

Student Portal Manual

Student Portal: User Manual

Table of Contents

| How to update personal details via Student Portal? | 3 |
|--|----|
| How to view attendance for the course enrolled? | 5 |
| How to view timetable and results? | 6 |
| How to pay via Student Portal? | 9 |
| How to print receipt for the tuition fees paid? | 13 |
| How to complete forms online? | 14 |

How to update personal details via Student Portal?

1) Log on to your Student Portal.

| ACKNOWLEDCE Image: Contrast formation Downlast Document Staction Application Applier Registration Applier Registra | Not Logged In Allone 2 Loge Freque Passever? |
|--|--|
| Welcome to RTOManager College Management System | |
| RTOmanaper is our next generation automated College Management System that offers the capabilities to manage and streamline the business processes of an educational institution. RTOmanager is a smart integration of several important modules that Geliver an opportunity to intionalize the daylo-day college operations. For example, departmental portals for RTO management, access to relevant users such as student portal for student, teacher portal for teachers and agents. | Login Username Password • |
| RTOmanager College Management System is an interactive online management system which coordinates various college operations and processes into single online platform for efficiency and increased productivity. If you have any trouble accessing or navigating through RTOmanager CRICOS platform, please contact your System Administrator: <u>hotocets/glue edu au</u> | |
| | |
| (i) meshed | Copyright © 2007 - 2020 WebSuitra Technology Pty Ltd Trading as Meshed Group. All Rights Reserved Privacy Policy Terma of Use |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

2) Click on Edit Profile under the Profile tab.

| | 🚱 🚯 🕲 🔕 | ly . (1045001) : 🔒 Logout 🕴 🗱 Help |
|--|--|---|
| Terrer Poster Vex-Dox Material Attent or Edit Poster Change Passenti Change Passenti Edit Tue Posta Edit Tue Posta Corres stuccher Vex excess stuccher Vex excess stuccher | Totalidié & Revuel Payment Evaluation Communication Image: Materials Image: Class Image: Mage: A largest Image: Stagest Image: Stagest | |
| | No current reminder available Warning Letters StudentSections. Hismoorth/transition Letter steril on 13/02/002/ 13.27.23 StudentSections. Hismoorth/transition Letter steril on 13/02/002/ 15.27.23 StudentSections. Hismoorth/transition Letter steril on 20/07/02/ 15.20 Defermat/Approved Leave Defermat/Approved Leave | you are ready for RTOmanager |
| | No deternal record | RTomanager |
| meshed | Copyright @ 2017 - 2020 WebSite Technology Phy L | Id Trading as Meshed Group. All Rights Reserved Privacy Policy Terms of Us |

- 3) You may change the following details:
 - a. Nickname
 - b. USI Entry (if you have not provided one)
 - c. Birthplace & Country of Birth
 - d. Street Address (please complete all fields with RED*) as compulsory fields
 - e. Postal address & overseas/permanent address (if available)
 - f. Emergency contact details

