

Student Portal Module

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Student Portal Module

Student portal allows you to log in to your college management system. This allows you to view your own timetable, payments, and academic results and download college materials. This portal can also be used as a platform for communication between yourself (student), teachers and college administration.

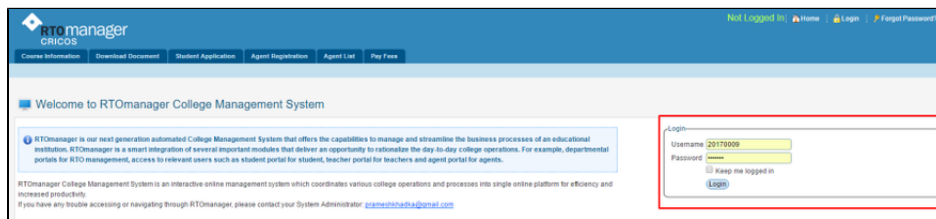
When you enrolled in a course, your college administrator will create your user account to allow you to access this portal. Once your account is created, the system will send you a notification to advise you of your username and password.

On your first log in, the system will prompt you to change your password.

User Login

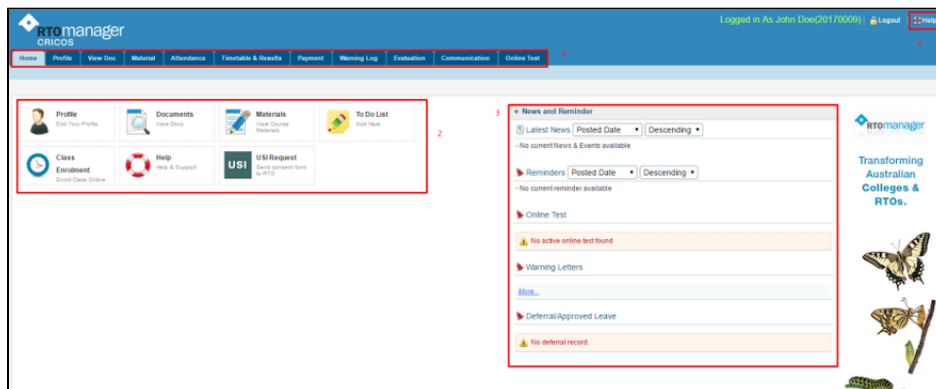
To log in to RTOManager, you will see the following user friendly page which will ask you to enter your username and password to log in as an authorised user. Follow the instructions below:

1. On your web browser, enter college system's URL account: <https://git.rtomanager.com.au>
2. Enter your username and password sent by college in your email address as shown below and click **Login**.



Home page

Home page is the initial screen you see after you log in. From here you can navigate to any page by clicking on any menu as per your user role and permission.





1. On the top of the page, there are 11 main tabs (menu) which are: **Home, Profile, View Doc, Material, Attendance, Timetable & Results, Payment, Warning Logs, Evaluation and Communication.**

On this Page:

- Student Portal Module
- Home page
- Profile
- View Doc
- Material (Optional Module)
- Attendance
- Timetable & Results
- Payment
- Warning Log
- Evaluation
- Communication
-

Related Pages:

2. The icons on the left hand side represents their functionality and is easily accessible as the user does not have to look for them inside the menu; they are referred to as the short cut menu.
3. On the middle section of the page are **News & Reminders** which includes your latest college announcements, reminders, warning letters (if any) and deferral/leave approval.
4. On the top right hand side, you will find your login user name, your **Help icon**  if you need assistance in navigating the system and **Logout icon**  to exit the system.

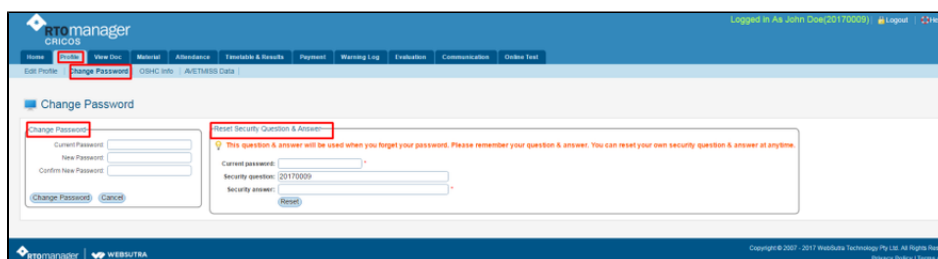
Profile

This tab allows you to change/ edit your profile and change password. To manage this function, follow the instructions below:

Changing your password

To change your password, follow the instructions below:

1. On your RTOManager, click **Profile > Change password**.



2. Enter your current password and the new password then click **Change Password**.
3. To reset your Security Question and answer, type in your current password and your security question and answer and click **Reset** button.

