How to Activate your Student Computer Account

Once you have been enrolled by staff at the Monash University Institute of Graduate Research (MIGR), to set up your student computer account go to the above web address (click on the link “Accounts and password”) This is compulsory as all email communications including re-enrolment notification to postgraduate students are only sent to this account. (Your student email account is described below and does not include emails that look like this: Fred.Bloggs@monash.edu as they are Faculty emails) Note: You can access this page using any computer that is connected to the internet. When you access this page you will be required to identify yourself by answering some questions based on information you have already provided to Monash during your course application process. After you have activated your email account you need to complete the administrative requirements set out on the following page via WES.

About your email

Email address

You are automatically allocated an Monash email account once you have your computer account. Monash uses web-based email systems, which allow you to access your Monash emails from anywhere in the world. Your email address takes the form: Authcateusername@student.monash.edu.au. For instance, if your name is Fred Bloggs, your Authcate username is fblo1, and your email address will be fblo1@student.monash.edu.

This is the official Monash address that the university will use to communicate university business to you when it uses email; for instance when sending re-enrolment notification. The university does not record or send to any other email addresses.

Forwarding email

How to Forward your student email account to other email accounts refer to link http://support.google.com/mail/bin/answer.py?hl=en&answer=10957

Monash Email Frequently Asked Questions

Please refer to the following link http://www.its.monash.edu.au/google-apps/student-faq/faq-email.html#email_publicgmail

Web Enrolment System (WES)

WES is available to all Monash University students. For problems with passwords and logging into WES, contact the ITS help desk http://monash.edu/esolutions/contact/index.html

What you can do in WES (Not all options are available for HDR students)

- Enrolment / Re-Enrolment - Enrolment Questionnaire, unit enrolment, HECS-HELP, FEE-HELP
- Fees - View fee statement, apply for extension, make a payment etc.
- Results / Unofficial Academic Record
- Application Forms - Graduation, Student Letters, Academic Transcript, Interim etc
- Change Postal, Home and Business Address, mailing Name Format and emergency contact details
- Commonwealth Assistance Notice (CAN) (for CSP and FEE HELP students only)
- Scholarship Details (Coursework students only)
- View Advanced Standing
After You Enrol At MIGR Office please ensure you complete the enrolment questionnaire as it is compulsory before you are issued with a student ID card:

- To log into WES enter your Authcate username, Password and DOB or Postcode
- From the main menu, click on the Enrolment link
- You are able to change your Address details, Emergency contact details and ‘Mailing Name Format’ in this area. Note: you must ensure that your postal address is kept up-to-date, if you do not have a current Postal Address, you will not be able to enter the Unit Enrolment module
- Complete / Update ‘Enrolment Questionnaire’ you will then be sent a transaction confirmation email. To your student email account.

Welcome Joe Bloggs, to your personal Monash portal.

HDR students are unable to enrol in coursework units via the WES system. This is done by Faculty administrative staff. If you are required to enrol in a coursework unit/s as part of your degree please contact your Faculty Research Office.

If you encounter problems amending your address, contact Student Services immediately, as you will not be able to continue with your enrolment questionnaire.

Any general problems or queries, please contact your Faculty or MIGR office for assistance.