| • Control • Control <th>ACKNOWLE</th> <th>DGE (</th> <th>r (# 11) (</th> <th>2</th> <th></th> <th></th> <th></th> <th></th> <th></th> | ACKNOWLE | DGE (| r (# 11) (| 2 | | | | | |
|--|---|----------------------------|--------------------------------|---------------------------------|-----------------------------------|---------------|---|-----------------|--|
| at built User Present Cell Your Profile Cell Your Profile The main in the first | EDUCATION | (| M 🖓 🔘 🕻 | U | | | | | |
| Can compare a constraint of a constraint | me Profile View Doc M | faterial Attendance 1 | imetable & Results Payr | ment Evaluation Comm | unication | | | | |
| here in the set in the set is the | t Profile Change Password O | ISHC Info | | | | | | | |
| <pre>Provide number Set Strate Number Set Strate</pre> | | | | | | | | | |
| | Edit Your Profile | | | | | | | | |
| | ursanal information | | | | | | | | |
| | | Tell server | No. Last | | | | | | |
| | | | | What is USI2 Stees to Create | vour own 1151 | | | | |
| | | | | THE POINT CHARGE IN COUNT | The own over | | | | |
| hand Stad Addees P Responsive for physical address (sitest number and name not poot dollico body where you susably reside rather than any temporary address at which you reside for training, work or other purposes before strunning your home. Commery: Astrial Commery: Astrial Commers: Astrial Commers: Commery: Astrial Commers: Comme | | | | | | | | | |
| Polyce provide the physical address there number and name number of office hours where you usually reside numbering 'yours address at which you reside for training, which on the purposes before neturing your hours. | | | | | | | | | |
| In you we tion a rule area use the address from your state's or tentiony's had property addressing' or humbering' system as your residential statet address. Compty: | irrent Street Address | | | | | | | | |
| I you use toos a rural area use the address from your statis's stateming in your statis's stateming in your state is atteming in your state is attempting | | | | | | | | | |
| windingstreems ends initial data is Y and the data is initial data is Stret name: (p, 300 is Not is initial data is Y and is initial data is < | If you are from a rural area use | the address from your stat | e's or territory's 'rural prop | perty addressing' or 'numbering | ng" system as your residential st | reet address. | | | |
| Building Sprepring Sing Building Sprepring Sing Building Sprepring Sing State Sprepring Sing Sprepring Sing State Sprepring Sing Sprepring Sing State Sprepring Sing Press West proving Sing Sprepring Sing State Sprepring Sing< | Country | Australia | ~ | | | | | | |
| Pathot dasis | | | | | | | | | |
| steer teere (se 26 si Let 119) [16] | | | | | | | | | |
| Siver same: Submit/New MilliouRine Submit/New M | 100000000000000000000000000000000000000 | 168 | | | | | | | |
| Pactor Solid Monie Control 1000 Monie Control 1000 Monie Control 1000 Control 10000 Control 1000 Control 10000 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | | | | | | | | | |
| Pettore: Monic: 422000037 None: 9422000037 Nucley plow: 9422000037 Name: 9422000037 Nucley plow: 9422000037 Petutal Addres: 0 Nucley plow: 9422000037 Petutal Addres: 0 Nucley plow: 9422000037 Petutal Addres: 0 Nucley plow: Nucley plow: | Suburb/Town/City: | MELBOURNE | State | Province: VIC V | | | | | |
| Nermine (Address Postar Address Oversass Permine (Address Contract Name Relationship Address Pione Email Intergrandy-Understor Mathematication (Address) Ital TBA | | | | Mobile: 0422606637 | | | | | |
| Nacional Security Contact Name Relationship Adares Proce Email * © Enreginov, Carlor Mane Relationship Adares Proce Email * © Enreginov, Carlor Mane Relationship Adares Proce Email * © Enreginov, Carlor Mane Relationship Adares Relationship Relationship | Phone: | | Wo | ork phone: 0422606637 | | | | | |
| at Emergina-yGaurdan contact details: Actions Contact Type Contact Type Contact Type Contact Type Contact Type Email © Emergency Adhur TBA Emergency Emergencov | Fax: | | | | | | | | |
| Contact Type Contact Name Relationship Address Paore Email Emergincy Adtur TBA | Postal Address 🛛 Overseas/Perr | manent Address | | | | | | | |
| Company Athur TBA TBA TBA Image: Company Companie Image: Company Companie Image: Company Company Company Image: Company Company | lit Emergency/Guardian contact deta | ills: | | | | | | | |
| Emergency Arbur TBA | ction Contact Type | Contact Name | | Relationship | | Address | | Phone | Email |
| e g_Emergency/Corporate e g_yourname@domain.com | | Arthur | | 1.55.77 | | TBA | | TEA | |
| neshed Cograft 6 2017 - 200 Welski a Technikog Pi Us Tading is Menhol Group Al Rg | | e] [| | * e.g. Mother/ | Recruiter/Manager | | 1 | e.g. 0299990000 | e.a. voumame@domain.com |
| meshed Copyright 6 2017 - 2013 Well-site Technology Phy List Techn | (| | | | | | | | |
| | idate | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | and the state | | | | | | | Converter | d 2 2007 - 2020 Web Suite Technology Dir I M Tenden on Menhod Proven All Diable |
| | nesned | | | | | | | Copyright | t 6 2007 - 2020 WebSutra Technology Pty Ltd Trading as Meaned Group. All Feghts Privacy Policy Terr |

4) Once done, remember to click the "Update" button to save all changes made.

How to view attendance for the course enrolled?

1) To view your overall attendance for the course enrolled, click on the "Attendance" tab.

| | 6) (1) Q | | Logged in As And | ly , (1045001) 🔒 Logout 📫 Help | |
|---|----------------------------------|--|------------------|---|---|
| Home Profile View Doc Material Attendance | Timetable & Results Payment | Evaluation Communication | | | |
| View Attendance (Overall Sunary) | | | | | Weekly Total |
| Course Name: CHC52015:Diploma of Community Services-13/0 | 7/2020 (Status: Current Student) | \checkmark | | | |
| Current Course | Semeste | er | Term | Total Attendance % | Total Projected % |
| BOCS: Bachelor of Community Services | BCS Terr | n 3-2020 | 1 | 0% | 56.49% |
| CHC52015: Diploma of Community Services | VET 202 | 0 (ADB&DCS) | 4 | 100% | 0.00% |
| Total Attendance %: is the course attendance to the current date (Total Projected %: is the total course attendance if the student attendance if th | | e (now) until the end of their course. | | | |
| meshed | | | Ce | pyright © 2007 - 2020 WebSutra Technology Pty L | td Trading as Meshed Group. All Rights Reserved. Privacy Policy Terms of Use |
| | | | | | |
| | | | | | |