Note: If you have entered your password incorrectly for five (5) times, your account will be locked automatically. You may need your college IT support to unlock your account. When this is done, you will receive an auto generated email providing you with a temporary password. The system will prompt you to change your password when you login.

Edit profile

This allows you to edit/ change your profile e.g. Personal information, Current address and emergency contact details.

To manage this function, follow the instructions below:

1. On your Student Portal, click **Profile > Edit Profile**
2. Enter relevant information as required and click **Update** to save changes.

Home **Profile** View Doc Material Attendance Timetable & Results Payment Warning Log Evaluation Communication Online Test

Edit Profile Change Password OSHC Info AVETMISS Data

Edit Your Profile

Personal Information

Student ID: 20170009 Full name: Mr John Doe
 Nickname: Jane US: [Enter your valid US here] [What is US?](#) [Steps to Create your own US?](#)
 College email: 20170009@webultra.com.au Private email: manna.mariago@meshedgroup.com.au
 Birthplace: Alexandria Country of birth: Australia

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: Australia
 Building/property name:
 Flat/unit details:
 Street number (e.g. 235 or Lot 118): 104
 Street name: Bourke
 Suburb/Town/City: Alexandria State/Province: NSW
 Postcode: 2015 Mobile:
 Phone: Work phone:
 Fax:

☐ Postal Address ☐ Overseas/Permanent Address

Emergency/Guardian contact details

Action	Contact Type	Contact Name	Relationship	Address	Phone	Email
	Emergency	TBA	TBA	TBA	TBA	
	e.g. Emergency/Corporate		e.g. Mother/Recruiter/Manager		e.g. 0200000000	e.g. yourname@domain.com

Update

Student Overseas Health Care (OSHC) Info

This function allows you to view your Overseas Healthcare care cover (OSHC) information if you purchased your cover via the college.

To view the information, click **Profile > OSHC Info**.

OSHC information such as name of provider, health cover duration, date applied and insurance start date.

This is also where you will see Card arrival date (date when provider sends your OSHC card and when it's available for pick up).

Home **Profile** View Doc Material Attendance Timetable & Results Payment Warning Log Evaluation Communication Online Test

Edit Profile Change Password **OSHC Info** AVETMISS Data

Student Overseas Health Care Info

OSHC Information history of Student: 20170009

Provider	Duration(Months)	OSHC Type	Date Applied	Start Date	Card Arrival Date	Pickup Date
Medibank Private	24	Single	10/05/2017	26/05/2017		

Note: Overseas students are required to have student health cover whilst they are studying in Australia.

View Doc

This menu function allows you to view and download college documents. These documents can be Academic Notices, Student handbook, College Policies & procedure etc.

1. To search for document, type in the document name and click **Search Document**.

Name	Length	Description	Extension	LastWriteTime
Academic Notices	0	Academic Notices	Dir	30/12/2016 5:30:14 PM
Academic Notices	0	Academic Notices	Dir	28/06/2016 5:18:04 PM
Academic Notices	0	Academic Notices	Dir	30/12/2016 5:13:16 PM


2. Available documents will show on the list. Click on the document name to download the file. Note that file will be in a PDF format.

Attendance

This menu allows you to view your weekly attendance.

Note: **Total attendance %** is the percentage of the course to the current date (now). **Total Projected %** is the total course attendance if you attend every class from the current date (now) until the end of your course.

Current Course	Semester	Term	Total Attendance %	Total Projected %
08050015 Diploma of Human Resources Management	VET2017	2	0%	62.50%
08050015 Diploma of Human Resources Management	X - Course Overview	Overview	0.00%	81.25%

To view your attendance in a weekly format, click the weekly icon .

Term	Week Length	Weekly Abs Hrs	Weekly Class Hrs	Weekly Abs%	Semester Curr. Abs	Semester Proj. Abs
2	(03/04/2017 - 09/04/2017)	0	7	0	0	97.17
2	(10/04/2017 - 16/04/2017)	0	6	0	0	94.42
2	(17/04/2017 - 23/04/2017)	0	6	0	0	91.52
2	(24/04/2017 - 30/04/2017)	0	7	0	0	87.38
2	(01/05/2017 - 07/05/2017)	0	8	0	0	82.47
2	(08/05/2017 - 14/05/2017)	0	8	0	0	76.92
2	(15/05/2017 - 21/05/2017)	0	9	0	0	70.19
2	(22/05/2017 - 28/05/2017)	0	9	0	0	62.5

Timetable & Results

This menu allows you to view your timetable and results once it's made available by your college.

