

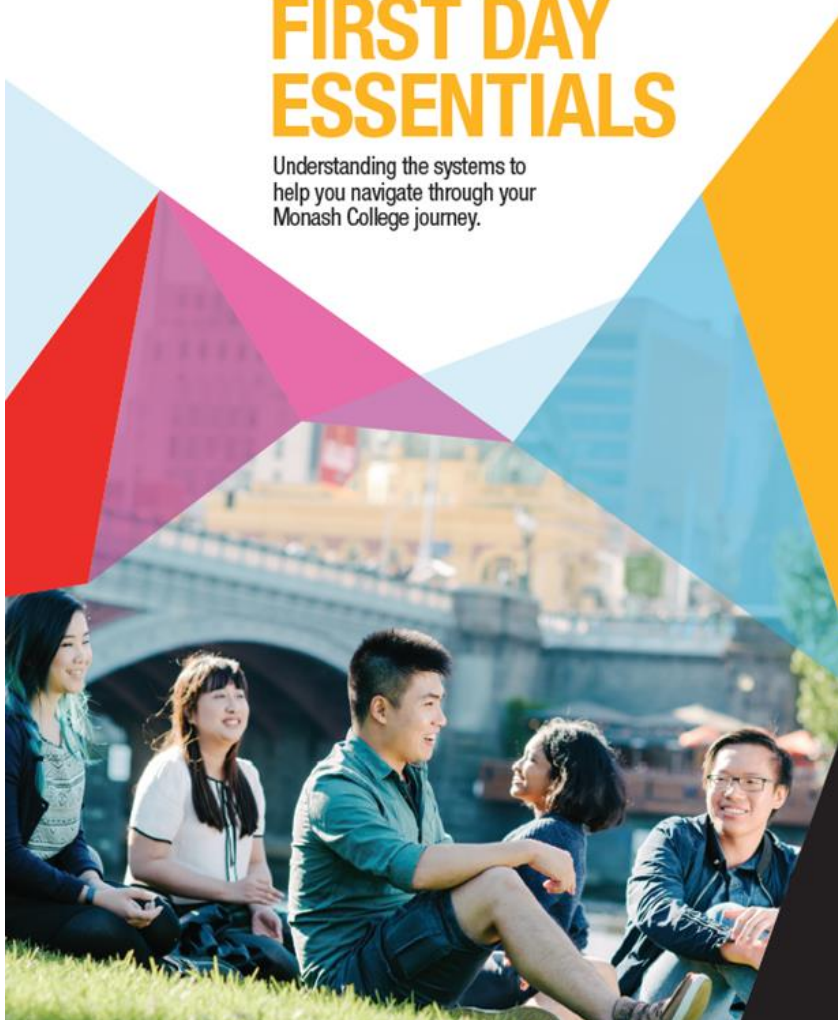


MONASH  
College

HOW TO GET  
YOUR MONASH ID CARD  
(M-PASS)

# FIRST DAY ESSENTIALS

Understanding the systems to  
help you navigate through your  
Monash College journey.





## GET YOUR MONASH DIGITAL ID CARD

Follow step by step guide in the  
**'FIRST DAY ESSENTIALS'** Booklet.

You can follow this step after attending  
your Day 1 of class and if you have not  
obtained Monash College student ID  
card before.

To begin with these steps, you should  
only use **laptop or PC with the Google  
Chrome browser.**

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




**Web Enrolment System**  
Login to WES

[Current students](#) [Past students](#)

[New student? Get a username and password](#)  
[Help to login to WES/my.monash](#)  
[Change your Monash account password](#)  
[IT Security](#)

[Contact eSolutions](#)  
[my.monash scheduled maintenance](#)  
[Acceptable use of information technology facilities by students policy](#)  
[IT Use policy for staff and other authorised users](#)  
Copyright © 2019 Monash University - [Caution](#) - [Privacy policy](#)

