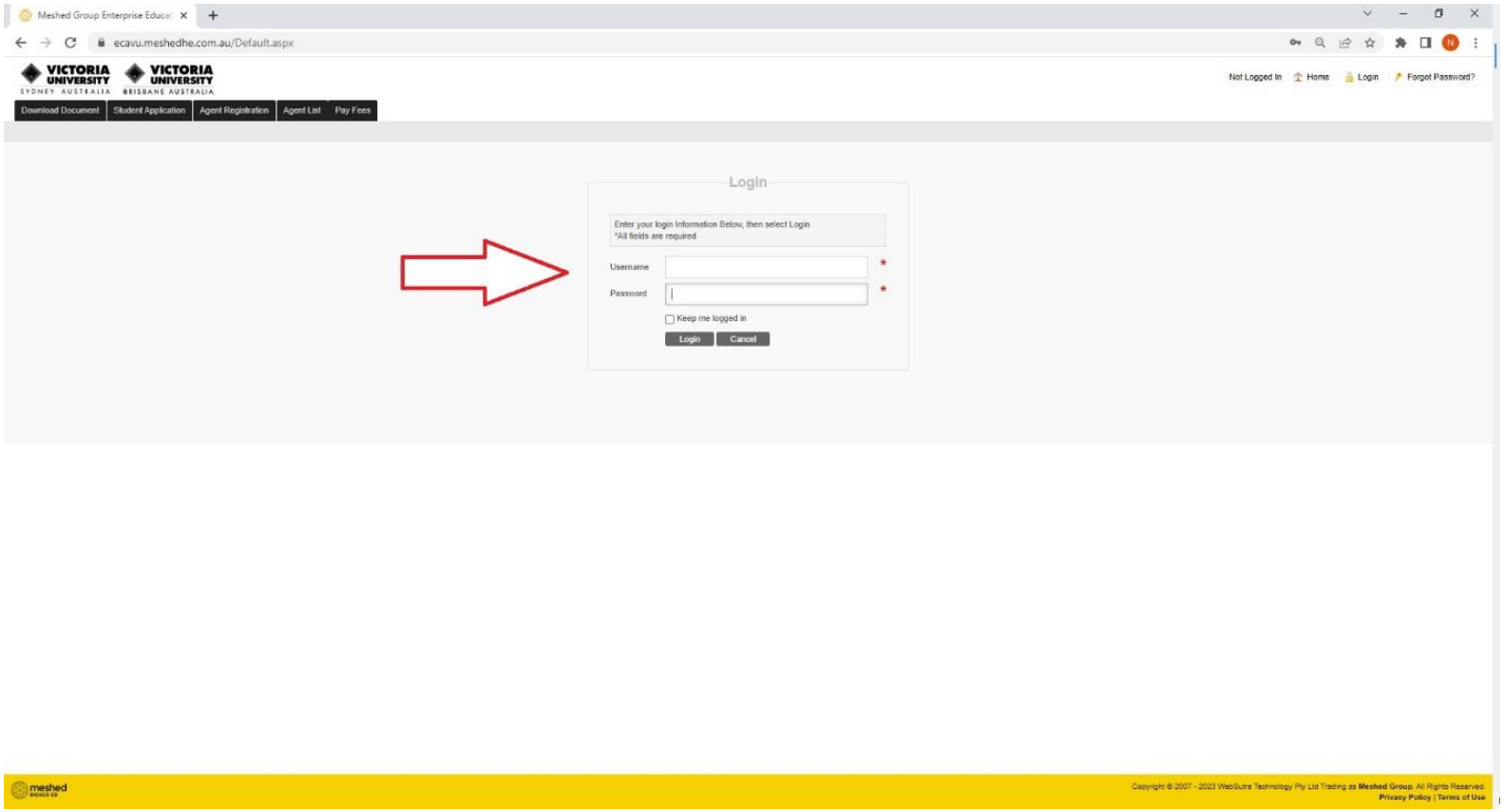
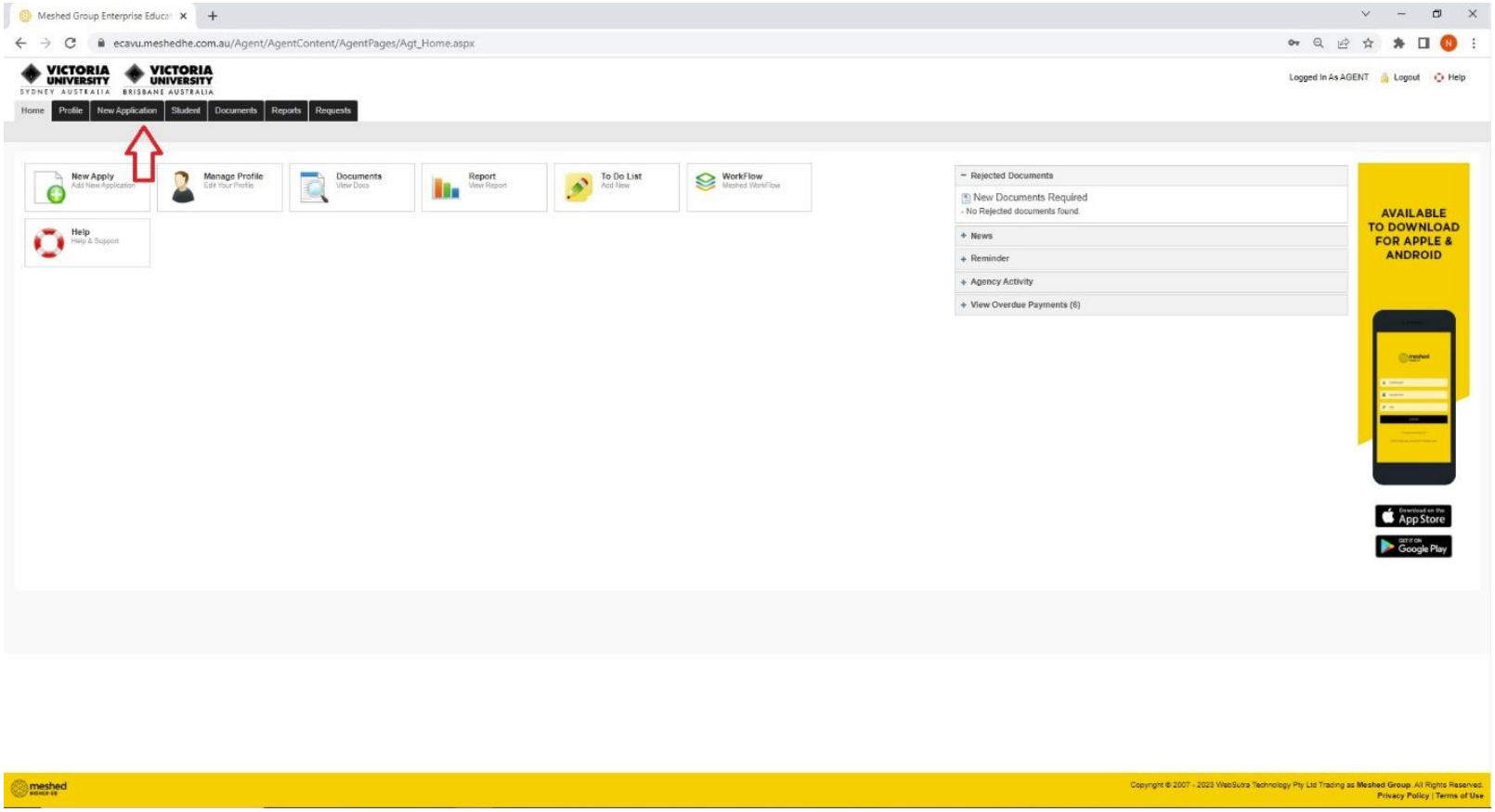
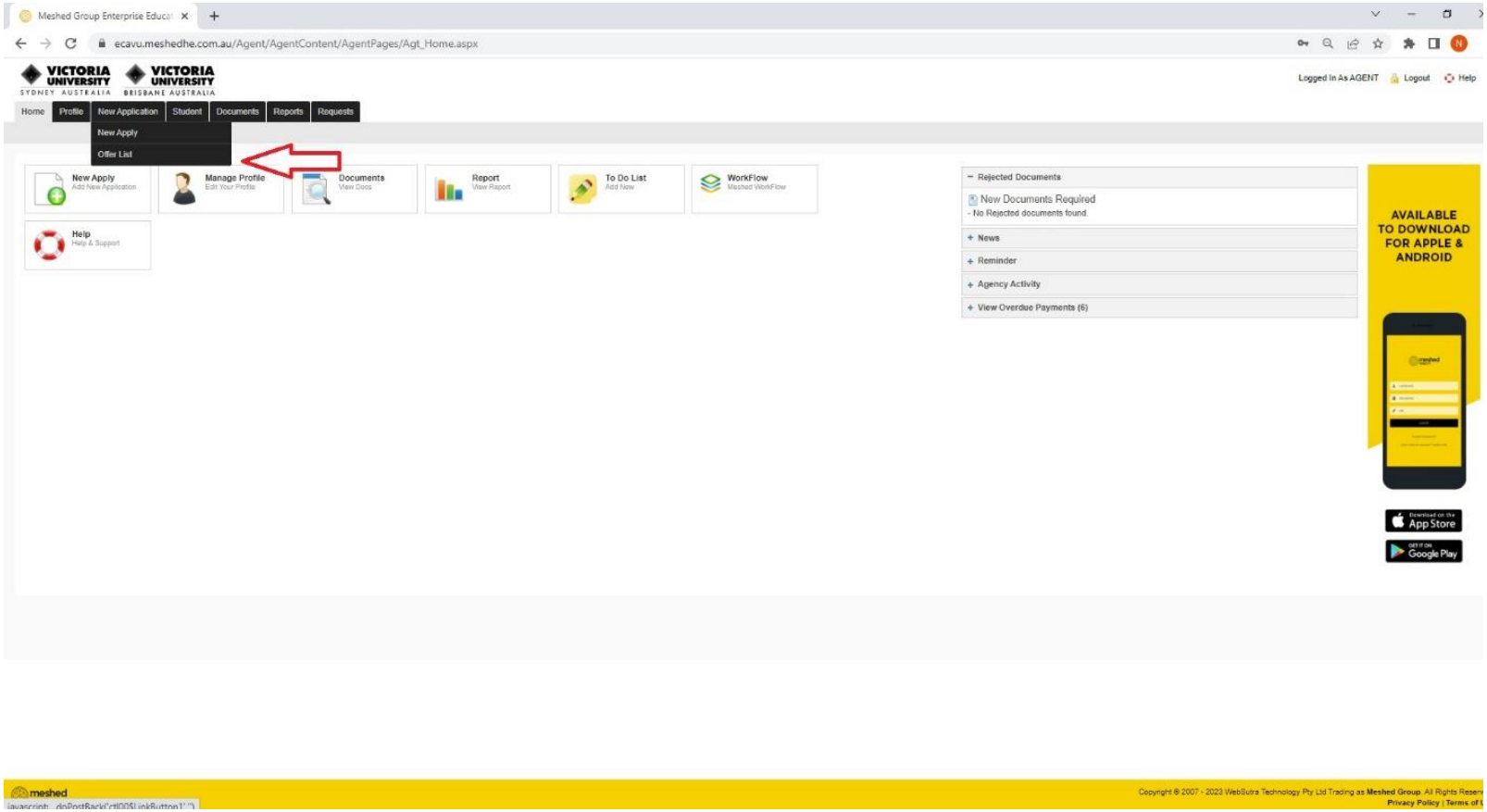