Timetable

This menu allows student to view their timetable either by Weekly (as shown below).

Home Profile View Doc Material Attendance **Timetable & Results** Payment Warning Log Evaluation Communication Online Test

View Current Timetable

Select course: BSB60015 Diploma of Human Resources Management-04/04/2017 (Status: Current Student)

View Type: ☒ Weekly ☐ Monthly

Semester: VET2017

Week: 21 (22/05/2017 - 28/05/2017)

[View Timetable](#)

Best Study hours for current week 21 (22/05/2017 - 28/05/2017) is: 3.00 hours (including breaktime)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
NC	NC	NC	Subject: BMS03 Human Resource Batch: AAT 2017 Teacher: JAA Trainer Room: Class Room 2 Date: 25/05/2017 Time: 07:00 - 12:00	NC	NC	NC

And by Monthly View

Home Profile View Doc Material Attendance **Timetable & Results** Payment Warning Log Evaluation Communication Online Test

View Current Timetable

Select course: BSB60015 Diploma of Human Resources Management-04/04/2017 (Status: Current Student)

View Type: ☐ Weekly ☒ Monthly

Select year: 2017

[View Timetable](#)

April 2017 May 2017 June 2017

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	VET2017(BMS03)AAT2017	01	02	03

Results

Your academic results can be viewed on this menu. To view, click **Timetable & Results > Results**. You can see the subject, unit and assessments results which has been enrolled by the college.

CRICOS

Home Profile View Doc Material Attendance **Timetable & Results** Payment Warning Log Evaluation Communication Online Test

View Academic Final Results

Select course: BSB50615 Diploma of Human Resources Management-04/04/2017 (Status: Current Student)
 [View Course Results](#)

Select semester: All


Enrolment Details **Subject Results** **Unit Results** **Assessment Details**

Enrolment Details	Subject Results	Unit Results	Assessment Details
Semester: VET2017 Term: 2 Batch: AAT 2017 Subject: BM503 Human Resource (Attempt: 1)	Grade: Enrolled Competency: Enrolled	No Units Enrolled	No assessment
Semester: VET2017 Term: 2 Batch: No Batch Subject: BSBADM502 Manage meetings (Attempt: 1)	Grade: C Marks: Not Marked Competency: C	Unit Competency Duration BSBADM502 C 04/04/2017 - 21/08/2017	No assessment
Semester: VET2017 Term: 2 Batch: No Batch Subject: BSBWH501 Ensure a safe workplace (Attempt: 1)	Grade: Enrolled Marks: Not Marked Competency: Enrolled	Unit Competency Duration BSBWH501 Enrolled 04/04/2017 - 21/08/2017	No assessment

Study Plan

This menu allows you to see the list of the Summary of the courses you are enrolled in and its Course Progress Summary
To view your study plan, follow the instructions below:

On your Student portal, click **Timetable & Results**


Click Study plan icon  located on the right hand side of the page.

Home Profile View Doc Material Attendance **Timetable & Results** Payment Warning Log Evaluation Communication Online Test


View Study Plan


[New Study Plan](#) [Results](#) [Study Plan](#) [Assessment](#)

New Study Plan (new: 1 row)


Course	Course attempt	Additional information	Study Period	Status	CoE No	Course Tuition Fee	Action
BSB50615 Diploma of Human Resources Management	1	Course Manager: Maria Mariago	04/04/2017 - 21/08/2017	Current Student	COE133	\$2,500.00	

List of your course/s together with information like study period, Status, CoE, Course tuition fee etc.

Click **Export icon**  if you want to export information Excel format. This is located on the right hand side of the page.

To view your subject completion status, click the action icon  as shown below:

New Study Plan (new: 1 row)

Course	Course attempt	Additional information	Study Period	Status	CoE No	Course Tuition Fee	Action
BIT Bachelor of Information Technology	1	-	13/02/2017 - 02/02/2020	Enrolled	COE777	\$48,000.00	

- Your Course Progress Summary will appear in a pop up screen. You may choose what Summary type you will want to view.

