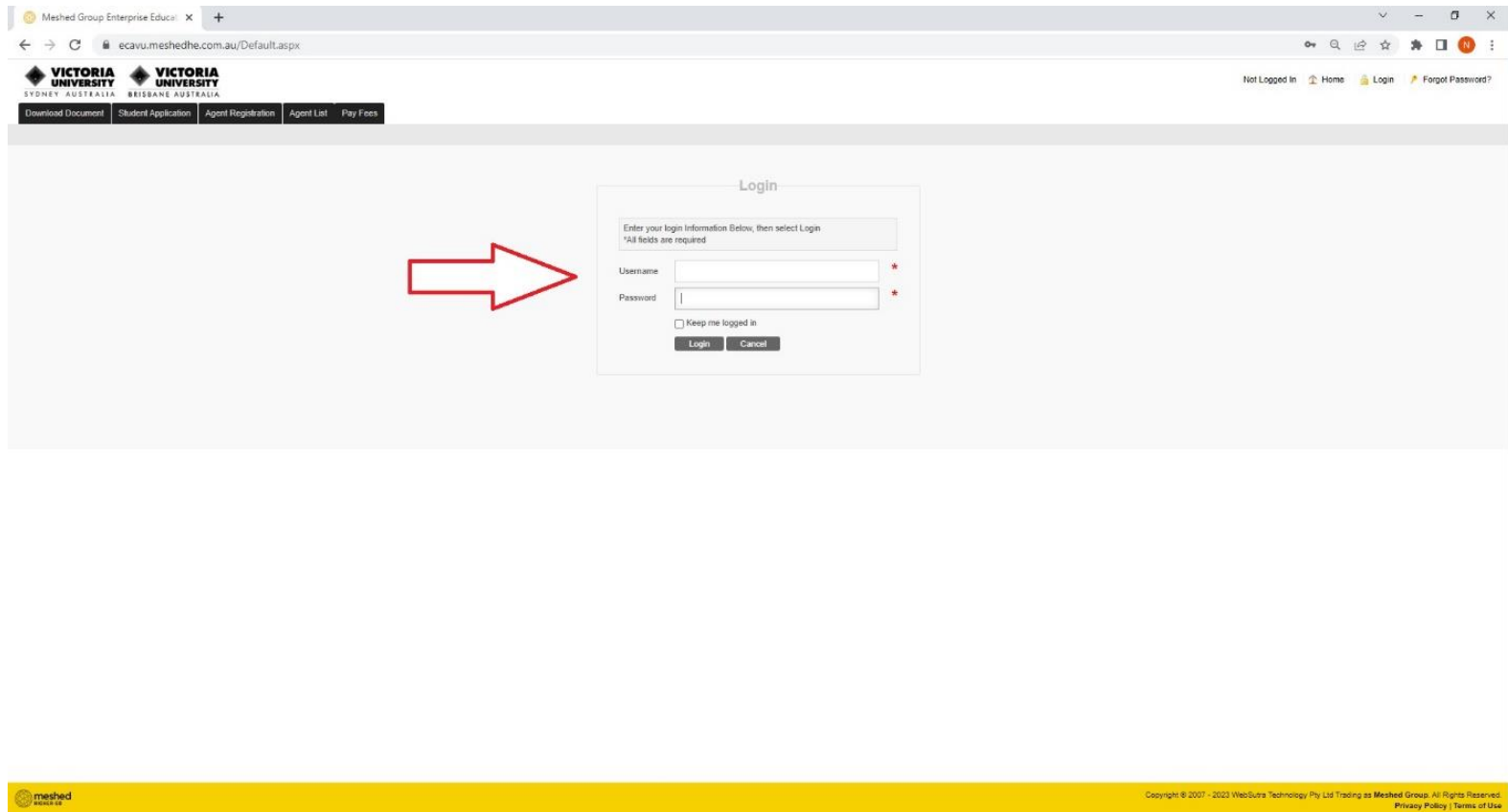


## Step-by-Step Guide on how to upload additional documents and make eCOE requests

**Step 1:** Go to: VU Meshed Group Enterprise Education Management System -- Home Page ([ecavu.meshedhe.com.au](http://ecavu.meshedhe.com.au)). Login using your respective credentials.



