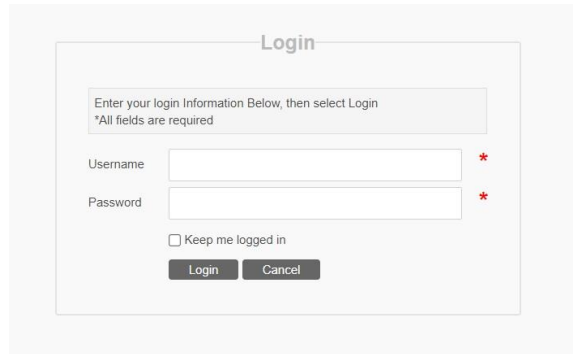


HOW TO ENROL INTO YOUR UNITS

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.

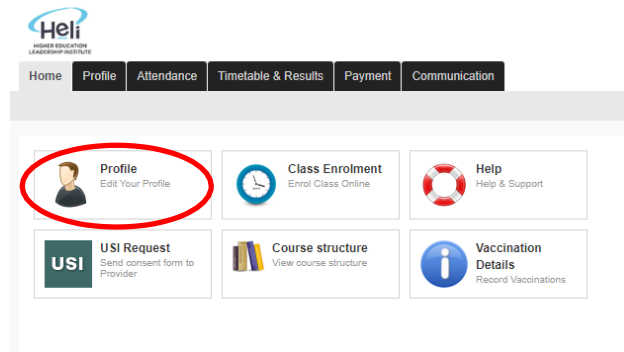


The screenshot shows a 'Login' form with the following fields and options:

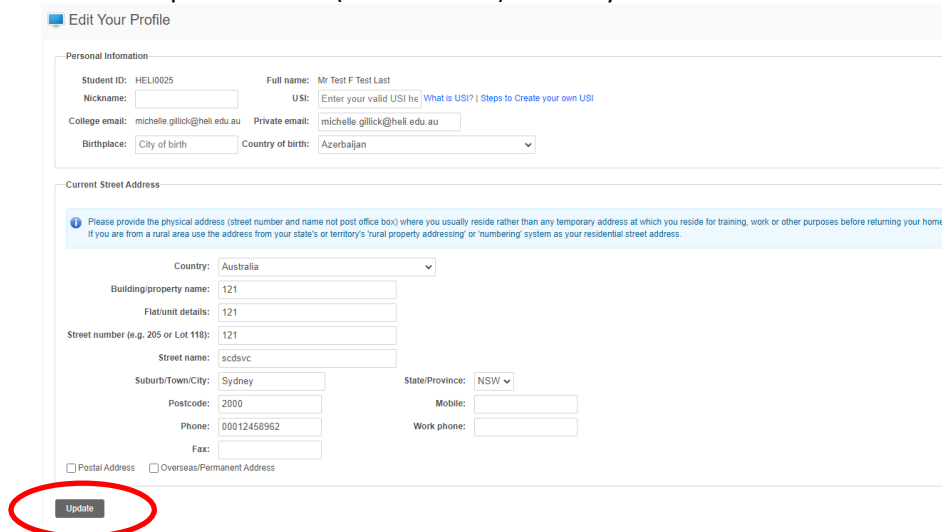
- Instruction: "Enter your login Information Below, then select Login. *All fields are required"
- Username: [Text input field]
- Password: [Text input field]
- Keep me logged in:
- Buttons: Login, Cancel

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.