As per the example below, we have selected Subject Completion Summary. Here you will see your List of subjects, activity period, Final outcome and your attendance percentage

Course Progress Summary						
Summary Type: Subject Completion Summary		<div> <div>Subject Completion Summary</div> <div>Subject Completion Summary</div> <div>Unit Completion Summary</div> </div>				
Activity Start Date	Subject	Activity Period	Final Outcome	Attendance %	Class Batch	Lecturer Name
10/04/2017	BSBADM405B: Organise meetings	10/04/2017 - 28/05/2017	Enrolled	0.00	Winter 1, 2017	AA Trainer
-	ITECH100: Programming 1	N/A	Not Enrolled	N/A		
-	ITECH101: Communications and Technology	N/A	Not Enrolled	N/A		
-	ITECH102: Network Operating Systems	N/A	Not Enrolled	N/A		
-	ITECH103: Introduction to Multimedia	N/A	Not Enrolled	N/A		

If we select Unit Completion Summary, the list will only show the units you have taken so far (as shown below)

Course Progress Summary		
Summary Type: Unit Completion Summary		
UnitID	Unit Name	Competency
BSBADM405B	Organise meetings	-

Payment

This menu allows you to view Payment details like fees paid to the college, future tuition fee to be paid, overseas health insurance (OSHC) payments and miscellaneous payments like airport pick up, charges for arranging accommodation etc. To view payment details, follow the instructions below:

View Your Payment Information

Student Name

Student ID: 20170213

Courses enrolled: BSBD00615: Diploma of Human Resources Management-04/04/2017 - Current Student

Status: Current Student

Course start date: 4/04/2017

Course finish date: 21/05/2017

Student Course Payment Summary

Total tuition fee: \$2500.00

Total fee paid: \$2000.00

Invoice due amount: \$500.00

Total fee refunded: \$0.00

Total miscellaneous fee: \$211.00

Miscellaneous payment due: \$0.00

OSHC payment: \$0.00

View Payment Details

View by: ☒ Tuition Fee Payments ☐ Miscellaneous Payments

Payment details for student: 20170213, CourseID: BSBD00615

Payment Due Date	Fees	Invoice Co.	Fee Paid	
04-Apr-17	1000.00	0.00	1000.00	
30-May-17	500.00	0.00	500.00	
06-Jun-17	500.00	0.00	500.00	
13-Jun-17	500.00	0.00	0.00	\$

Payment history of student: 20170213, CourseID: BSBD00615

Transaction No.	Receipt No.	Payment Date	Amount Paid	Payment Mode	
344	1452	04/04/2017	1000.00	Cash	
345	1455	24/05/2017	500.00	Cash	
346	1455	24/05/2017	500.00	Direct Deposit	

Any paid invoices you will be able to download the receipt.

Warning Log

This menu allows you to view letters issued to you by the college. These letters can be related to accounts, offers and student services. Basically if your attendance is below the college requirements or failed the subjects or assessments then college will issue attendance warning letter or course progress warning letter. This will appear in warning log.

If you want to view the letter, click the view icon located on the right hand of the list



Warning Time	Type	Status	Action
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%
27/06/2017 2:44:26 PM	Accounts	Letter email sent	75%

Evaluation

This menu allows you fill up your own evaluation for the course/subject/Teachers or Facilities etc. you are enrolled, which will help the college to determine whether the course/subject offered are effective and are as expected by the student.

Evaluations are set up and activated for a certain period of time. If evaluation is activated for your login then you can submit using this section. To submit evaluation, follow the instructions below:

1. On your Student portal, Click **Evaluation**
2. Select the relevant **Semester, Term** and **Evaluation form**
2. Fill up the form and click **Submit**.

Evaluation Page

We need your feedback to assist the College to continue to improve the effectiveness of its courses. Please assist us by completing this evaluation form.

Evaluation criteria

Select semester: No evaluation currently required

Select term: No evaluation currently required

Select evaluation form: No evaluation currently required

Submit Reset

No evaluation currently required

Communication

This menu allows you to send feedback to your college via email. Your feedback is appreciated to facilitate improvement in your college.

Your feedback can be related to Academic, Facilities, Administration, Marketing and complaints.

To use this feature, follow the instructions below:

1. Select the **Email type** e.g. Academic email, payment email
2. Choose the related Topic from the drop down menu.
3. Type in your email and click **Send Feedback**.

Note: To send a copy of this email to yourself for record purposes, tick the **Send a copy to myself** box.

Hi, Ms. Manna Training. You can send any feedback involving our college and service to us or write a message to us by means of this email. Your feedback will be useful.

From: manna.maniago@meshedgroup.com.au
To: Academic Email: academic@meshedgroup.com.au
Topic: Academic
Subject:

Feedback/Message:

☐ Send a Copy to Myself
Send Feedback