2) You may also view the breakdown of your weekly attendance by clicking on the "Weekly" icon on the left (as shown in the picture below).

| | ACKNOWLE | DGI | Ð | | Ð | | 嬼 | 1 | 0 | | | | Logged | d in As Andy . (10450 | 01) 🔒 Logout 🚍 Hel |
|--------|--|----------|----------|----------|------------|----------|----------|----------|------------|------------|------------------|------------------|--------------|-----------------------|------------------------|
| Home | Profile View Doc N | laterial | Att | endance | e Tim | | & Res | | Payment | Evaluation | Communication | | | | |
| | | | | | | | | | | | | | | | |
| | | | ~ | | | | | | | | | | | | |
| | iew Attendance (W | eeki | / Su | mma | ary) | | | | | | | | | | Veekly Total |
| | | | | | | | | | | | | | | | View Weekly |
| | se Name: CHC52015:Diploma | | unity (| Services | s-13/07/20 |)20 (S | tatus: | Current | t Student) | | \sim | | | | Attendance |
| Se | emester : VET 2020 (ADB&DC | S) 🗸 | | | | | | | | | | | | | |
| | Term : 4 🗸 | | | | | | | | | | | | | | |
| Stude | ent Attendance View By Week | | | | | | | | | | | | | | |
| Term | Week Length | Mon | Tue | Wed | Thurs | Fri | Sat | Sun | Study Hrs | Other Hrs | Weekly Attd Hrs. | Weekly Class Hrs | Weekly Attd% | Semester Curr. Attd. | Semester Proj. Attd. |
| 4 | (28/09/2020 - 04/10/2020) | NC | NC | NC | NC | NC | NC | NC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | (05/10/2020 - 11/10/2020) | PH | NC | NC | NC | NC | NC | NC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | (12/10/2020 - 18/10/2020) | NC | NC | NC | NC | NC | NC | NC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | | |
| 4 | (19/10/2020 - 25/10/2020) | NC | NC | NC | NC | NC | NC | NC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | (19/10/2020 - 25/10/2020) (26/10/2020 - 01/11/2020) | NC NC | NC NC | NC NC | NC NC | | | | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4 | | | | NC | | NC | NC | NC | - | | | | | | 0 |
| 4 4 | (26/10/2020 - 01/11/2020) | NC | NC | NC NC | NC | NC NC | NC NC | NC NC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

How to view timetable and results?

1) Click on the "Timetable & Results" tab. You will be directed to the Timetable page (as shown in the picture below). By default, weekly timetable is shown, with complete information of the classes enrolled.

| | 🚱 🔇 🕅 | | Logged i | n As Andy . (1045001) 🔒 Log | iout 🔁 Help |
|---|--|--------------|---------------|---|------------------|
| Home Profile View Doc Material Attendance | Timetable & Results Payment Evaluation Communication | | | | |
| View Current Timetable | 1 | | | Timetable Re | sults Study Plan |
| Select course: BOCS:Bachelor of Community Services-03/02 View Type: Veekly O Monthly Semester: BCS Term 3-2020 Veek: 10 (16/11/2020 - 22/11/2020) View Timetable | /2020 (Status: Current Student) | | | | |
| Total Study hours for current week 10 (16/11/2020 - 22/11/2020) is: | _ | | | | |
| Monday | Tuesday | Wednesday Th | ursday Friday | Saturday | Sunday |
| Subject: INT101: Introduction to Community Services Batch: P1 Teacher: Taljana Klein Room: Room 2P Date: 1611/12020 Time: 09:00 - 12:00 | Subject: SAP101: Australia Society, Systems and Policies Batch: P3 Teacher: Arthur Spendier Room: Room 3P Date: 171/11/2020 Time: 13:00 - 16:00 | NC NO | C NC | Subject: FLD202: Fieldwork 1 Batch: Placement Teacher: – Unassigned– Room: Online Date: 21/11/2020 Time: 09:00 - 12:00 | NC |
| | | | | | |

2) If you select the Monthly option, and click on "View Timetable", your scheduled classes will be displayed in a monthly format. You may also navigate between the months.

| | LEDGE | 🚱 🔇 🕅 🕄 | | | Logged in As Andy . (* | 1045001) 🔒 Logout 🚺 Help |
|--|---------------------|-------------------------------|---------------------------|--------|------------------------|------------------------------|
| Home Profile View Doc | Material Attendance | Timetable & Results Payment | Evaluation Communication | | | |
| View Current Tim | letable | | | | | Timetable Results Study Plan |
| Select course: BOCS:Bachelor View Type: O Weekly Mi Select year: 2020 View Timetable | onthly | 020 (Status: Current Student) | ~ | | | |
| October 2020 Monday | Tuesday | Wednesday | November 2020 Thursday | Friday | Saturday | December 2020 Sunday |
| 26 | 27 | 28 | 29 | 30 | 31 | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| | | | | | | |

3) Click the "Results" icon on the right. Then select the course you would like to view your results from the drop-down box. Click on "View Course Results", and the listing will appear (as shown in the picture below).

| | 🚳 🔇 🕅 | | - Logged in As Andy . (1045001) BLogeut ∰Help |
|--|--|-----------------------------------|---|
| Home Profile View Doc Material Attendance | Timetable & Results Payment Evaluation | Communication | |
| | | | |
| View Academic Final Results | | | Timelable Results Study Flam |
| 1BOBAC:Bachelor of Business (Accounting)-10 Select course: BOBAC:Bachelor of Business (Accounting)-16 View Coarse Results; View Coarse Results; | | | Select semester: All |
| View Academic Final Results(total rows: 7 rows) | | | _ |
| Enrolment Details | | Subject Results | Assessment Details |
| Semester: Semester 3, 2020 Term: 1 Batch: M1 Subject: MAN302 : Preparation of Business Plan (Attempt: 1 | | Grade: Enrolled Marks: Not Marked | L No assessment |
| Semester: Semester 2, 2020 Term: 1 Batch: No Batch Subject: CSM303 : Welfare Law & Ethics (Attempt: 1) | | Grade: CT | No assessment |
| Semester: Semester 3,2018 Term: 1 Batch: No Batch Subject: ETH201 : Business Ethics & CSR (Attempt: 1) | | Grade: CT | A No assessment |
| Semester: Somester 3,2018 Term: 1 Batch: B Subject: MRK101 : Introduction to Marketing (Attempt: 1) https://se.rtomanager.com.au/Student/Stude | /Std_ViewResults.aspx | Grade: P Marks: 55 | 🎪 No assessment |

4) You are also able to monitor your study plan for the course enrolled. Click on the "Study Plan" icon on the right, and the courses you enrolled will be displayed.

| | () | | | Logged in | As Andy . | (1045001) 🔒 Logo | ut 🕴 🔁 Help |
|---|------------------------|------------------------|--|--|-----------|--|------------------|
| Home Profile View Doc Material Attendance Timet | able & Results Payment | Evaluation Communicati | on | | | | |
| | | | | | | | |
| View Study Plan | | | | | | Timetable Resu | ts Study Plan |
| | | | | | | | |
| | | | | | | | ٢ |
| View Study Plan(total rows: 12 rows) | | | | | | | |
| Course | Course attempt | Additional information | Study Period | Status | CoE No | Course Tuition Fee | Action |
| BOBGC: Bachelor of Business | 1 | - | 21/11/2022 - 31/07/2024 | Offered | | \$36,000.00 | |
| SIT50416: Diploma of Hospitality Management | 2 | - | 25/04/2022 - 23/10/2022 | Offered | | \$4,200.00 | |
| | | | | | | \$4,200.00 | |
| SIT40516: Certificate IV in Commercial Cookery | 2 | - | 27/09/2021 - 10/04/2022 | Offered | | \$4,200.00 | 2 |
| , | 2 | | 27/09/2021 - 10/04/2022 16/11/2020 - 18/12/2020 | Offered Current Student | | | |
| HLTSS00064: Infection Control Skill Set | | • • | | | | \$4,200.00 | R |
| HLTSS00064: Infection Control Skill Set SIT30816: Certificate III in Commercial Cookery | 1 | - - - | 16/11/2020 - 18/12/2020 | Current Student | | \$4,200.00 \$0.00 | ē. |
| HLTSS00064: Infection Control Skill Set SIT30816: Certificate III in Commercial Cookery BOBCI: Bachelor of Business (Accounting) - CPA Accredited Unit | 1 3 | • • • | 16/11/2020 - 18/12/2020 28/09/2020 - 19/09/2021 | Current Student Offered | | \$4,200.00 \$0.00 \$10,000.00 | Q Q Q |
| HLTSS00064: Infection Control Skill Set SIT30816: Certificate III in Commercial Cookery BOBCI: Bachelor of Business (Accounting) - CPA Accredited Unit CHC52015: Dioloma of Community Services | 1 3 | • • • • | 16/11/2020 - 18/12/2020 28/09/2020 - 19/09/2021 27/07/2020 - 08/11/2020 | Current Student Offered Current Student | NA | \$4,200.00 \$0.00 \$10,000.00 \$2,250.00 | 2 2 2 2 |
| SIT40516: Certificate IV in Commercial Cookery HLTSS00064: Infection Control Skill Set SIT30816: Certificate III in Commercial Cookery BOBCI: Bachelor of Business (Accounting) - CPA Accredited Unit CHC52015: Dioloma of Community Services BOBAC: Bachelor of Business (Accounting) | 1 3 1 1 | - - - - - | 16/11/2020 - 18/12/2020 28/09/2020 - 19/09/2021 27/07/2020 - 08/11/2020 13/07/2020 - 10/07/2022 | Current Student Offered Current Student Current Student | NA | \$4,200.00 \$0.00 \$10,000.00 \$2,250.00 \$19,000.00 | |

5) Select the course you wish to view. Click on the "View Subject Completion Status" icon under Action column. A window will pop-up (as shown in the picture below), listing all the details of the units required within the course.

| me Profil | Course Pro | ogress Summary | | | | | Export Close to Excel Panel | Î |
|---------------------|---------------------|--|-------------------------|---------------|--------------|-------------|--------------------------------|-------------------|
| | Summary Type: Su | ubject Completion Summary \vee | | | | | | |
| View S | Activity Start Date | Subject | Activity Period | Final Outcome | Attendance % | Class Batch | Lecturer Name | |
| | 14/09/2020 | FLD202: Fieldwork 1 | 14/09/2020 - 13/12/2020 | Enrolled | 0.00 | Placement | Unassigned | esults Study Plan |
| | 14/09/2020 | INT101: Introduction to Community Services | 14/09/2020 - 13/12/2020 | Enrolled | 0.00 | P1 | Tatjana Klein | |
| 1 | 14/09/2020 | SAP101: Australia Society, Systems and Policies | 14/09/2020 - 13/12/2020 | Enrolled | 0.00 | P3 | Arthur Spendier | |
| | | CAS101: Community Development | N/A | Not Enrolled | N/A | | | × |
| - | | CAS102: Group Work | N/A | Not Enrolled | N/A | | | |
| - View Study Pla | | CAS203: Principles of Case Management | N/A | Not Enrolled | N/A | | | |
| urse | | CAS204: Managing Multiculturalism and Diversity | N/A | Not Enrolled | N/A | | | Action |
| | | COU101: Theories in Counselling | N/A | Not Enrolled | N/A | | | 73 |
| BGC: Bachel | | COU202: Counselling Practice | N/A | Not Enrolled | N/A | | | |
| 50416: Diplor | | COU303: Supervision and Debriefing | N/A | Not Enrolled | N/A | | | 9 |
| 40516: Certifi | | FLD201: Ethics and Professional Practice | N/A | Not Enrolled | N/A | | | ē. |
| - TSS00064: In | | FLD303: Transition to Professional Practice | N/A | Not Enrolled | N/A | | | <u>a</u> |
| - | | FLD304: Fieldwork 2 | N/A | Not Enrolled | N/A | | | - |
| 30816: Certifi | | INT102: Interpersonal Communication Skills | N/A | Not Enrolled | N/A | | | |
| BCI: Bachelor | | INT103: Human Development Across the Lifespan | N/A | Not Enrolled | N/A | | | |
| C52015: Diple | | INT204: Introduction to Management in Community Services | N/A | Not Enrolled | N/A | | | <u>e</u> |
| BAC: Bachelo | | SAP102: Welfare Systems and Services in Australia | N/A | Not Enrolled | N/A | | | × |

How to pay via Student Portal?

1) Log on to your Student Portal.

| Course Information Download Document Student Application Agent Registration Agent List Pay Fees | Not Logged In 🏔 Home 🔒 Login 🎾 Forgot Password? |
|---|--|
| Welcome to RTOManager College Management System RTOmanager is our next generation automated College Management System that offers the capabilities to manage and streamline the business processes of an educational institution. RTOmanager is a smart integration of several important modules that deliver an opportunity to rationalize the day-to-day college operations. For example, departmental portals for RTO management, access to relevant users such as student portal for student, teacher portal for teachers and agent portal for agents. RTOmanager College Management System is an interactive online management system which coordinates various college operations and processes into single | Login Usemame Password Keep me logged in Login |
| online platform for efficiency and increased productivity. If you have any trouble accessing or navigating through RTOmanager CRICOS platform, please contact your System Administrator: helpdesk@ae.edu.au | 1007 - 2020 WebSutra Technology Pty Ltd Trading as Meshed Group. All Rights Reserved. Privacy Policy Terms of Use |
| | |

2) Click on the Payment tab.

| Profile Profile Ear from Profile Class Encolment Profile Class Course structure Vere course structure | Documents. Vien Dans Male Associations & Baseciation | Matrice Mension Marcan Marcan Mension Marcan Mension M | News and Reminder Laterst News [Posted Date • Descending • No current News [Posted Date • Descending • No current reminder available No current reminder available Warning Letters Subdestionates_Alement/Information Letter sens on 12/02/2020 12:27:53 Subdestionates_Alement/Information Letter sens on 12/02/2020 12:47:53 Subdestionations_Alement/Information Letter sens on 02/07/2020 12:47:53 Subdestionations_Alement/Information_Letter sens on 02/07/2020 12:47:53 Subdestionations_Alement/Information_Letter sens on 02/07/2020 12:47:53 Subdestionation_Alement/Information_Letter sens on 02/07/2020 12:47:53 Subdestionation_Letter sens on 02/07/2020 12:47:53 Subdestionation_Letter sens on 02/07/2020 12 | you are ready for RTOmanage |
|---|--|--|---|--------------------------------------|
| | | | | ◆RTOMANAB |