 MONASH University



You can also **Scan the QR code**  
to go to the Monash Web  
Enrolment System (WES)

## STEP 1

Go to the Monash Web  
Enrolment System (WES).  
**Click on current students.**

[my.monash.edu.au/wes/](https://my.monash.edu.au/wes/)

**my.monash.edu**

Your single point of access  
for information, services and  
resources at Monash University



my life  
my study  
my future  
my.monash

'Ancora Imparo' by Peter Zhang

### Web Enrolment System

[Login to WES](#)

[New student? Get a username and password](#)

[Past student or graduate? Login here](#)

[Help to login to WES/my.monash](#)

[Change your Monash account password](#)

[IT Security](#)

## STEP 2

Click on **Login to WES** and  
enter your Monash email  
address and password.

my monash Welcome [redacted] to the Web Enrolment System.

my.monash | WES home

**Web Enrolment System**

- Enrolment / Re-Enrolment
- Fees / Scholarships
- Student Services
- Course Progression
- Enrolment Access Dates
- WES Guides
- Monash Links**
- my monash
- Allocate+ (Class Allocation)
- Class timetable (prev. MUTTS)
- Moodle

**Web Enrolment System**

**Important Message**

**Re-enrolment for 2019**

Re-enrolment for 2019 is open from Monday 8 October to Wednesday 28 November 2018 (AEDT) for coursework students and research degree students.

Faculty re-enrolment information and contacts are available for coursework students and higher degree by research students.

For more information on re-enrolment, see the [Enrolments](#) website.

**Enrolment / Re-Enrolment**

- [Enrolment / Re-enrolment](#)  
Includes: Unit Enrolment, Area of Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP
- [Research enrolment summary](#)
- [Intermission](#)
- [Deferment](#)
- [Course discontinuation](#)
- [Commonwealth Assistance Notice \(CAN\)](#)  
Only for students with CSP, HECS-HELP, FEE-HELP or SA-HELP
- [Credit / advanced standing](#)
- [Enrolments website](#)

**Fees / Scholarships**

- [Fee statements](#)  
Includes your payment records
- [Make a payment](#)
- [FEE-HELP usage](#)
- [Fee payment extension](#)
- [Final semester fee payment extension](#)
- [Refund](#)
- [Fees website](#)
- [Scholarship - respond to your offer](#)
- [Scholarship - view your response](#)
- [Scholarship - Centrelink Customer Reference Number \(CRN\)](#)  
Consent and amendment form
- [Scholarship payment details](#)
- [Scholarships website](#)

**Student Services**

- [Submit your photo for an ID Card](#)
- [Purchase a student letter](#)
- [Purchase an official academic record - paper](#)
- [Purchase an official academic record - digital](#)
- [Domestic transport concession form](#)  
Including Australia Award students
- [International student travel concession code \(IUSEpass\)](#)
- [Student letters - view your requests](#)
- [Overseas Student Health Cover \(OSHC\)](#)
- [Address update](#)
- [Monash Connect](#)

**Course Progression**

- [Official academic record](#)  
Results, GPA and WAM
- [Exam timetable](#)
- [Exams website](#)
- [Deferred exam applications](#)
- [Special consideration status](#)
- [Off Campus Learning \(OCL\) exams website](#)
- [OCL - Nominate your exam venue](#)
- [OCL - Nominate a Special Local Invigilator \(SLI\)](#)
- [Graduation application](#)
- [Graduation - update your details](#)
- [Graduation documents](#)  
For in absentia applications

Click on  
Student  
Services

## STEP 3

Click on **Student Services**,  
and then click on **Submit your  
photo for an ID card**.

Click on  
Submit your  
photo

## Web Enrolment System

Enrolment / Re-Enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

## Monash Links

my.monash

Allocate+ (Class Allocation)

Class timetable (prev. MUTTS)

Moodle

## Web Enrolment System

Student ID cards

You can submit your own photo to create or replace your student ID card.

