Edith Cowan University
SIMO How to Guide

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How to Log into SIMO

1.1 New Students

1. Activate your student ECU account via the Central Authentication System (CAS) web page at https://mylogin.ecu.edu.au/ and follow the instructions for students.

2. To log into SIMO, follow the instructions below for ‘Existing Students’.

1.2 Existing Students


2. Click on ‘Login’ in the menu bar on the left hand side of the SIMO homepage.

3. Enter your ‘ECU Login ID’ and ‘Password’.

4. Click on ‘Login’.

1.3 I Can’t Remember My Password

If you are unsure of your password you can contact either Student Central on 6304 2000 or the IT Service Desk on 6304 6000 to have your password reset.

1.4 I Can’t Remember My Username

If you are unsure of you username please contact Megalab staff or the IT Service Desk on 6304 6000.

1.5 How To Change Your Password

2. Under ‘For Students’, click the link to change your password, and follow the instructions.

3. This may take up to 10 minutes to take effect in SIMO.

2 The Enrolment Process

Please check your pre-requisites and co-requisites with you Faculty before re-enrolling, or refer to the handbook.

2.1 How To plan Your Semester Timetable


2. Click on ‘View Semester Timetable’ in the menu bar on the left hand side of the SIMO homepage.

3. Plan your semester timetable by following the instructions and searching for the units you wish to enroll in. This will make your enrolment session in SIMO easier and quicker.

2.2 How To Re-Enroll

1. Click on ‘Login’ in the menu bar on the left hand side of the SIMO homepage.

2. Click on ‘Enroll Online’.

3. Click on the course that you wish to enroll in.

   **Step 1: Declaration**

1. Click on ‘Declaration’ and read through.

2. If you agree with the terms of this declaration click ‘Accept’.

3. You will now be taken to the ‘Government Statistics’ page.
Step 2: Government Statistics

1. Read through the various questions and amend them where necessary.

2. Once all questions are answered correctly click on the ‘Submit’ button.

3. Click on the next step, ‘Commonwealth Assistance Form’.

Step 3: Commonwealth Assistance Form

1. This form will only appear when you first commence your course.

2. Complete questions 8, 9, 10 and 11.

3. Once this form has been completed click on the ‘Submit’ button.

4. If you do not have your tax file number at the time of submitting this form, you can still submit the form and continue with your enrolment. Please ensure you enter your tax file number before the census date.

5. You will be presented with a confirmation page. Click on the next step, ‘Select Your Units and Activities’.

Step 4: Select Your Units and Activities

1. In the space next to ‘Unit Code’, enter the unit code.

2. Click on ‘Search’.

3. Select your preferred option by checking the ‘Add’ box.

4. Click on ‘Add’. (Continue searching and adding units as required by repeating steps 1 – 4 under Step 4).

   Note: If you are having problems enrolling, click on the ‘Clear’ button if this is enabled. If you continue to experience difficulties, enroll into one unit at a time.

5. Click on ‘Confirm Units’.

6. You will be taken to the ‘Confirm Your Units’ page.
Note: If you have not satisfied a pre requisite or a unit is full you will see a ‘Breach’ button next to the unit in question. This unit will also be highlighted in pink. If you click on the ‘Breach’ button you will be told why you are not able to enroll in this unit. To clear this breach you can simply continue with your enrolment. Once your activities have been selected the system will automatically delete the invalid unit.

7. Click on ‘Confirm’.

8. Select the appropriate activities under the ‘Select / remove’ column.

9. Click on ‘Confirm Activities’.

Note: If you have a clash in the times for your units an error message will appear. The units that are clashing will be highlighted in pink.

You will need to clear this clash by selecting alternative times for these units. If there are no alternative times, you will need to remove one of the units from your enrolment. Please note that NONE of your units will be confirmed until the clash is cleared. Once you have cleared the clash, click on ‘Confirm Activities’.

Step 5: Verifying Your Enrolment

10. Once this has been done you will have the option to print out a ‘Confirmation Receipt’.

11. Click on ‘Study Timetable’ in the menu bar on the left hand side of the screen to view the units you have chosen for the upcoming semester.

12. Click on ‘Print’ to print a copy of your study timetable to verify that all the correct units and corresponding activities are displayed.