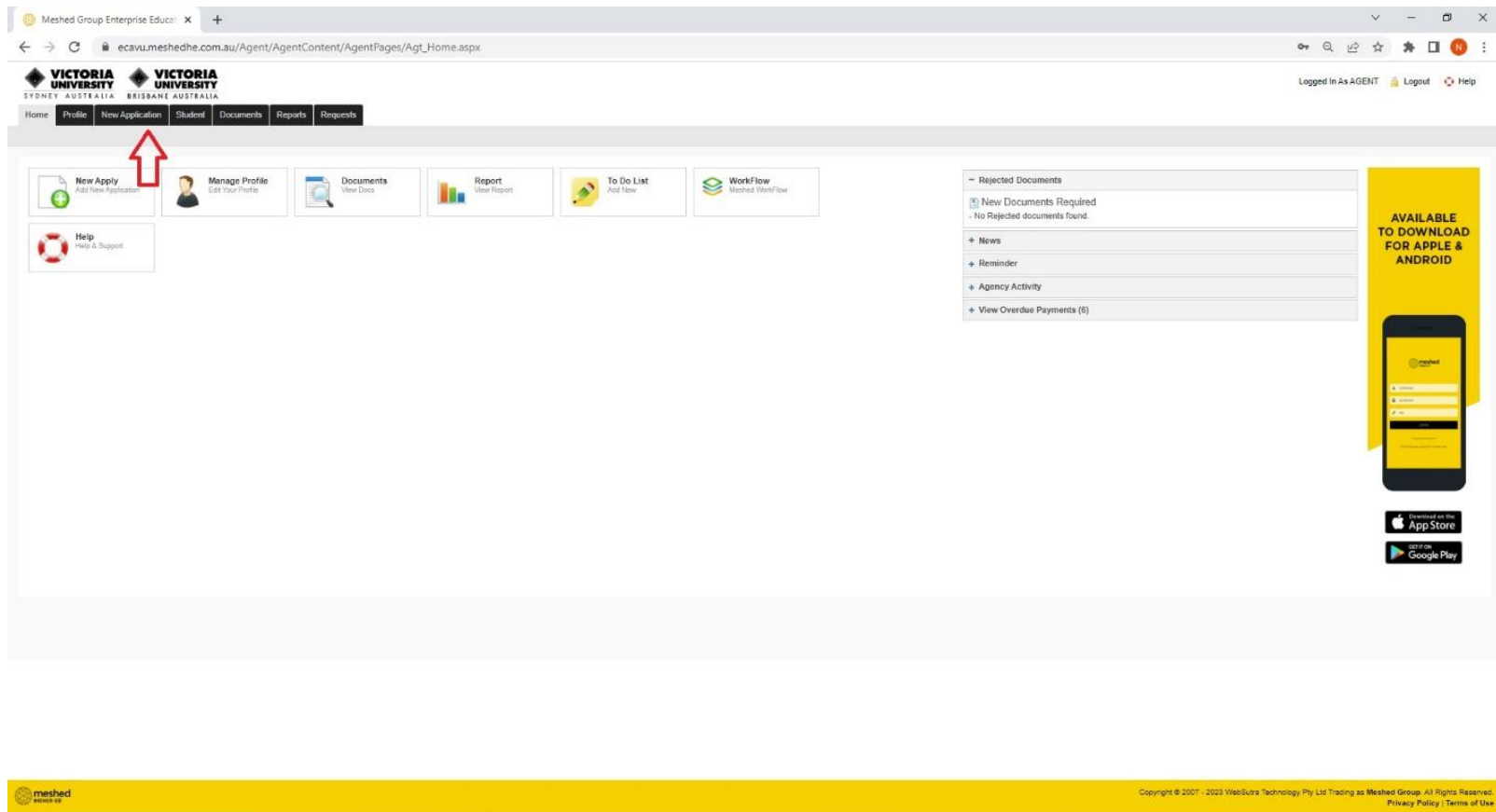
The screenshot displays the login page of the VU Meshed Group Enterprise Education Management System. The browser address bar shows the URL [ecavu.meshedhe.com.au/Default.aspx](http://ecavu.meshedhe.com.au/Default.aspx). The page header includes the Victoria University logo and navigation links: 'Download Document', 'Student Application', 'Agent Registration', 'Agent List', and 'Pay Fees'. The main content area is titled 'Login' and contains a form with the following elements:

- Instruction: 'Enter your login information below, then select Login. \*All fields are required.'
- Username input field with a red asterisk.
- Password input field with a red asterisk.
- Checkbox for 'Keep me logged in'.
- 'Login' and 'Cancel' buttons.

A red arrow points to the login form.

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**Step 2:** On the Homepage, hover onto New Application tab and select offer list from the drop-down list.



Meshed Group Enterprise Educo

ecavu.meshedhe.com.au/Agent/AgentContent/AgentPages/Agt\_Home.aspx

VICTORIA UNIVERSITY SYDNEY AUSTRALIA VICTORIA UNIVERSITY BRISBANE AUSTRALIA

Logged In As AGENT Logout Help

Home Profile **New Application** Student Documents Reports Requests

New Apply Add New Application Manage Profile Edit Your Profile Documents View Docs Report View Report To Do List Add New WorkFlow Meshed WorkFlow Help Help & Support

Rejected Documents

New Documents Required  
No Rejected documents found.

News

Reminder

Agency Activity

View Overdue Payments (6)

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ecavu.meshedthe.com.au/Agent/AgentContent/AgentPages/Agt\_Home.aspx

Logged In As AGENT Logout Help

Home Profile New Application Student Documents Reports Requests

New Apply Offer List

New Apply Add New Application

Manage Profile Edit Your Profile

Documents View Docs

Report View Report

To Do List Add New


WorkFlow Meshed Workflow

Help Help & Support

Rejected Documents


- New Documents Required - No Rejected documents found.
- News
- Reminder
- Agency Activity
- View Overdue Payments (6)

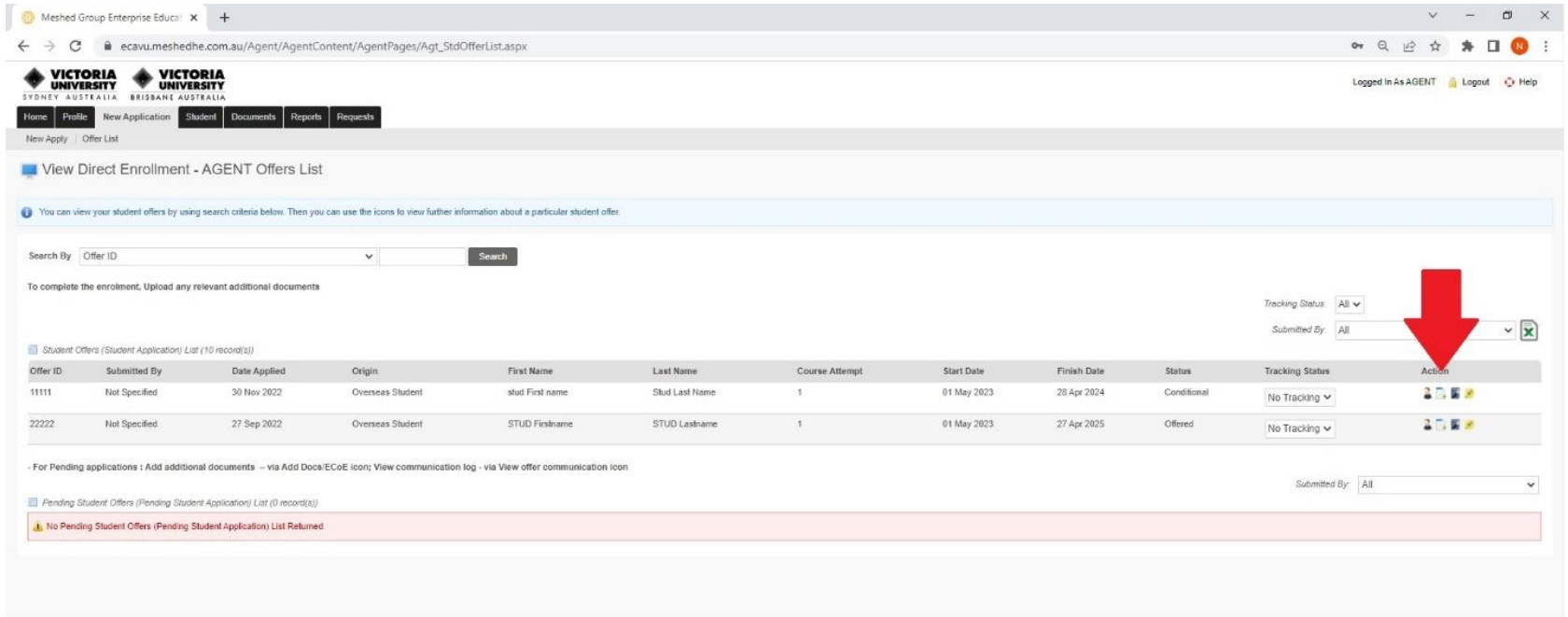
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**Step 3:** You will then see list of your applications. Under the Actions tab for that student, you will see Add Docs/ECOE Request sign like this:  and click on that:



