

HOW TO CREATE YOUR COMPUTER ACCOUNT

The step by step instructions below will help you to register your computer account

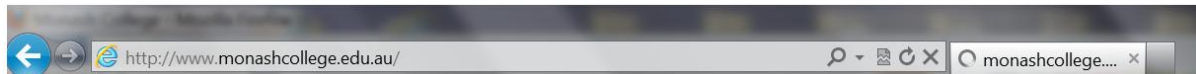
If you have further questions, please contact us via email or in person:

Clayton campus: student.admin@mcpl.edu.au

City campus: IT Services Desk, Level 3 (next to the library desk)

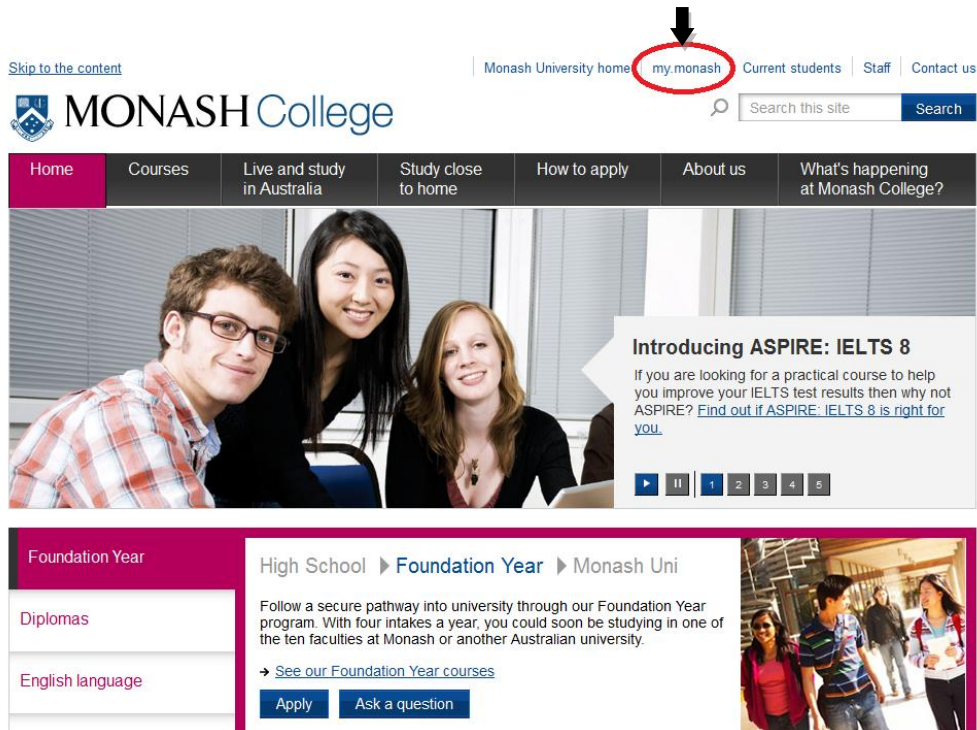
STEP 1:

- Make sure your computer that has Internet access
- Open Internet Explorer
- Type in the link: "http://www.monashcollege.edu.au/"



STEP 2:

- Click the link on the top right hand side: "my.monash"



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Diplomas

English language

High School ► **Foundation Year** ► Monash Uni

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→ [See our Foundation Year courses](#)

- Click into the link: "New student? Get a username and password"



my.monash.edu
Your single point of access for information, services and resources at Monash University

my monash



my life
my study
my future
my.monash

Monash South Africa. Bright lights and vivid colours from the far end of campus. by Mbuto Carlos Machili


username (eg fgsmi3)
password

New student? Get a username and password ←

[Need help logging in to the portal?](#)

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STEP 3:

- Enter your Monash ID number

 **MONASH University**

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SEARCH

Register for a new account

If you are registering for the first time

To get your username, type your **Monash ID** or **VTAC ID** or **'K'** or **Open Universities Australia Student ID** number in this box:

↑

Student ID (Example: 21345678)



STEP 4:

- Click “Take the survey and continue to get your computer account”

Register for a new account

Monash University IT Survey

In order to provide students with the best possible IT services and facilities, Monash University is seeking a better understanding of students' off-campus computing environments.

Before you receive your computer account you will be presented with a short survey about your access to computers and the internet off-campus. The results of this survey will be aggregated to provide quantitative data for Monash University's planning purposes. All information provided is confidential and no individual students will be identifiable.

The survey will enable student administration and University lecturers to better design courses and support services to assist you in the most flexible manner.

Need help? Visit or telephone the [Service Desk](#)

STEP 5:

- Answer the student survey with 8 questions
- Once you have completed the questions, click “Submit survey and continue to get your computer account”

Chat
 Facebook
 Twitter
 Other:

With school administrators:

Email
 Chat
 Facebook
 Twitter
 Other:

8. In your previous learning activities, have you had experience with:

- Interactive whiteboards (e.g. SMARTboard)
 Tablets or touch screen
 Multi-touch surface
 Synchronous editing (i.e. multiple people editing a document at once)
 None of the above



STEP 6:

Register for a new account

You have entered a valid number and are now required to agree to the conditions governing you getting a Monash computer account before you can continue with the registration. Please read thoroughly the conditions set out in the policy "Acceptable Use of Information Technology Facilities by Students".