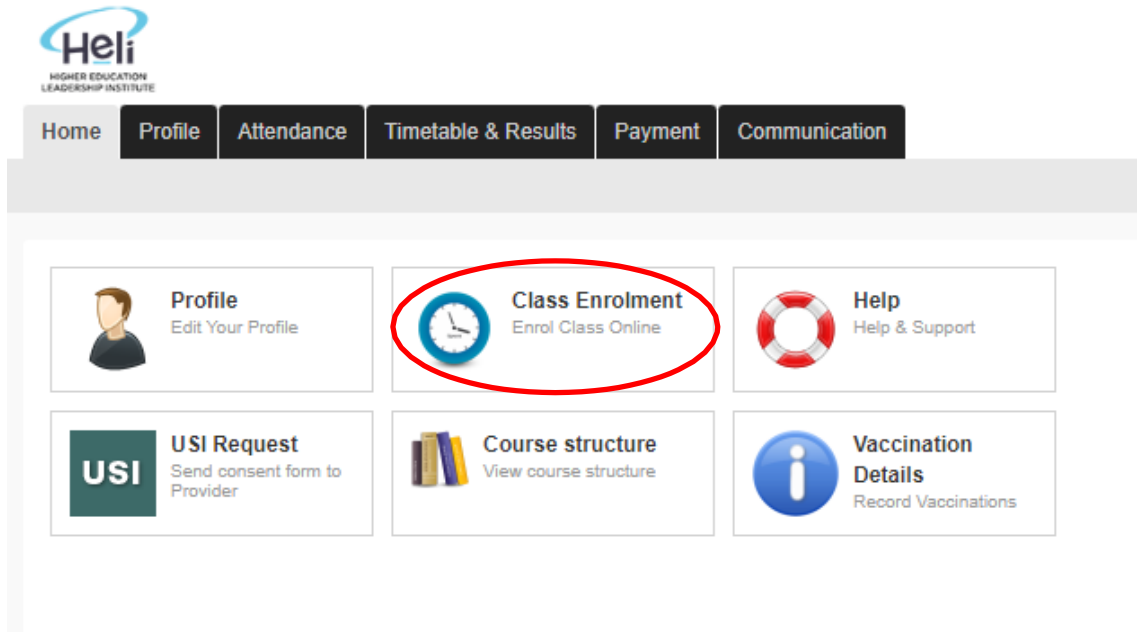
The screenshot shows the 'Edit Your Profile' form with the following sections and fields:

- Personal Information:** Student ID: HELI0025, Full name: Mr Test F Test Last, USI: [Text input field], College email: michelle.gillick@heli.edu.au, Private email: michelle.gillick@heli.edu.au, Birthplace: [Text input field], 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: 00012458962, Mobile: [Text input field], Work phone: [Text input field], Fax: [Text input field]
- Buttons: Postal Address, Overseas/Permanent Address, **Update** (circled in red)