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ecav.u.meshedhe.com.au/Agent/AgentContent/AgentPages/Agt\_StdOfferList.aspx

Logged In As AGENT Logout Help

Home Profile New Application Student Documents Reports Requests

New Apply Offer List



### View Direct Enrollment - AGENT Offers List

You can view your student offers by using search criteria below. Then you can use the icons to view further information about a particular student offer.

Search By Offer ID  Search

To complete the enrolment, Upload any relevant additional documents

Tracking Status: All Submitted By: All

Offer ID	Submitted By	Date Applied	Origin	First Name	Last Name	Course Attempt	Start Date	Finish Date	Status	Tracking Status	Action
11111	Not Specified	30 Nov 2022	Overseas Student	stud First name	Stud Last Name	1	01 May 2023	28 Apr 2024	Conditional	No Tracking	
22222	Not Specified	27 Sep 2022	Overseas Student	STUD Firstname	STUD Lastname	1	01 May 2023	27 Apr 2025	Offered	No Tracking	

- For Pending applications : Add additional documents - via Add Docs/ECOE icon; View communication log - via View offer communication icon

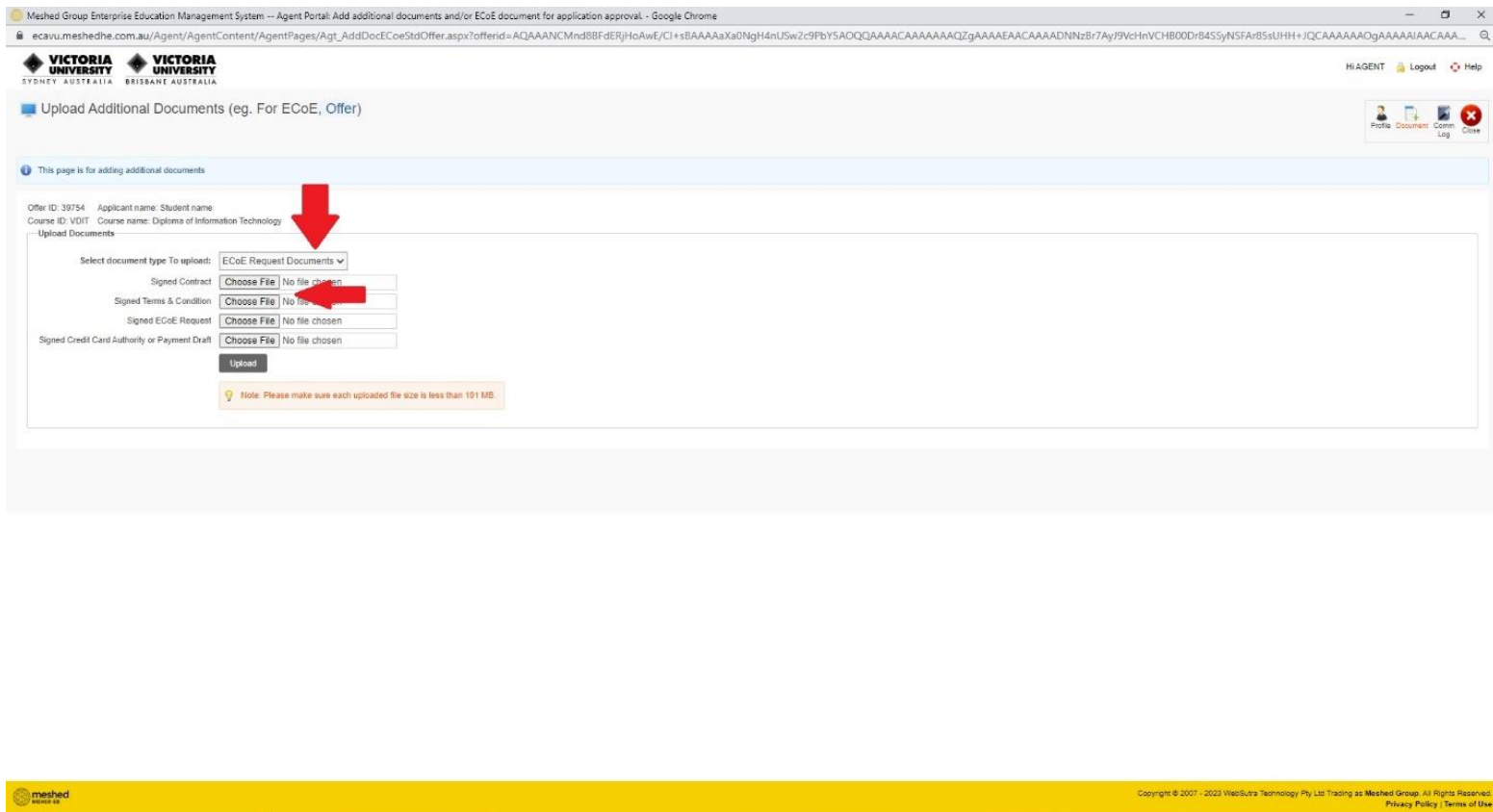
Submitted By: All

No Pending Student Offers (Pending Student Application) List Returned