Step-by-Step Guide on how to upload additional documents and make eCOE requests

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



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




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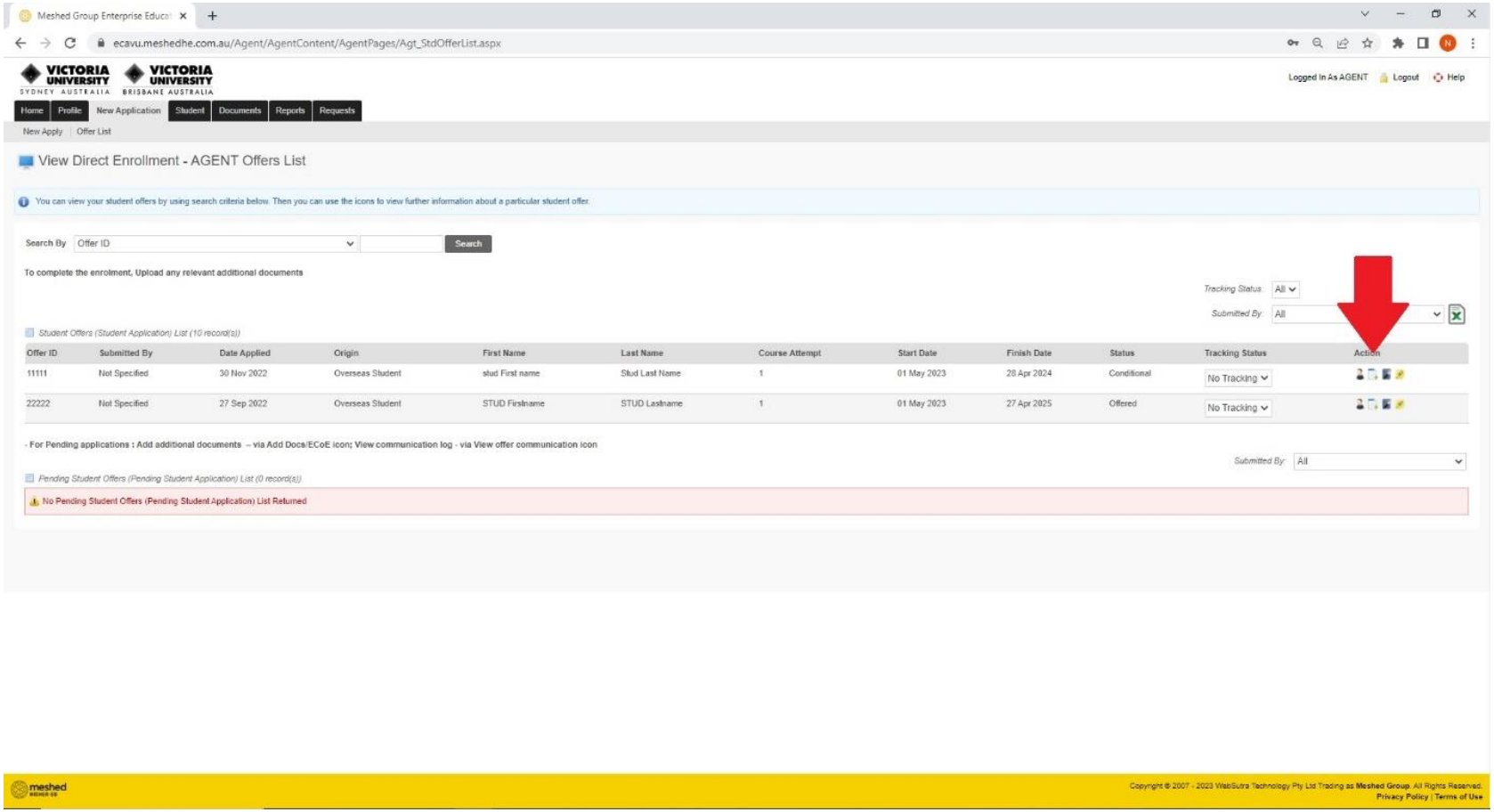