Acceptable Use of Information Technology Facilities by Students Policy

Purpose	The purpose of the Acceptable Use of Information Technology Facilities by Students Policy is to protect the essential interests of the University without inhibiting the use of the Information Technology environment, which is intended for the greater benefit of students, staff and the University generally.
Scope	<ul style="list-style-type: none"> • all campuses • all prospective and enrolled students of Monash University and associated entities
Policy Statement	<p>The Information Technology facilities of Monash University are provided to students for legitimate University purposes. This will normally mean academic coursework, academic research activities and administration. This policy covers:</p> <ul style="list-style-type: none"> • What are information technology (IT) facilities

- Go down to the end of page, click "I agree"

Privacy consent

Monash University has engaged the services of an external IT service provider for email and related IT services. The external IT service provider must meet substantially similar privacy obligations to those set out in Monash University's Privacy Policy <http://www.privacy.monash.edu.au/index.html>

Under the external IT service provider's privacy policy it may share personal information it holds with other companies or individuals outside the IT service provider in a range of circumstances including where it believes in good faith that this is reasonably necessary to enforce its terms of service (including investigating possible breach), to detect, prevent or address fraud, security or technical issues, and to protect against harm to the rights, property or safety of the IT service provider, its users or the public. Also, in addition to service related uses, the IT Service provider may use personal information to maintain, protect and improve its services and for delivering new services. In the event that information about any criminal record you have becomes known to the IT Service provider (for example, because you place it on the IT system), the IT Service provider will accord this information all the protections given to personal information under its privacy policy, but not additional protections that apply to sensitive information. See IT service provider's privacy policy at <http://www.google.com/privacypolicy.html>

To use these IT services you need to consent to these arrangements for holding your personal information.

- If you agree to abide by this policy and give the privacy consent set out above, click on "I agree" and follow the remaining steps.
- If you disagree, click on "I disagree". A new page will be displayed advising you of options for further action.



STEP 7:

Register for a new account

Personal details

You have entered a valid number and have agreed to the conditions governing you getting a Monash computer account. You are now required to provide your personal details. The information you provide must match exactly the details you gave on the application for your course and any change.

Please record your Monash student ID on your enrolment checklist.

Monash ID:

Surname:

Given name:

Date of Birth:

Need help? Visit or telephone the [Service Desk](#)

- Enter surname, given name, date of birth.



- Click “Continue”

STEP 8

- Create your own password
- Read the password instructions carefully

Username:

Password:
(See password conditions, to the left)

Confirm your Password:

Must Read

- **Must** be between 8-12 characters long
- **Must** include a mixture of upper and lower case letters, numbers and symbols including the space bar (not the “@” and apostrophe ‘ ’ symbols)
- Must **not** be a dictionary word or a simple string of letters or numbers
- Must **not** be any of your previous 6 passwords

Need help? Visit or telephone the [Service Desk](#).

- Some browsers may pop open a window. Close it **immediately** as it may affect your use of your password.

- When you finish, click “Continue”

STEP 9

- Successful setting of password will be confirmed

Change password confirmed

Your password has been set for your [Authcate](#) account.

You may have to wait up to 15 minutes before you can use it to logon.

If you are at the Malaysian campus your Authcate password has changed but you will have to visit the Malaysian campus Service Desk to change your Network password.

Please take note of the details shown below as you will need them.

Please PRINT THIS PAGE. You will need to enter these details on your enrolment checklist.

Monash ID Number : :
Monash Authcate Username:
Email address: **sspio1@student.monash.edu**

STEP 10

- Now go back to my.monash page: <https://my.monash.edu.au/>
- Enter your Authcateusername and my.monash password



my.monash.edu
Your single point of access
for information, services and
resources at Monash University



my life
my study
my future
my.monash

2010 AUG Monash Men's Soccer Team (Silver medallists)

[New student? Get a username and password](#)
[Need help logging in to the portal?](#)
 Need to change your Authcate password? [Students Staff](#)
[IT Security](#)

STEP 11

- View your my.monash portal account

The screenshot shows the my.monash.edu portal interface. At the top, there is a navigation bar with tabs for Home, Email, Study and administration, Library, Campus services, and News and events. The main content area is divided into several sections: a Poll titled 'Where do you mostly look for important Monash date information...', a Student diary for Monday 6th and Tuesday 7th, a Note to self section, and a My timetable section. On the right side, there is a sidebar with a Search box, My links, Email (showing 4 unread messages), and Library (showing 0 items on loan). The top of the page includes a 'Welcome' message, the date 'Monday 6 February, 2012', and the weather forecast 'Today: 22°C'.

- You can access your email from this account as well as other from the Web Enrolment System (WES).