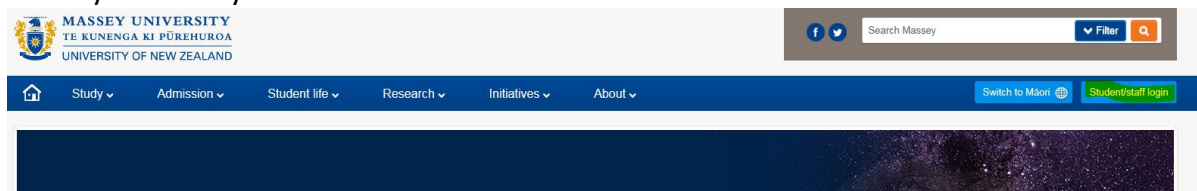


All doctoral candidates are required to re-enrol for study in each calendar year until you submit your thesis for examination-

To re-enrol log onto the student portal using your student ID and password. Log in is via the Massey University website as below



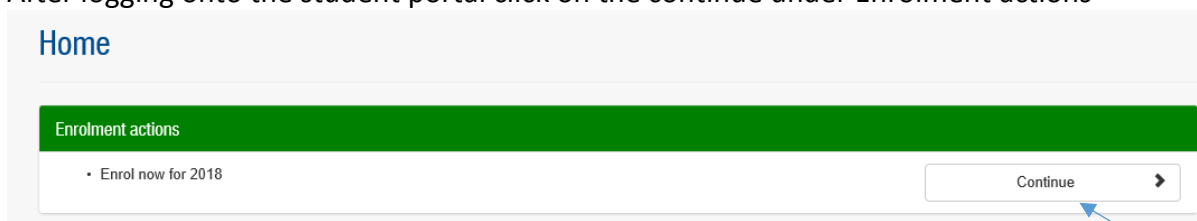
There is an option to reset your password if it is the first time you have logged in.

To re-enrol simply complete the 4 step process (see screenshots below)

1. Select course
2. Answer compulsory questions
3. Read and submit agreement to the Student Declaration
4. Accept offer of enrolment

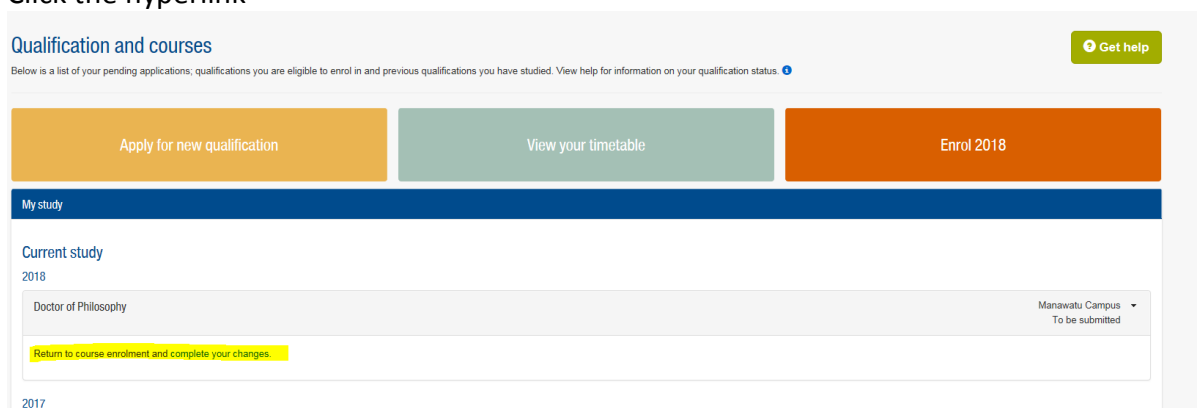
Here are some screenshots to guide you through the enrolment process.

After logging onto the student portal click on the continue under Enrolment actions



You should see a page with your Doctoral programme and a link inviting you to enrol. This may say Enrol or Complete you changes, depending on whether you have begun the process previously.

Click the hyperlink



You now get to a screen that has four steps for you to complete.