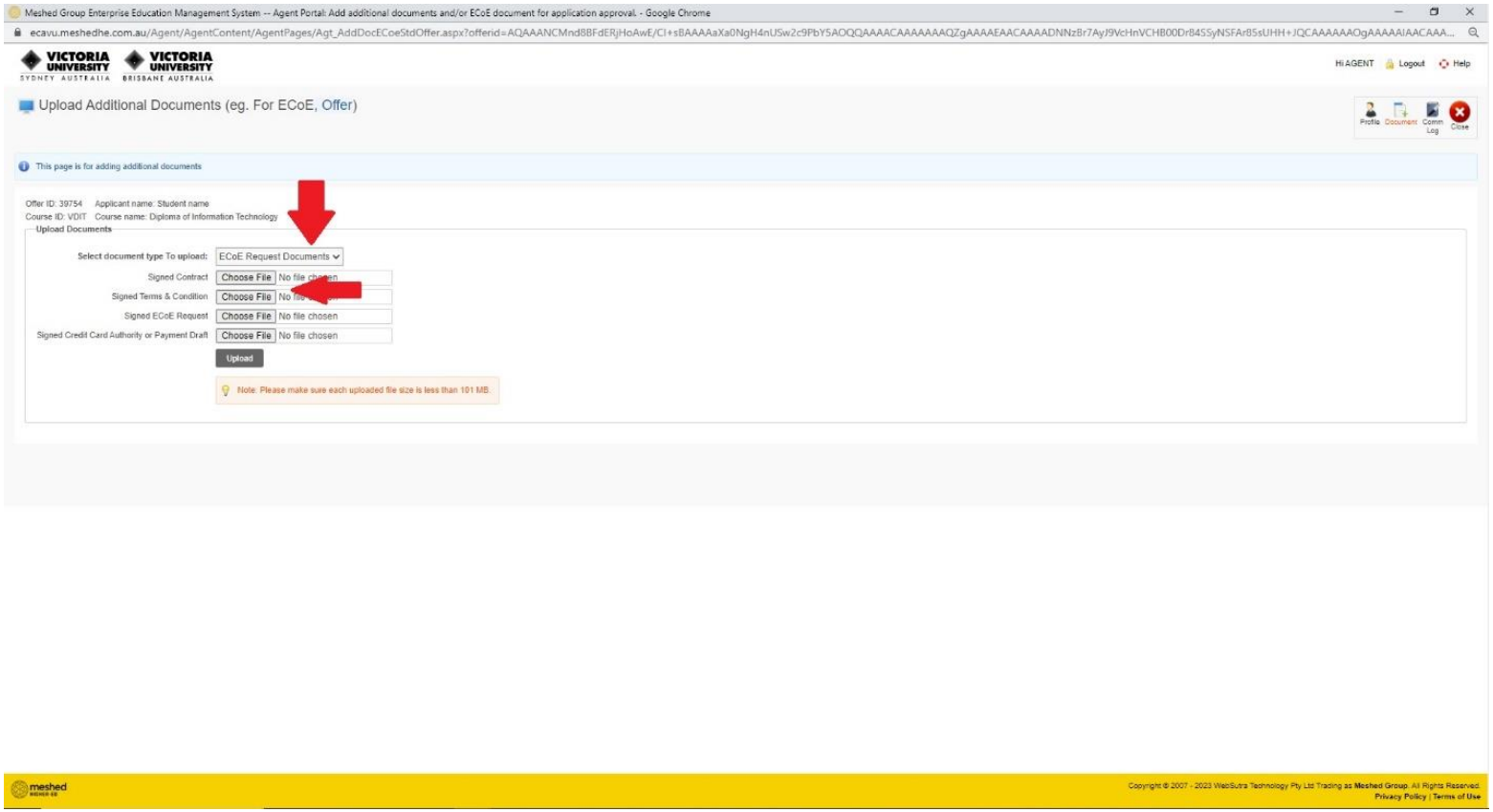
Step 3: You will then see list of your applications. Under the Actions tab for that student, you will see Add Docs/ECoE Request sign like this: and click on that:



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