**Step 4:** A new window will pop up where you can upload up to 5 documents. Under Select document type, to upload you will have 2 options:

- **ECoE Request Documents** (upload offer acceptance/proof of payment)
- **Additional Documents** (any other documents including GTE docs)

If you have more than 5 documents, please repeat the step number 4. Once documents are uploaded, if you wish to add notes, please go to communication log where you can add notes for the Admissions Team



The screenshot displays the 'Upload Additional Documents' page in the Meshed Group Enterprise Education Management System. The page title is 'Upload Additional Documents (eg. For ECoE, Offer)'. The user is logged in as 'Hi AGENT'. The page content includes:

- Offer ID: 39754, Applicant name: Student name
- Course ID: V01T, Course name: Diploma of Information Technology
- A dropdown menu for 'Select document type to upload:' is set to 'ECoE Request Documents'.
- Four document upload rows, each with a 'Choose File' button and 'No file chosen' text:
  - Signed Contract
  - Signed Terms & Condition
  - Signed ECoE Request
  - Signed Credit Card Authority or Payment Draft
- An 'Upload' button.
- A note: 'Please make sure each uploaded file size is less than 101 MB.'

Red arrows in the image point to the 'ECoE Request Documents' dropdown and the 'Choose File' button for 'Signed Terms & Condition'.

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