

## Accessing Student Management System

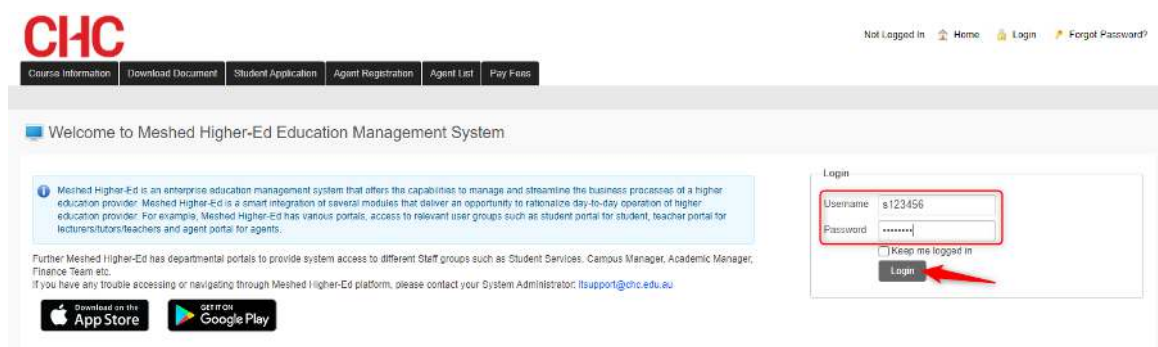
### Contents

1. Accessing your Account .....	1
2. Updating your details and resetting your password (at first login)	2
3. Updating your details and resetting your password (anytime) .....	4
Updating Profile .....	4
Changing Password .....	5
4. Navigating Your Account .....	6

The Student Management System provides a portal with access to student services - including online class enrolment, payments, academic results and communication.

### 1. Accessing your Account

1. URL: <https://chc.meshedhe.com.au>
2. Enter your **Username** (e.g. s123456) and **Password** that are provided in the Welcome to CHC email.
3. Click **Login**.



## 2. Updating your details and resetting your password (at first login)

1. On your first log in, you will be given the option to update your primary contact address and details. (Please note that some fields will already be prepopulated with your information).

If you are happy with the information, click **Update** and close the window. If you update your details, click **Update** followed by the **Close** button that will appear.

Update your primary contact address

Building/property name:

Flat/unit details:

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

Street name:

City/Town/Suburb:

Country: Australia

State: QLD

Postcode:

Home phone:

Work phone:

Mobile phone:

Email:

Thank you for your updated information. Please click close icon to continue accessing your portal.

2. You will then be given the option to reset your password. Select **Yes, Reset Password Now**.

First time login

Hi [Name],  
To protect the security and privacy of our students, we're asking all users to reset their password and security question/answer before proceeding to the portal's home page.

- The **Change Password** page will appear. Here you can update your password and your security question by following the prompts.

**NOTE 1: The Student Management System is linked to your CHC Account (CHC Office 365, Moodle, Library Resources and Campus Wi-Fi). Therefore, your new password will also become your password for your CHC Account. Please allow up to 30 minutes for your password to sync to all services.**

**NOTE 2:** Details regarding the Student Mobile APP will be given at a later date.

### Change Password

Change Password

**PS.** To reset this student password will also reset Student Mobile APP password.

Current Password:  \*

New Password:  \*

Confirm New Password:  \*

**i** Any 8 characters minimum, with 1 special character, 1 small letter, 1 digit.

### Reset Security Question & Answer

**i** This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.

Current password:  \*

Security question:

Security answer:  \*

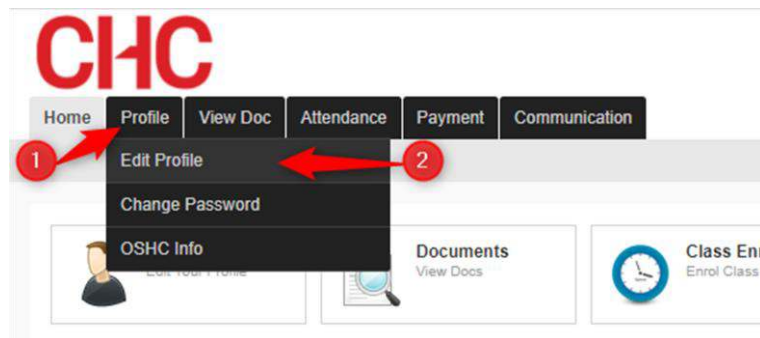


## 3. Updating your details and resetting your password (anytime)

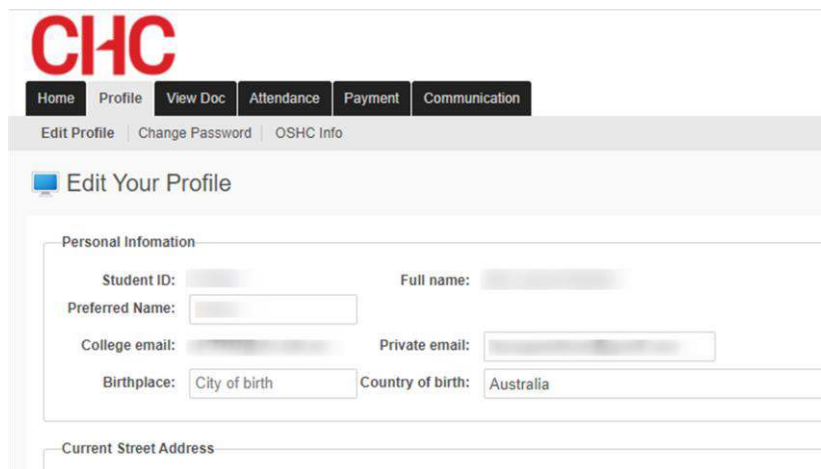
You can also update your personal details and change your password by going to the **Profile** tab.

### Updating Profile

1. Go to the **Profile** tab and select **Edit Profile**.



2. Update your profile as necessary.

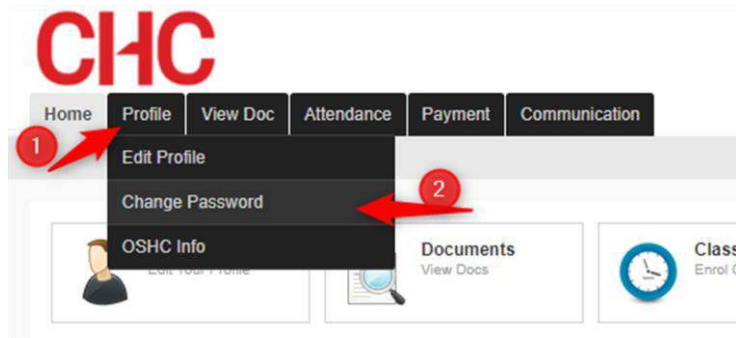
A screenshot of the CHC 'Edit Your Profile' form. The CHC logo is at the top left. Below it is a navigation bar with tabs for Home, Profile, View Doc, Attendance, Payment, and Communication. The Profile tab is selected. Below the navigation bar, there are three sub-tabs: Edit Profile, Change Password, and OSHC Info. The Edit Profile tab is active. The form is titled 'Edit Your Profile' and contains several input fields for personal information: Student ID, Full name, Preferred Name, College email, Private email, Birthplace (with a dropdown for City of birth), and Country of birth (with a dropdown for Australia). There is also a field for Current Street Address.

3. Scroll down to the bottom of the page and click **Update**.

A screenshot of the CHC 'Edit Emergency/Guardian contact details' form. The form is titled 'Edit Emergency/Guardian contact details:'. It contains a table with columns for Action, Contact Type, and Contact Name. The first row shows an 'Emergency Contact' with a red 'x' icon. Below the table, there is a dropdown menu for 'e.g. Emergency/Corporation' and an input field for the contact name. At the bottom of the form, there is a dark grey 'Update' button with a red arrow pointing to it. The meshed logo is visible at the bottom of the page.

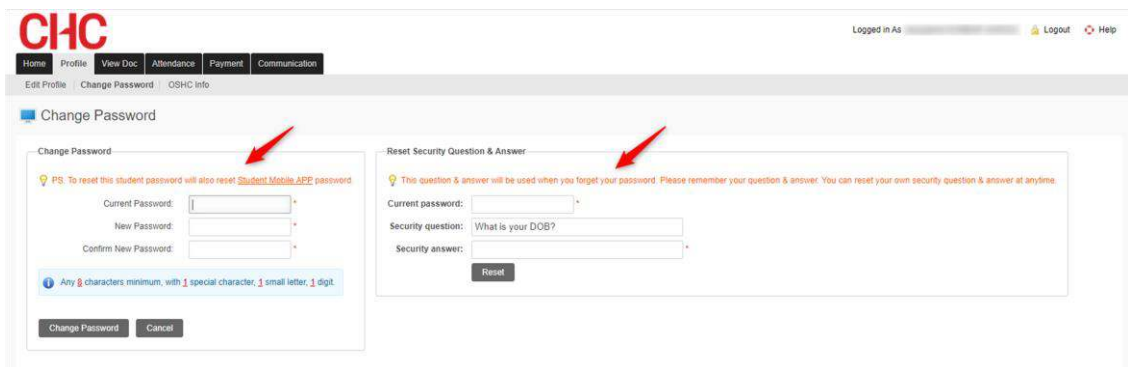
## Changing Password

1. Go to the **Profile** tab and select **Change Password**.

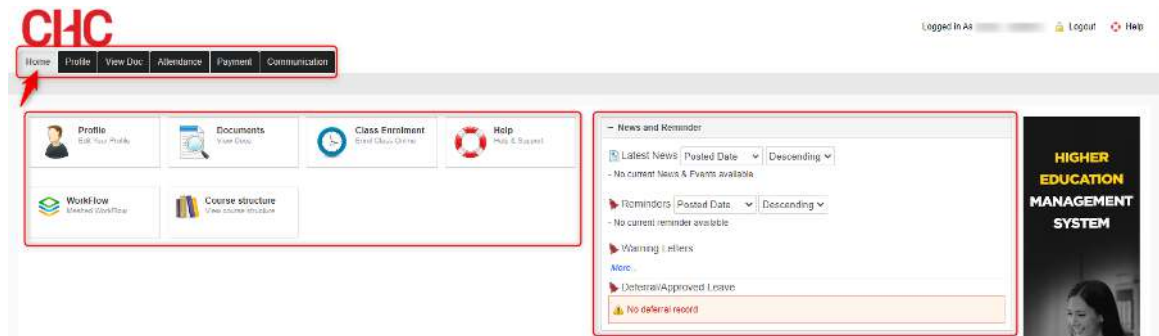


2. Enter your current password and new password twice then click on **Change Password**.

To set your security question, type in your new Security Question and Answer on the right, then click on the **Reset** button.



## 4. Navigating Your Account



**Home:** Home page is the initial screen you see after you log in. From here, you can navigate to any page by clicking on any (tab) menu. Click on **Home** when you wish to return to your Home page.

**Tab (Menu):** Navigate by clicking on a specific tab on the top of the page: Home, Profile, View Doc, Attendance, Payment and Communication.

**Quick Access icons:** These are shortcuts to key areas, so you do not have to locate them within the menu.

**News & Reminders:** This section includes latest announcements, reminders, warning letters (if any) and deferral/leave approval.