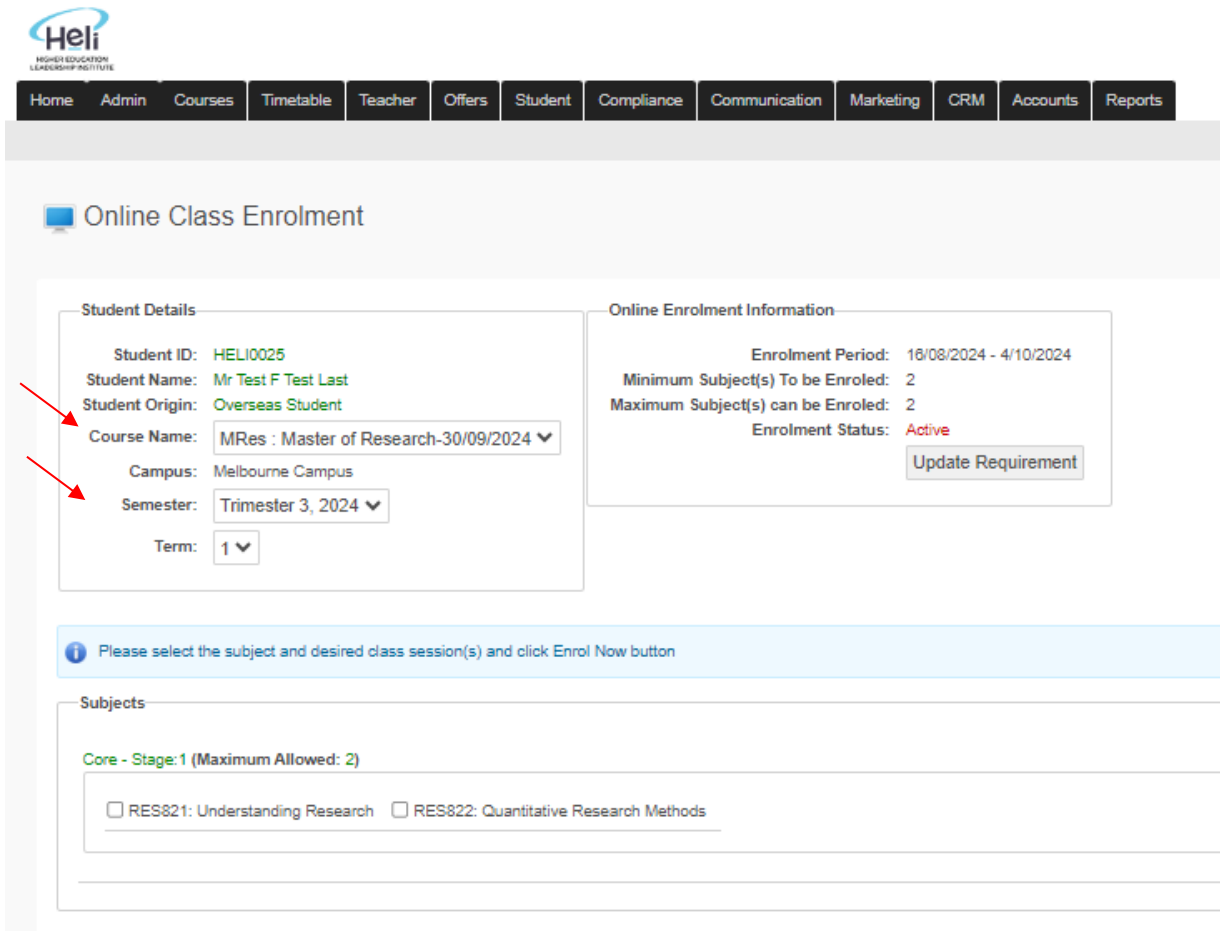
Once you have selected the Update button you will receive the following message:

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

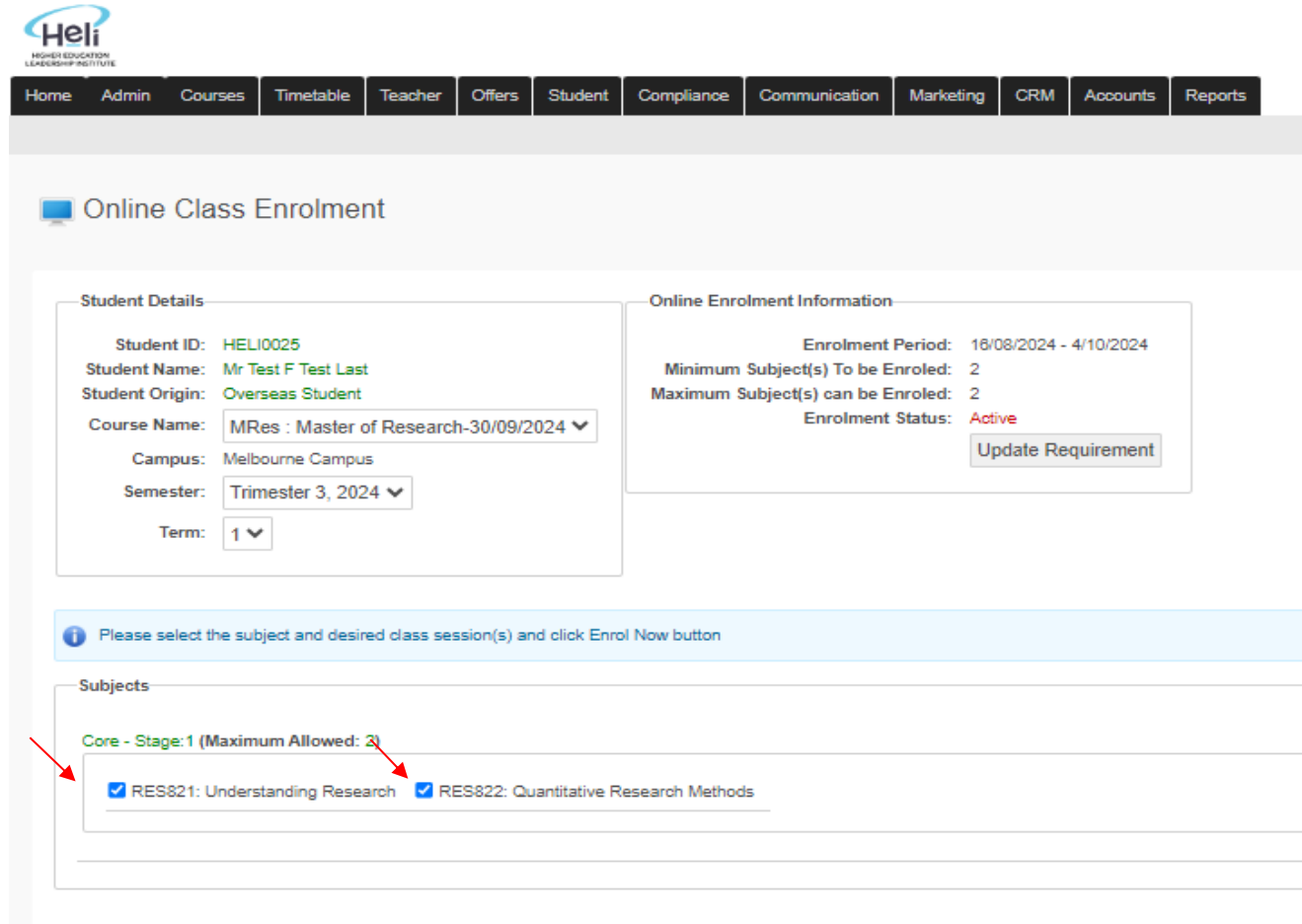
Step 3: Click on the Class Enrolment (see circle in red)



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



Step 5: Tick the 2 units as shown below



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](#)

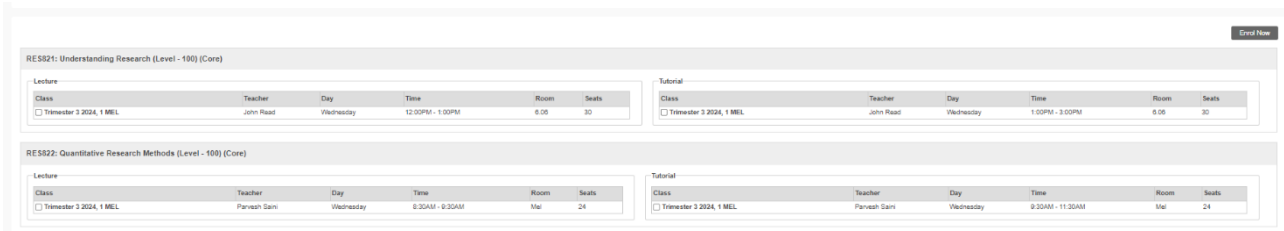
Please select the subject and desired class session(s) and click Enrol Now button

Subjects

Core - Stage: 1 (Maximum Allowed: 2)

RES821: Understanding Research RES822: Quantitative Research Methods

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

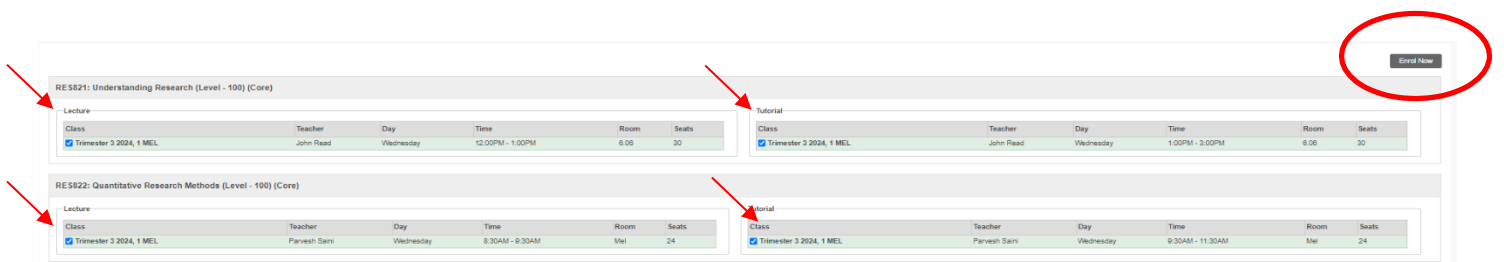


RES821: Understanding Research (Level - 100) (Core)						
Lecture						
Class	Teacher	Day	Time	Room	Seats	
<input type="checkbox"/> Trimester 3 2024, 1 MEL	John Read	Wednesday	12:00PM - 1:00PM	6:08	30	
Tutorial						
Class	Teacher	Day	Time	Room	Seats	
<input type="checkbox"/> Trimester 3 2024, 1 MEL	John Read	Wednesday	1:00PM - 3:00PM	6:08	30	

RES822: Quantitative Research Methods (Level - 100) (Core)						
Lecture						
Class	Teacher	Day	Time	Room	Seats	
<input type="checkbox"/> Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	8:30AM - 9:30AM	Mel	24	
Tutorial						
Class	Teacher	Day	Time	Room	Seats	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> Trimester 3 2024, 1 MEL	John Read	Wednesday	12:00PM - 1:00PM	6:08	30	

Tutorial

Class	Teacher	Day	Time	Room	Seats	
<input checked="" type="checkbox"/> Trimester 3 2024, 1 MEL	John Read	Wednesday	1:00PM - 3:00PM	6:08	30	

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

Lecture

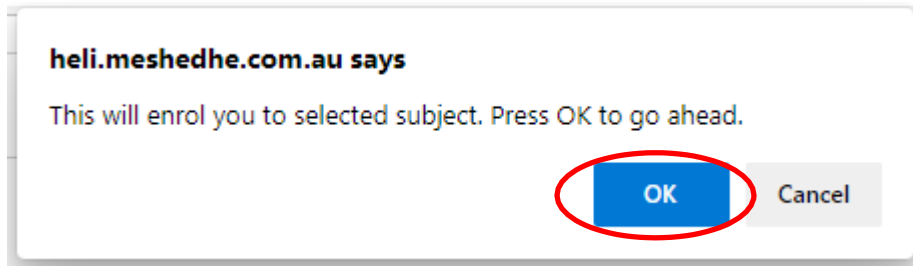
Class	Teacher	Day	Time	Room	Seats	
<input checked="" type="checkbox"/> Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	8:30AM - 9:30AM	Mel	24	

Tutorial

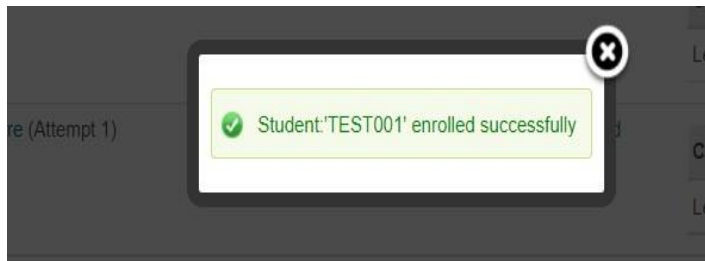
Class	Teacher	Day	Time	Room	Seats	
<input checked="" type="checkbox"/> Trimester 3 2024, 1 MEL	Parvash Sami	Wednesday	9:30AM - 11:30AM	Mel	24	

