

Melbourne Institute of Technology

Online Enrolment Guide



MELBOURNE
INSTITUTE OF TECHNOLOGY

Welcome!

As an MIT student, you must enrol in units and select your timetable before your classes begin.

You must be in Australia and have attended Orientation to complete your enrolment. If you're still overseas, you cannot enrol until you arrive in Australia.

Follow the steps below to complete your enrolment. If you need assistance, contact the MIT Enrolment Team at enrolments@mit.edu.au

Step 1. Log in to AMS

What you need:

- MIT Student ID (e.g., MIT1234567)
- MIT offer letter and CoE

Temporary password

- Use your temporary password or reset it [here](#))
- If you've studied at MIT before, your previous password will still work. However, we strongly recommend resetting it. If you have forgotten your password, you can reset it [here](#).

Tuition fee payment

- Your tuition fees must be paid as outlined in your Letter of Offer

How to log in:

- Go to [AMS Portal](#)
- Enter your Student ID and password
- Click login

ams.mit.edu.au

Sign in to AMS

Username *


Password *

Sign In

[Forgotten password?](#)
Recover or Reset your password

Change your password after your first login attempt.

For account related enquiries, Melbourne students and staff please contact IT Service Desk at servicedesk@MIT.edu.au.

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[Moodle](#) [MIT Website](#) [Print balance](#) [IT Service Desk](#) [Verify AHEGS](#)

Step 2. Accept the Student Declaration

- Read the general consent to publish form statements.
- Click "I agree" to proceed.

The screenshot shows a web browser window with the URL <https://ams.mit.edu.au/Student/Dashboard>. The page is titled "GENERAL CONSENT TO PUBLISH FORM". It contains the following sections:

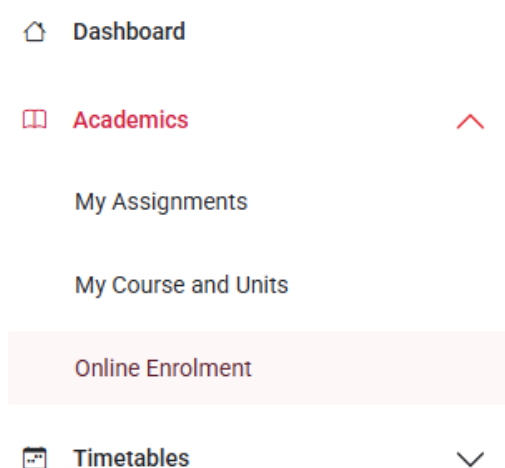
- Purpose of collection and disclosure**
MIT seeks your permission to collect and disclose personal information in the form of photographs, video and/or audio recordings for the following purposes:
 - MIT publications, promotional and marketing materials and activities (including but not limited to MIT's website, social media sites and promotional and marketing materials in print or electronic format); and
 - MIT's administrative and teaching and learning purposes.Your image and/or recording may be taken onsite at MIT campuses (such as in lectures, classes and MIT held events) as well as offsite during MIT related activities (such as field trips, excursions, events, graduation ceremonies, and during online teaching and learning activities).
- Where published**
Your image and/or recording may be published in various media including, but not limited to, MIT's website, social and printed media such as Facebook, YouTube, Twitter, newsletters, handbooks, brochures/pamphlets, noticeboards, and other promotional materials in print or electronic format.
- Privacy Statement**
Your image and/or recording collected will only be used or disclosed in accordance with the purposes stated in this form or where disclosure is required or authorised by law and in accordance with MIT's Privacy Policy. MIT's Privacy Policy can be viewed at: www.mit.edu.au/privacy
- Your Consent**
I understand that I may withdraw my consent in writing by completing and submitting a withdrawal notification available at: <http://www.mit.edu.au/students/student-admin/forms/WithdrawalOfConsentForm> and which will apply to any future disclosure after receipt of the form by MIT. Withdrawal of consent will not apply to those images and/or recordings which have already been published, or to those images and/or recordings which MIT is required, or authorised by law, to disclose.
I consent to the collection, use, disclosure and publication by MIT of my image/recording and my name for the purposes stated in this form.
I understand that the copyright in the image/recording is owned by MIT.
I acknowledge and agree that this signed consent shall remain effective until withdrawn.

