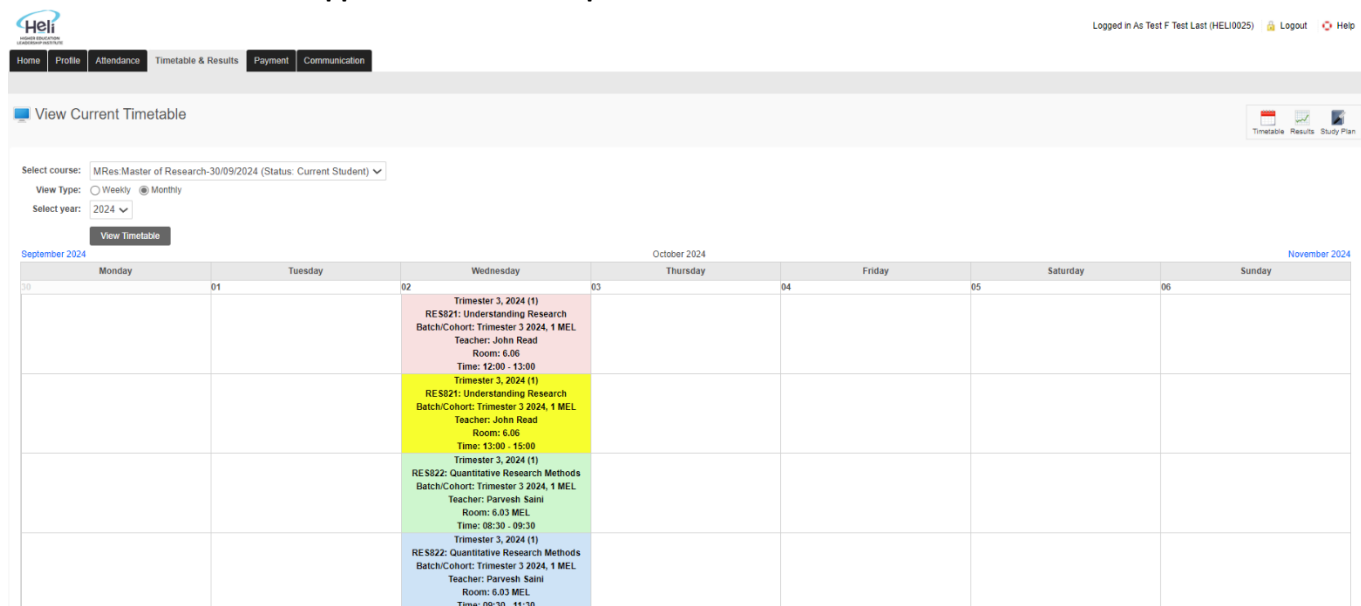
Step 2: Select Monthly and the month you want (T3, 2024 Hint: Select September, then you will be able to select October), then click on View Timetable

Your timetable will then appear – see the example below