[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

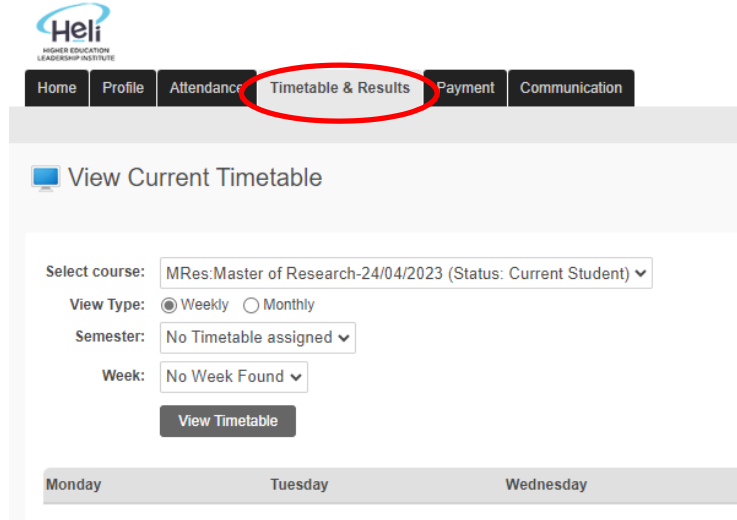
Student Details	Online Enrolment Information
Student ID: HELI0025	Enrolment Period:
Student Name: Mr Test F Test Last	Minimum Subject(s) To be Enrolled:
Student Origin: Overseas Student	Maximum Subject(s) can be Enrolled:
Course Name: MRes : Master of Research-30/09/2024	Enrolment Status: Expired
Semester: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