Below the text, there are input fields for "Name:" (Firstname Lastname) and "Date:" (31/01/2025). Below these is a statement "I accept the above terms and conditions of this agreement." with two radio buttons: "Yes" (selected) and "No". At the bottom right, there is a red button labeled "I Agree".

Step 3. Start your online enrolment

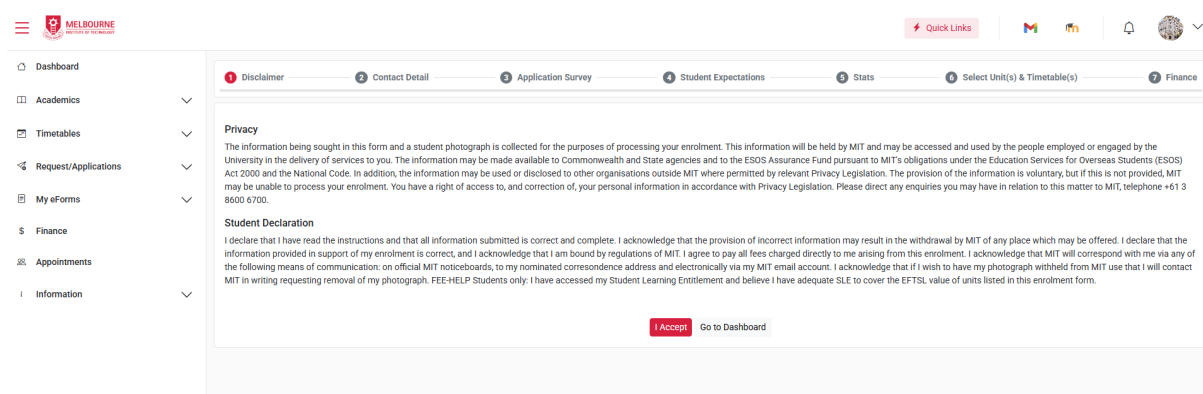
1.1 Go to online enrolment from the menu bar

- Click on Academics.
- From the drop-down menu, click on Online Enrolment.



Step 4. Accept the Student Declaration

- Review the Student Declaration carefully
- Click "I Accept" to confirm your agreement



The screenshot shows the MIT Melbourne student declaration form. The top navigation bar includes the MIT Melbourne logo, a 'Quick Links' button, and social media icons. The left sidebar lists various sections: Dashboard, Academics, Timetables, Request/Applications, My eForms, Finance, Appointments, and Information. The main content area is divided into seven steps: 1. Disclaimer, 2. Contact Detail, 3. Application Survey, 4. Student Expectations, 5. Stats, 6. Select Unit(s) & Timetable(s), and 7. Finance. The 'Disclaimer' step is currently active, displaying two sections: 'Privacy' and 'Student Declaration'. The 'Privacy' section contains text about data collection and use. The 'Student Declaration' section contains a declaration statement and a red 'I Accept' button. Below the 'I Accept' button is a 'Go to Dashboard' link.

Figure Disclaimer

Step 5. Update your contact details

What you need:

- Current contact info (email, phone, emergency contact)
- Australian address - you must update your details within 7 days of arrival.
- USI (Unique Student Identifier) – Create one here if needed

What is USI

A Unique Student Identifier (USI) is a reference number that allows you to track your recognised training and qualifications in Australia. The Australian government requires all students studying in Australia to have a USI in order to enrol in their course.

How to create your USI

- Get Your ID Ready
- You'll need your passport with a valid Australian student visa.
- Go to usi.gov.au or click the button below.
- Enter your full name exactly as it appears in your passport.
- Complete the registration process and save your USI.

You must ensure Your USI matches your MIT records

Any mismatch between your USI details and MIT's records will prevent you from verifying your USI and completing your enrolment.

How to complete this step:

- Enter your email and phone number
- Add your emergency contact details
- Provide your USI
- Click "Save"

The screenshot shows the 'Contact Details' form within a web portal. The portal header includes the Melbourne University logo and navigation links. The left sidebar lists various services like Dashboard, Academics, Timetables, and Finance. The main content area is titled 'Contact Detail' and contains several sections: 'Unique Student Identifier' with a USI input field; 'Email Address' with MIT Email and Personal Email input fields; 'Contact Number' with Mobile and Home Phone Number input fields; 'Overseas Emergency Contact' with Contact Name and Relationship input fields; 'Local/Australian Emergency Contact' with Contact Name and Relationship input fields; and 'Overseas Student Health Cover (OSHC) Details' with OSHC Provider (Allianz), OSHC Arranged by MIT (checkbox), OSHC Expiry Date, and Date of Arrival in Australia input fields. A note states 'You need to provide at least one phone number'.