3) Please make sure the "Course Enrolled" is correct.

| | LEDGE 🛛 🚱 🕻 |) 🕦 🙆 | | Logged in As Andy . (104 | | | | |
|---|---|-------------------------------------|-------------------|--------------------------|-----------------------------|---|---|--|
| Hume Prufik View Dee | Material Allendoree Timetable S | Roods Payment Evaluation Comm | atication | | | | | |
| 📮 View Your Paym | ent Information | | | | | | | |
| Student Name Student ID: 104500 Courses enrolled: BOCS Course study period: 3/02/201 | Bachelor of Community Services-03/02/2020 | - Current Studend • | | | | | _ | |
| Student Course Payment Samm Tetal fullion fee: AUD488 Total fee paid: AUD06 Invision due amount: AUD64 Total fee refuncient: AUD0.0 | 800.00 0 Total missellaneous fee: AUD51 00.00 Missellaneous payment que: AUD0.0 | ō. | | | | | | |
| View Payment Details View By ® Tutton Fee Paym | ents @ Miscellanetius Pa | ments | | | | | _ | |
| Develop (cheshde)) for coulou: I | | Second States and States and States | The second second | and the second second | | The second designed | | |
| Invoice Due Date 27 Jan 20 | Invoice Number 55901 | Invoice Start Date | 59,400.00 | tervolce Cr. 50.00 | Fee Paid 58.00 | Payf ees Online 5 | | |
| | | | | | | | | |
| meshed | | | | Copyright (| 0 2007 - 2020 WebSana Techn | dogy Pty Ltd Trading as Mechod Group. All Payte Privacy Policy [Te | | |

4) Click on the"\$" sign to Pay Fees Online (please ensure that your pop-up blocker has been disabled).

| ACKNOWL | edge 🛛 🚯 🚺 | 1 | | | | Logged in | As Andy (1045001)) 🛔 Logou | |
|---|---|------------------|--|-----------|-------------|---------------------------------|---|---------------------------------------|
| Hatter Frofile View Doo | Material Atlandance Tanciade & Retu | S Payment Exc | Comunicidan | | | | | |
| View Your Payme | nt Information | | Name: Mr Addy | | | | | |
| | Sachelor of Community Services-03/82/2020 - Cu - 30/09/2022 | ment Student • | Status, Current Student Cangua: Perth | | | | | |
| Stadent Course Payment Summar Total hariton tee: AUD5408 Total her paid: AUD5409 Involced date amount: AUD5409 Total fear refunded: AUD5400 View Payment Details View Dy: # Tuitos Foc Paymen | 0 00 Total miscellaneous he: AUD517.00 00 Miscellaneous oxyment dw: AUD0.00 .03HC payment: AUD517.00 | ts | | | | | | |
| Trunce tohedulet) for maleier 154 | 1991 Counded BOCS | | | | | | | |
| Invoice Due Date | Invoice Number | Invoice Start Da | ate | Fees | Invoice Cr. | Fee Paid | hyFees Dnline | |
| 27 Jan 29 | 38901 | 03 Feb 25 | | 38 400 00 | 30.89 | 50.00 | S Pay Schoodle: Fee Orline | |
| meshed | | | | | Capyright (| 9 2007 - 2020 Web/Subra Technol | logy Ply LM Trading as Meshed Group. Al Privary Poli | Rights Plasarved by Terms of Use |

5) A pop-up window will appear. Please check your details are correct, and that you have sufficient fund in your credit card to pay the fee listed. If this is incorrect, please contact your campus immediately.

| | Meshed Group Enterprise Education Management System - Online Payment - Mi | – 🗆 X | | L | ogged in As Andy. | . (1045001) 🔒 Logout | C Help |
|--------------------------|---|-------|--------------------|-------------|-------------------|----------------------|----------|
| | A https://ae.rtomanager.com.au/Publics/PayFees/PayOnline.aspx | | | | | | |
| Home Pro | Payment Detail Note: A service fee of 0.00% will be added to the total amount of paymen | | nunication | | | | |
| 💻 View | by Visa and MasterCard. | | | | | | |
| Student Name | Enter amount you want to pay * | | | | | | |
| Student Name | 5050.00 | | Name: Mr Andy | | | | |
| Courses | | _ | Status: Current St | udent | | | |
| Course stur | | | Campus: Perth | | | | |
| Student Cours | \$0.00 \$5050.00 | | - | | | | \equiv |
| Total 1 | CHARGEABLE SERVICE FEE TOTAL FEE TO PAY | | | | | | |
| Tota | | | | | | | |
| Invoiced du Total fee | | | | | | | |
| View Paymen | | | - | | | | |
| View By C | Payment Method | | | | | | |
| view by G | | | | | | | |
| Invoice sche | | | | | | | |
| Invoice Due E | | | Fees | Invoice Cr. | Fee Paid | PayFees Online | |
| 27 Jan 20 | Credit Card | | \$7,050.00 | \$0.00 | \$2,000.00 | \$ | |
| 07 Sep 20 | Click Credit Card icon to proceed the payment online with Secure Bank Gatewa | у. | \$0.00 | \$0.00 | \$0.00 | | |
| 17 Nov 20 | ¥4073 34 800 /0 | | \$2 250 00 | \$0.00 | \$0.00 | Ś | |

6) Enter your credit card details as required in the fields below. Please confirm that all details are accurate, then click on the "PAY NOW" button below.

| | Enter your credit card details | | | s Andy . (1045001) 🔒 Logout 🕴 🕻 Help |
|-------------------|--------------------------------|-------|-------|---------------------------------------|
| Home Pro | Name On Card * | | | |
| | This field is required. | | | |
| View | Credit Card Number * | | | |
| -Student Nam S | This field is required. | | | |
| Course: | Expiry Date * | | | |
| Course stu | Month | ~ | | |
| -Student Cour | This field is required. | | | |
| Total | Year | ~ | | |
| Invoiced du | This field is required. | | | |
| Total fee | CVN * | | | |
| View Paymer | | | | |
| View By | This field is required. | | | |
| Invoice sche | | | | |
| Invoice Due I | | | | PayFees Online |
| 27 Jan 20 | Pay Now | | | \$ |
| 07 Sep 20 | | | | Ś |
| 17 Nov 20 | 1/1 14 X00 /// X7 X61 /// | SILID | SILDO | C |

- 7) If the payment is successful, a confirmation page will appear. An email will also be sent to your email address listed in your student portal. This will appear instantly in your student portal account.
- 8) If payment is unsuccessful, payment will not be deducted. Please check your details and try again.

How to print receipt for the tuition fees paid?

1) Once the transaction is successful, the payment will directly reflect in your account, under the Payment History section. Click on the PDF icon (as shown in the picture below) to generate the payment receipt.

| | ·• 🚯 🚯 🕦 🚯 | | | | | Logged in As Andy . (1045) | 001) 🔒 Logeut 😫 Help |
|--|---|--------------------------|------------|-------------|---------------------------|--|---|
| Home Profile View Doc Material | | Evaluation Communication | | | | | |
| | | | | | | | |
| 💻 View Your Payment Info | ormation | | | | | | |
| Student Name | | | | | | | |
| Student ID: 1045001 | | Name: Mr Andy | | | | | |
| | na of Community Services-15/07/2019 - Current Student | Status: Current Student | | | | | |
| Course study period: 15/07/2019 - 11/07/2 | 2021 | Campus: Perth | | | | | |
| Student Course Payment Summary | | | | | | | |
| Total tuition fee: AUD15000.00 | | | | | | | |
| Total fee paid: AUD500.00 | Total miscellaneous fee: AUD717.00 | | | | | | |
| Invoiced due amount: AUD4000.00 Mil Total fee refunded: AUD0.00 | osellaneous payment due: AUD200.00 OSHC payment: AUD517.00 | | | | | | |
| View Payment Details | Carle payment. Process and | | | | | | |
| View By Tuition Fee Payments | O Miscellaneous Payments | | | | | | |
| Invoice schedule(s) for student: 1045001; Cou | rseld: CHC52015 | | | | | | |
| Invoice Due Date | Invoice Number | Invoice Start Date | Fees | Invoice Cr. | Fee Paid | PayFees Online | |
| 01 Jul 20 | 47131 | 01 Jul 20 | \$2,250.00 | \$0.00 | \$500.00 | \$ | |
| 31 Aug 20 | 47131 | 14 Sep 20 | \$2,250.00 | \$0.00 | \$0.00 | \$ | |
| | | | | | | | |
| Payment history of student: 1045001; Coursel | & CHC52015 | | | | | | |
| Transaction No. | Receipt No. | Payment Date | Amount Pa | id | Payment Mode | | |
| 45742 | 205043 | 01/07/2020 | 500.00 | | Credit Card | | 1 |
| | | | | | | | |
| | | | | | | | |
| meshed | | | | | Copyright @ 2007 - 2020 V | VebSutra Technology Pty Ltd Trading as | Meshed Group, All Rights Reserved Privacy Policy Terms of Us |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2) The PDF file will be generated, and should look like this:



How to complete forms online?