**Complete your enrolment**

<b>Personal information</b> Update your personal and contact details.	Done <a href="#">Review</a>
<b>Annual questions</b> Complete the mandatory University and Government information.	Now <a href="#">Complete now</a>
<b>Specialisation</b> Confirm your specialisation choices below. Doctor of Philosophy	Next
<b>Course selection</b> Select the courses that you want to study.	Later
<b>Declaration</b> Accept your declaration and submit your course enrolment.	Later

**Offer of Enrolment**  
Accept your offer to finalise your course enrolment.

Once you have been through Steps 1 & 2 (Checking information and answering compulsory questions) you will click on Course Selection Complete Now

**Complete your enrolment**

<b>Personal information</b> Update your personal and contact details.	Done <a href="#">Review</a>
<b>Annual questions</b> Complete the mandatory University and Government information.	Done <a href="#">Review</a>
<b>Specialisation</b> Confirm your specialisation choices below. Doctor of Philosophy	Done
<b>Course selection</b> Select the courses that you want to study.	Now <a href="#">Complete now</a>

On the next screen, click Select/Change courses

**Review your selections**

**Warning**  
 You need to fix these before you can submit your enrolment.  
 - You have no courses selected for the academic year, please click the Select/change courses button to add courses.

You have no courses selected for the academic year, please click the Select/change courses button to add courses.

Doctor of Philosophy To be submitted

Course code	Name	Period	Credit	Location	Status
You have not selected any courses.					
<b>Total credits</b>			0		
<b>Total credits for year</b>			0		

[Select/change courses](#)

There is a handy video available on the Course Selection page if required

**Course selection** [Get help](#)

Use this page to view your qualification's structure and add, remove and view your courses. You can also view basic information about courses. Full course descriptions are available on our [Course search page](#).

Please view our [online tour](#) about this page. For additional help click [?](#) Changes made to this page will not be submitted and finalised until you complete all of the sections in the Course enrolment homepage.

**Course selection** [Get help](#)

Use this page to view your qualification's structure and add, remove and view your courses. You can also view basic information about courses. Full course descriptions are available on our [Course search page](#).

Please view [our online tour](#) about this page. For additional help click [here](#). Changes made to this page will not be submitted and finalised until you complete all of the sections in the Course enrolment homepage.

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**Your details**

Qualification you are studying: Doctor Philosophy  
 More details: Health Sciences

---

Choose 120 credits from 900-level course list

[Hide list](#)

Search

Course	Name	Period	Level	Mode	Location	Credits	
214900	PhD Health Sciences	FLYR	900	INT	MTU	120	<a href="#">Add</a>
214900	PhD Health Sciences	FLYR	900	INT	WLG	120	<a href="#">Add</a>

All courses [Courses from the selected list](#) [Recognition of prior learning](#)

**Selected courses**

Course	Name	Year	Period	Level	Mode	Location	Credits		
<a href="#">Submit selections</a>									

Click view list and you will see the offerings of your doctoral course

Choose 120 credits from 900-level course list

[View list](#)

Add your course by clicking 'Add'. Note that there may be more than one offering of your course so choose the location appropriate to you AKL = Auckland, MTU = Manawatu, WLG = Wellington. If you select the wrong location by accident, the system will let you know.

Choose 120 credits from 900-level course list

[Hide list](#)

Search

Course	Name	Period	Level	Mode	Location	Credits	
119900	PhD Agriculture and Horticulture	FLYR	900	INT	MTU	120	<a href="#">Add</a>

Once you have added your course it will show up on the right hand side.

## Course selection

Get help

Use this page to view your qualification's structure and add, remove and view your courses. You can also view basic information about courses. Full course descriptions are available on our [Course search page](#).

Please view our [online tour](#) about his page. For additional help click [?](#) Changes made to this page will not be submitted and finalised until you complete all of the sections in the Course enrolment homepage.