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

Subjects

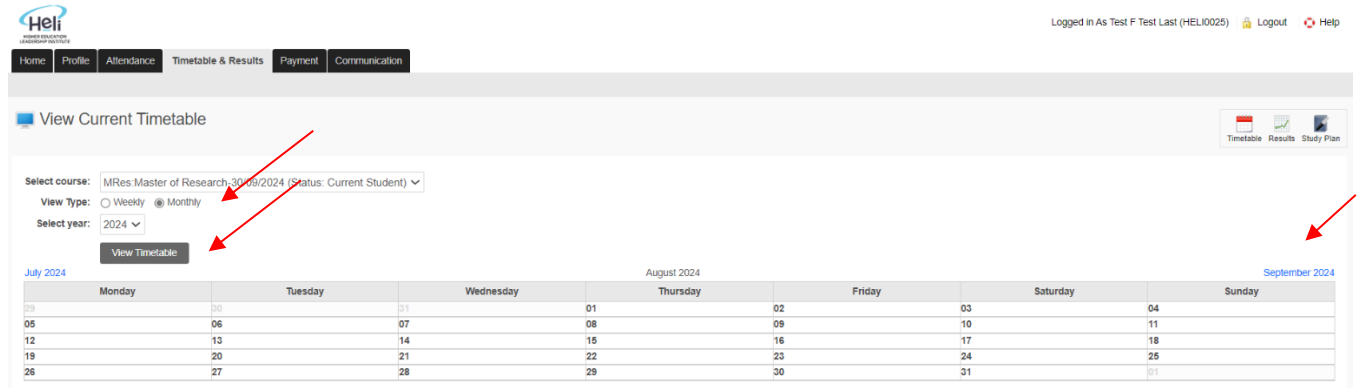
HOW TO VIEW YOUR TIMETABLE

Step 1: Click on the Timetable & Results tab



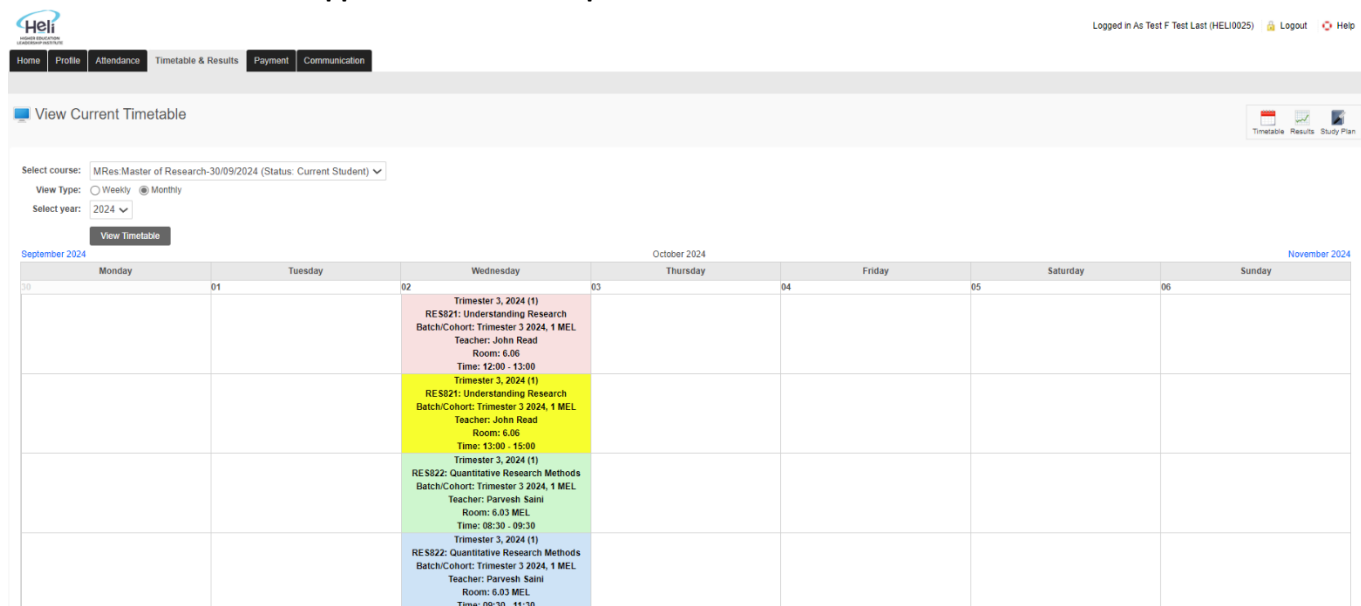
The screenshot shows the Heli portal navigation menu with 'Timetable & Results' circled in red. Below the menu, the 'View Current Timetable' section is visible. It includes a dropdown for 'Select course:' (MRes:Master of Research-24/04/2023 (Status: Current Student)), radio buttons for 'View Type:' (Weekly selected, Monthly unselected), a dropdown for 'Semester:' (No Timetable assigned), and a dropdown for 'Week:' (No Week Found). A 'View Timetable' button is located below these options.

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



The screenshot shows the 'View Current Timetable' page with 'Monthly' selected under 'View Type:' and 'September 2024' selected under 'Select year:'. A 'View Timetable' button is highlighted with a red arrow. The calendar view shows the month of September 2024 with days from Monday to Sunday. A red arrow points to the 'View Timetable' button, and another red arrow points to the 'September 2024' dropdown.

Your timetable will then appear – see the example below



The screenshot shows the 'View Current Timetable' page with the timetable for October 2024 displayed. The 'View Type:' is set to 'Monthly' and 'Select year:' is '2024'. The 'View Timetable' button is highlighted. The calendar view shows the month of October 2024 with days from Monday to Sunday. The timetable for October 2nd is displayed, showing four courses:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Trimester 3, 2024 (1) RES821: Understanding Research Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: John Read Room: 6.06 Time: 12:00 - 13:00				
		Trimester 3, 2024 (1) RES821: Understanding Research Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: John Read Room: 6.06 Time: 13:00 - 15:00				
		Trimester 3, 2024 (1) RES822: Quantitative Research Methods Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: Parvesh Saini Room: 6.05 MEL Time: 08:30 - 09:30				
		Trimester 3, 2024 (1) RES822: Quantitative Research Methods Batch/Cohort: Trimester 3 2024, 1 MEL Teacher: Parvesh Saini Room: 6.05 MEL Time: 09:30 - 11:30				