Workflow is a new platform set-up in your student portal to allow access to forms online. As a first-time user, you are required to reset your Student Portal password.

1) Log on to your student portal. Then select "Change Password" under the Profile tab.

| | DGE 🚯 🖗 🚺 🤅 | Logged in As Andy . (1045001) 🔒 Logout 🕴 | 🖸 Help |
|---|--------------------------------------|---|------------------------|
| Iron Verdle Verw Doc Mate Edd Profile Change Password CSHC Irdo CSHC Irdo Image: Comparison of the state of the | | Evaluation News and Reminder Latest News [Posted Date) Descending) No current News & Events available Reminders [Posted Date) Descending) No current reminder available Warning Letters StudentServices. WarningInformation Letter sent on 12/1/2020 19:16:12 StudentServices. WarningInformation Letter sent on 02/10/2020 17:02:33 Accourds. WarningInformation Letter sent on 02/10/2020 11:41:10 Deferral/Approved Leave No deferral record | on ent hat to |
| e.rtomanager.com.au/Student/StudentCo | nntent/StudentPagec/Std ChangePwd as | Artomana | ger |

2) You will be prompted to enter your "Current Password", and then the "New Password". Once done, click on "Change Password" button to confirm.

| | 🚳 🔇 🕅 () | Logged in As Andy . (1045001) 🔒 Logout 🕴 🕻 Help |
|--|--|--|
| Home Profile View Doc Material Attendance Edit Profile Change Password OSHC Info | Timetable & Results Payment Evaluation Communication | |
| Change Password | Reset Security Question & Answer | |
| Current Password | This question & answer will be used when you forget your password. Please reme Current password: Security answer: Reset | mber your question & answer. You can reset your own security question & answer at anytime. |
| meshed | | Copyright © 2007 - 2020 WebSutra Technology Pty Ltd Trading as Meshed Group. All Rights Reserved. Privacy Policy Terms of Use |
| | | |

 Once password has been reset, you may access forms online. In the homepage of your student portal, you will see an icon "Workflow" as shown in the picture below. Click on it, and a new window will appear.

| | LEDGE | 🚱 🔇 🕅 🔕 | Logged in As Andy . (1045001)] 🔒 Logout | CHelp |
|--|---|---|--|-------|
| ome Profile View Doc | Material Attendance | Timetable & Results Payment | Evaluation Communication | |
| Profile Ext Your Profile Main State WorkFlow Meshed WorkFlow | Documents Vew Dos Vew Dos Plep Help & Support Vew course structure Vew course structure | Waterials Materials Materials USI USI Materials Material | News and Reminder Latest News Posted Date Descending No current News & Events available Reminders Posted Date Descending No current reminder available Warning Letters Warning Letters StudentServices : Warning/Information Letter sent on 12/11/2020 19:16:12 StudentServices : Warning/Information Letter sent on 12/11/2020 19:16:12 StudentServices : Warning/Information Letter sent on 08/10/2020 17:26:33 Accounts : Warning/Information Letter sent on 08/10/2020 17:26:39 Accounts : Warning/Information Letter sent on 08/10/2020 17:45:39 Accounts : Warning/Information Letter sent on 08/10/2020 11:41:10 More Deferral/Approved Leave | |
| | | | | ager |

4) Your Workflow screen will display all the available forms. Read the Title and Description of the form to understand the purpose of each form. Once decided, click on the icon on the right to access the Online Form. You will be directed to the form accordingly. Please complete the fields as required. Once submitted, a staff will be in contact with you if further documents/information is required.

Do note that each form has a different processing duration. The final outcome will be delivered to you within duration specified.

| WORKFLOW | | | Andy. | 1 |
|-----------|--|---|-----------------|-------|
| Dashboard | Application | | | |
| ⑦ Help | Home | | | |
| | | | | |
| | Title | Description | | en on |
| | Course Deferral Form | Please complete and submit the attached form with any supporting documents you may have to request for deferment. | e | 8 |
| | Course Withdrawal Application | Please complete and submit the attached form with any supporting documents you may have to request for course(s) withdrawal and/or release. | | 8 |
| | Document R equest Form | Students to submit this form to request for documents. | ≅ | 1 |
| | Internal Course Transfer Form - International Students | Please complete and submit the attached form to apply for course transfer at Acknowledge Education. | | 1 |
| | Refund/Transfer Request Form | Only for student requesting for refund. Subject to approval, a refund process may take up to 28-days. | | 5 |
| | | | | |
| | meshed | Copyright © 2020 Meshed Grou | n All Rights Re | aear |



acknowledgeeducation.edu.au

ABN 15 005 596 565 | CRICOS 00197D | PRV 12146 | RTO 4112 | SCHOOL: 1997