Figure Contact Details

Step 6. Complete the Student Expectations questionnaire

How to complete this step:

- Answer questions about your study expectations
- Provide details for MIT's statistical purposes
- Click "Submit"

The screenshot shows the 'Student Expectations' questionnaire form. The portal header and sidebar are consistent with the previous figure. The main content area is titled 'Student Expectations' and contains a list of 11 questions (Q1-Q11) regarding study expectations. Each question is followed by five radio button options: 'Strong Agree', 'Agree', 'Neither agree/disagree', 'Disagree', and 'Strong Disagree'. At the bottom of the form, there are 'Submit' and 'Go to Dashboard' buttons.

Step 7. Select your units & timetable

What you need:

Your study plan (refer to your course structure)

How to Select Units:

- Select the checkboxes with different activities (Tutorial, Lecture, Lab) from the available units.

Undergraduate students must enrol in 4 units per trimester

Postgraduate students must enrol in 3 units per trimester (except for the Master of Professional Accounting)

- Click "Save" to confirm your selection.

Full-time study requirements

International students must maintain a full-time study load as per student visa conditions.

The screenshot displays the 'Select Unit(s) & Timetable(s)' step of the enrolment process. The interface includes a sidebar with navigation links: Dashboard, Academics, Timetables, Request/Applications, My eForms, Finance, Appointments, and Information. The main content area features a progress bar with steps: 1. Disclaimer, 2. Contact Detail, 3. Application Survey, 4. Student Expectations, 5. Stats, 6. Select Unit(s) & Timetable(s) (current step), and 7. Finance. Below the progress bar, there are two columns of available units. The left column, titled 'Available Core Unit(s) Timetable', shows 'MA506 Recommended Term is (2)' with a fee of '\$2,538.00'. It lists two activities: a Tutorial and a Lecture, each with a table of details (Activity No., Day, Room, Start, Finish, Staff, Select). The right column, titled 'Available Elective Unit(s) Timetable', shows 'MA505' (Unit is full) and 'MA625' (Fee: '\$2,538.00'). It also lists a Lecture and a Tutorial with their respective details. A message at the bottom states: 'You do not meet the pre-requisite requirements for this unit.'

Figure Enrolment

The screenshot shows a 'Confirm your enrolment' dialog box. It contains the text: 'Once you have confirmed your enrolment, you will not be able to make any amendments through this system. For any future amendments, you will need to contact Student Services Department on Level 7. Are you sure you want to confirm your enrolment?'. At the bottom right, there are two buttons: 'Confirm Enrolment' (highlighted in red) and 'Cancel'.

Step 8: Confirm Payment Plan

- Once Enrolled, you can check your payment plan and confirm.

The screenshot shows the Melbourne Institute of Technology student portal. On the left is a navigation menu with links to Dashboard, Academics, Timetables, Request/Applications, and Finance. The main content area has a light blue header with an information message: "Information- Select units from the list below. Only units that have seats available and for w Student Administration." Below this is a green success message: "Success- Enrolment for 5 units successfully updated for trimester 1, 2025". The section is titled "Upcoming Payment Plans" and contains a table with three columns: Payment Plan, Amount, and Due Date.

Payment Plan	Amount	Due Date
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Step 9: Check Your Timetable

- You can check your timetable by going to Timetables > My Timetable.

The screenshot shows the 'My Timetable' page in the Melbourne Institute of Technology student portal. The left navigation menu is visible, with 'My Timetable' selected. The main content area shows a table for 'MIT001 - Learning Foundations'. The table has columns for Activity, Act No., Day, Room, Start, End, Staff, Staff Email, Delivery Mode, Online Link, and Weekly View. A single row is displayed for a Lecture on Monday at 1:30 PM in room S-101, taught by Mr Amir Lezgai.

Activity	Act No.	Day	Room	Start	End	Staff	Staff Email	Delivery Mode	Online Link	Weekly View
Lecture	1	Monday	S-101	1:30 PM	2:30 PM	Mr Amir Lezgai	alezgai@mit.edu.au	On Campus		View

Congratulations! You're now officially enrolled at MIT!