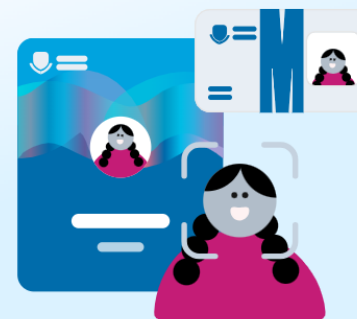
Once you upload your photo, we'll email instructions to your Monash account.

If you need more help, please contact [Monash.Connect](#).[Submit your photo](#)[Back to Main menu](#)

## Monash University

## VerifyMe

Staff and students can use VerifyMe to take a photo for their M-Pass (your official Monash ID). Using VerifyMe is quick and secure – all you need to do is provide an official ID document, then take a selfie.

[Scroll to get started](#) ↓

## Privacy and Declaration



By submitting this application:

- I understand that Monash University will use the personal information I provide for the purposes of verifying my identity and creating my M-Pass and as otherwise set out in the relevant [Monash University's Collection Statement/s](#).
- I consent to the personal information I provide being disclosed to GBG IDScan for up to five calendar days for the purposes of verifying my identity.

For information on how GBG manages personal information, please see the [GBG Products and Services Privacy Policy](#).For information on how Monash manages personal information, please visit the [Monash Data Protection and Privacy Procedure](#).[→ Start](#)

## STEP 3 - CONTINUED

Click on **Submit your photo**.

This will open up a new window.

Read the privacy policy carefully and **tick the box** when you agree. Then click **'Start'**.



### Switch to mobile



Scan this code to open VerifyMe on your mobile device. VerifyMe will ask you to upload or take a photo of your ID. If you're taking a photo, it's best to open VerifyMe on your mobile device.



Or continue on desktop

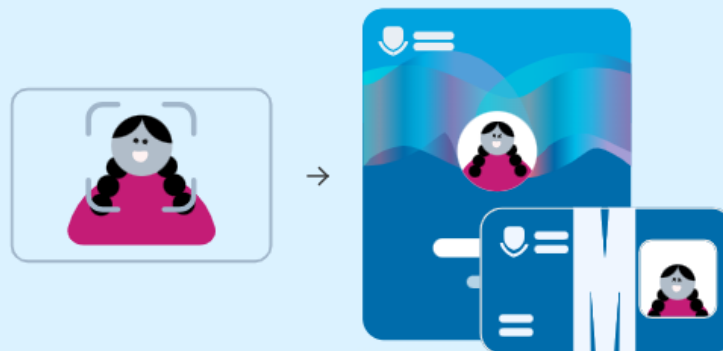
## STEP 4 - CONTINUED

You can **switch to mobile** if you wish to take a photo of your ID or selfie photo via your mobile phone.



## How to take a selfie

Use your camera to take a photo of yourself for your M-Pass



- VerifyMe will check it's you by matching your facial features with the photo ID you provided.
- Once we've verified your identity, we'll send you an email letting you know you're ready to set up your M-Pass.

## STEP 5

Use your camera to take a **photo of yourself** for your M-Pass.

If you're requesting an M-Pass, follow these guidelines when preparing your photo:

- don't wear a hat or sunglasses in the photo
- ensure there is no shadow on your face, glass reflection, or red eye
- use a plain light-colored background.

## Quick. Easy. Secure.



### Use it everywhere you use your physical card today

Digital M-Pass is now available in Apple Wallet on iPhone and Apple Watch as well as Google Wallet on Android phones.



### Easy access

Just tap your device to the card reader for building access, printing, the library, Monash Sport and shuttle buses at all Australian campuses.



### Top up your M-Pass

You can use your digital M-Pass to pay for printing and photocopying at Monash libraries in Australia.

## STEP 6 - SUBMISSION AND APPROVAL

Allow up to 3 working days for your photo to be approved.

Check your Monash email for approval status.

Once it's approved, you will receive instructions in the email to set up the Digital M-Pass