How to create your computer account

Before you begin, please note that Internet access at Monash is provided for academic, research and administrative purposes. While we provide no content filtering, you are expected to follow the Acceptable use of IT procedures.

These step by step instructions will help you to register your computer account.

If you have further questions, please contact via email or in person: Clayton campus: student.admin@monashcollege.edu.au
City campus: eSolutions Services Desk, Level 3 (next to the library desk)

Step 1
- Make sure your computer has internet access
- Open Internet Explorer/Google Chrome
- Type in the link: https://mdsadmin-new.monash.edu.au/cgi-bin/register

Step 2
- Enter your Monash ID number

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:
Step 3

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

Step 4

- Answer the student survey with 8 questions
- Once you have completed the questions, click “Submit survey and continue to get your computer account”
Step 5

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 interest 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 | - all campuses  
- all prospective and enrolled students of Monash University and associated entities |
| Policy Statement | 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:  
- What are Information Technology (IT) facilities |

- Go down to the end of the page and 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](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 it is reasonable 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 these related uses, the IT Service provider may use personal information to maintain, protect and improve its services and/or deliver 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 account 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](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 6

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 identity. 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:

- Enter your surname, given name and date of birth
- Click “Continue”
Step 7
- Create your own password
- Read the password instructions carefully

![Password Form]

- When you finish, click “Continue”

Step 8
- Successful setting of password will be confirmed

**Change password confirmed**

Your password has been set for your Authcante 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 Authcante 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 Authcante Username: sspio@student.monash.edu
Step 9

- Go to my.monash webpage: [https://my.monash.edu.au](https://my.monash.edu.au)
- Enter your Authcate username and my.monash password

Step 10

- View your my.monash portal account

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