**Your details**

Qualification you are studying: Doctor Philosophy  
More details: Health Sciences

Choose 120 credits from 900-level course list ✓

Hide list

Search

Course	Name	Period	Level	Mode	Location	Credits	
214900	PhD Health Sciences	FLYR	900	INT	MTU	120	Add
214900	PhD Health Sciences	FLYR	900	INT	WLG	120	Add

All courses Courses from the selected list Recognition of prior learning

**Selected courses**

Course	Name	Year	Period	Level	Mode	Location		
214900	PhD Health Sciences	2018	FLYR	900	INT	MTU		✓

Submit selections

Almost finished, click **'Submit selections'**

Choose 120 credits from 900-level course list ✓

Hide list

Search

Course	Name	Period	Level	Mode	Location	Credits	
119900	PhD Agriculture and Horticulture	FLYR	900	INT	MTU	120	Add

All courses Courses from the selected list Recognition of prior learning

**Selected courses**

Course	Name	Year	Period	Level	Mode		
119900	PhD Agriculture and Horticulture	2018	FLYR	900	INT		✓

Submit selections

Next is the Confirmed Courses screen, click **'Next'**

**Confirmed course selections**

Selected a total of 1 course(s) which total 120 credit(s)

Year	Period	Course code	Occ	Level	Credits	Course name
2018	FLYR	214900	MTUI	900	120.00	PhD Health Sciences

Change selections **Next**

Then you come to the Course Overview screen, scroll down to the bottom and click **'Submit selections'** again.

Doctor of Philosophy
To be submitted

Course code	Name	Period	Credit	Location	Status
214900	PhD Health Sciences	FLYR	120	Manawatu Campus	To be submitted
			<b>Total credits</b>	120	
			<b>Total credits for year</b>	120	

Select/change courses

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**Special permission**

Course code	Name	Period	Credit	Location	Status
You do not have any requests.					

Special permission request

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**Course wait list**

Course code	Name	Period	Credit	Location	Status
You do not have any requests.					

Course wait list request

Back
Submit selections

Complete your declaration by clicking the **'Complete Now'** button. Read the declaration, tick that you agree and click **'Submit'**

**Complete your enrolment**

**Personal information** Done

Update your personal and contact details. Review

**Annual questions** Done

Complete the mandatory University and Government information. Review

**Specialisation** Done

Confirm your specialisation choices below.

Doctor of Philosophy

**Course selection** Done

Select the courses that you want to study. Review

**Declaration** Now

Accept your declaration and submit your course enrolment. Complete now

The system will immediately generate you an Offer of Enrolment which will be saved to your portal. Please accept the Offer of Enrolment to complete the enrolment process.

Complete your enrolment	
<b>Personal information</b> Update your personal and contact details.	Done
<b>Annual questions</b> Complete the mandatory University and Government information.	Done
<b>Specialisation</b> Confirm your specialisation choices below. Doctor of Philosophy	Done
<b>Course selection</b> Select the courses that you want to study.	Done
<b>Declaration</b> Accept your declaration and submit your course enrolment.	Done
<b>Offer of Enrolment</b> Accept your offer to finalise your course enrolment.	Now <a href="#">Complete now</a>

[Back](#)

In your offer you will see your fees for 2018, for some of you this will be a full year for those of you who are in your final year this may be a proportion of the year

Once you have followed all the steps you will receive a confirmation of enrolment in your portal.

### **The Student Management System**

Re-enrolling will give you a good opportunity to explore what you can do on your portal. Here is some information about it

The Student Management System (SMS) gives you your own portal where messages can be directed to you securely and personally and you can manage aspects of your research programme. As a doctoral candidate, it is important to check your portal on a regular basis. Our legacy system, RIMS, will continue to be used for ethics applications but all other applications will be managed with the new SMS. If you haven't read your messages, an email will be sent to your nominated email address, to remind you.

### **What can I do with my portal?**

1. Re-enrolment.
2. Invoices. Invoices will be produced for you during January 2018, and these are personalised to reflect the fees that are due to the end of the financial year (ie December 2018). You can view, print invoices in your portal and pay fees.
3. You can apply for extension of study, suspension of study, overseas study or change of mode from part time to full time or reverse. You can also apply to be examined, change your supervisory panel or withdraw from study using your portal. You will receive messages in response to any application you submit to your portal.
4. You will use your portal to complete your 6-month progress review.

5. You can view your details of your supervisors in your portal as well as other information relating to your qualification

Please contact us if you have any questions about re-enrolling or using the portal at [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz)