

WES

Web Enrolment System

WES is available to most Monash University students. For problems with passwords and logging in to WES, contact the ITS help desk <http://www.its.monash.edu.au/helpdesks/its.html>

What you can do in WES

- Unit enrolment
- Apply/complete HECS-HELP/FEE-HELP
- Complete Enrolment questionnaire
- View your results
- Register to receive your results via SMS
- Print/view your unofficial academic record
- Change your address
- Check your exam timetable
- Receive important messages and updates



Enrolment Steps

- Log into WES: enter your **authcate** username, password, and **DOB/postcode**
- From the main menu, click on the **Enrolment** link
- Complete address details, emergency contact details, 'Mailing Name Format' if required
- Complete '**Enrolment Questionnaire**' (for new to course students)
- Complete '**CSP & HECS-HELP**' or '**FEE-HELP**' application
- You are now ready to **Enrol**

my monash
Welcome to your personal Monash portal.

[my monash](#) | [WES home](#) | [Email Faculty](#) | [ask.monash](#) | [Handbook](#) | [Unofficial academic rec](#)

Student ID

Enrolment options

- [Enrolment summary](#)
- [Enrolment questionnaire](#)
- [Unit enrolment](#)
- [ID card](#)

[Change address menu](#)

[WES Instructions Flyer](#)

[Logout](#)

Master of Business Technology

Units selected for 2005

These links are to pages outside the WES system. Use the back button on the browser to come back here when you have finished browsing

BUS5001, BUS5002, BUS5010, BUS5004

Web Enrolment System (WES)

✓ Check [Faculty and Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with requirements. Arrange a meeting with your Course Adviser if you are unsure.

Enrolment Summary:

New Students: Please complete all enrolment steps
Re-enrolling Students: You can move straight to the 'unit enrolment' step.

Action	Module	Status
View/Change	Postal Address Emergency Contact Details (View/Change) Mailing Name Format (View/Change) Click here for help	Last updated: 31/08/2004
View/Change	Enrolment Questionnaire Click here for help	Last updated: 05/08/2004
View/Change	CSP HECS-HELP pre 2005 Click here for help	Last updated: 07/10/2004 111 - Upfront (pre 2005)
View/Change	Unit Enrolment Click here for help	Year: 2005 Course: Master of Business Technology (3319)

Click here to update address, emergency contact details, and Mailing name

Step 1: Complete Enrolment Questionnaire (for new to course students)

Step 2: Complete CSP & HECS-HELP/FEE-HELP details if applicable

Step 3: Complete Unit Enrolment (for new to course and reenrolling students)

Click '[To Add Units Click Here](#)' link to add units to your enrolment

Complete Unit Enrolment

- Before you can commence enrolling, you must ensure that your postal address is up-to-date. If you do not have a current **Postal Address**, you will not be able to enter the **Unit Enrolment** module
- Click '**Unit Enrolment**' link
- A summary page of your current semester units will appear
- Click the '**To Add Units Click Here**' button to search for units you want to enrol into.
- You can search for units by '**Unit code**', '**Unit name**' or '**Advanced Search**' which lists units by Faculty. (Use [Help](#) for assistance with how to search)

Student ID

Enrolment options

- [Enrolment summary](#)
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Master of Business Technology

Units selected for 2005

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[BUS5001](#), [BUS5002](#), [BUS5010](#), [WES0001](#)

Web Enrolment System (WES)

- ✓ Check **Faculty and Course** requirements before enrolling. It is your responsibility to ensure your enrolment requirements. Arrange a meeting with your Course Adviser if you are unsure.
- ✓ You are required to enrol in all units that you expect to study in each Semester. Need help? Click [here](#)

Remember to after making any changes.
Then wait for your Transaction Number.

Unit Enrolment form

Any Unconfirmed units are core requirements of your course. Click on Enrol in the Action column to confirm

To Add Units Click here						
Unit code	Action	Unit name	Campus	Semester	Type	Credits
BUS5001	Remove	Project management ENROLLED	CAUL	Semester 1	EVE	6
BUS5002	Remove	Services and production control ENROLLED	CAUL	Semester 1	EVE	6
BUS5010	Change Remove	Reading unit ENROLLED	CLAY	Semester 1	DAY	6
WES0001	Enrol	WES test unit DISCONTINUED	BER	Semester 1	DAY	--
<small>Total credits:</small>						18

If you do not get a **Transaction Number** after you submit, your enrolment is not complete.

Note 'Action' buttons that allow you to Remove, Change or Enrol into units.

Web Enrolment System (WES)

Search results

Add selected unit(s) to enrolment form			
Code	Select to Enrol	Name	Faculty
BUS3602	<input type="checkbox"/>	Business process design	FACULTY OF INFORMATION TECHNOLOGY
BUS3630	<input type="checkbox"/>	Operations management systems	FACULTY OF INFORMATION TECHNOLOGY
Add selected Unit(s) to enrolment form			

- From the list of units, select the units you wish to enrol in by ticking the check box
- To view the unit description, click the unit link. (Use the '**BACK**' button to return to WES)
- Click '**Add selected unit(s) to enrolment form**'

- Select the Campus and class you want, if there is more than one to choose from.
- Once you are satisfied with the selected units, click '**Submit**' to complete your enrolment
- YOU MUST CLICK 'SUBMIT' OR YOUR ENROLMENT WILL NOT BE COMPLETE.**
- A '**transaction record**' will appear on your screen, and you will also receive an email if your submission is successful
- If an error is returned, amend your enrolment and click '**Submit**' again
- Be sure to record your transaction number for future reference

Remember to after making any changes.
Then wait for your Transaction Number.

Having Problems?

- You will not be able to change units on WES that required manual authorisation to enrol into. In these cases, you are required to amend your enrolment manually at the Faculty office
- You may be barred from using WES if the Faculty has specific course requirements for your course, requiring course advice, or you have unpaid fees
- You will have 'read only' access to the **unit enrolment module** in WES if you are a new to course international student with no enrolled units. Once you have enrolled into units at your faculty, you will have access to the unit enrolment module in order to make changes to your enrolled units
- If you encounter problems amending your address, contact Student Services immediately, as you will not be able to continue with your enrolment
- Any problems or queries, please contact your Faculty for assistance

Web Enrolment System (WES)

Submission successful

Transaction number U000201793