2.3 How To Change Campus or Semester For a Unit

1. Log into SIMO

2. Click on ‘Enroll Online’.

3. Click on the course that corresponds to the units you wish to modify.
4. Click on ‘Select Your Units and Activities’.

5. Click on ‘Change’ in the ‘Modify Option’ column of the unit you want to change.

6. Select your option of choice by checking the ‘Modify’ box.

7. Click on ‘Update’.

8. Click on ‘Confirm Units’.

9. Click on ‘Confirm’.

10. Select the appropriate activities under the ‘Select/ Remove’ column.

11. Click on ‘Confirm Activities’.

12. Once this has been done you will have the option to print out a confirmation receipt.

13. Click on ‘Study Timetable’ in the menu bar on the left hand side of the screen to view your changes.

14. Be sure to print a copy of your ‘Study Timetable’ to confirm all changes have been made.

3 How to Withdraw from a Unit

Prior to withdrawing from a unit, please make sure you are aware of the withdrawal consequences that might apply.

For further information, see the ‘Withdrawal without Financial or Academic Penalty Dates’ information at http://www.ecu.edu.au/student/admin/dates.php#census or contact Student Central for more information.

1. Log into SIMO.

2. Click on ‘Enroll Online’.
3. Click on ‘Select Your Units and Activities’.

4. Click on the checkbox next to ‘Delete’ in the ‘Action’ column of the unit you wish to withdraw from.

5. Click on ‘Confirm Units’.

6. Click on ‘Confirm’.

7. You will now have the option to print out a ‘Confirmation Receipt’.

8. Be sure to print a copy of your ‘Study Timetable’ to confirm all changes have been made.

4 How to Select Your Exam Location (External Students Only)

If you live 80km or less from an official ECU Exam Centre, you are required to attend that ECU centre for your examinations.

1. Log into SIMO.

2. Click on ‘Exam Location’ in the menu bar on the left hand side of the screen.

3. Use the drop down box to select your preferred exam location.

4. Alternatively if you do not live within 80km of any of the locations listed, then please check the box below and contact Assessments.

5 Student Guild and Amenities and Services Fee Options

1. Log into SIMO

2. Click on ‘Service Questions’ in the menu bar on the left hand side of the screen.
3. Answer the ‘Guild Membership’ and ‘Paying Amenities and Services Fee’ questions.

4. Click on the ‘Submit’ button.

6 How to View Your Personal Details

1. Log into SIMO

2. Click on ‘Personal Details’ in the menu bar on the left hand side of the screen.

3. If any of your personal details need updating please contact Student Central.

7 How to Update Your Address Details Online

Students with an international home address must contact Student Central to have their international home address updated.

International students (studying in Australia) must contact Student Central at the end of their course to change their Australian correspondence address to an international correspondence address. This will ensure that you receive an academic transcript.

1. Log into SIMO.

2. Click on ‘Address Details’ in the menu bar on the left hand side of the screen.

3. Click the ‘Update’ button of the address type you would like to update.

4. Update details as required.

5. Click on ‘Submit’.

6. Changes should now be showing.
8 How to View Course Information

For information on your course including:
- Unit Set (e.g. major, minor) details;
- Advanced Standing details; and
- Course Status.

1. Log into SIMO.

2. Click on ‘Course Info’ in the menu bar on the left hand side of the screen.

3. Click on the corresponding link under ‘More Info’.

9 How to View Course Progress Details

For information including:
- Progression Status;
- Credit points required for completion; and
- Total achieved credit points.

1. Log into SIMO.

2. Click on ‘Course Progress’ in the menu bar on the left hand side of the screen.

10 How to View Timetables
10.1 How to View the Semester Timetable

1. Access the SIMO homepage at https://simo.ecu.edu.au

2. Click on ‘View Semester Timetable’ in the menu bar on the left hand side of the SIMO homepage.

3. Follow the instructions on the screen.

10.2 How to View Your Study Timetable

1. Log into SIMO.

2. Click on ‘Study Timetable’ in the menu bar on the left hand side of the screen.

10.3 How to View Your Exam Timetable

1. Log into SIMO.

2. Click on ‘Exam Timetable’ in the menu bar on the left hand side of the screen.

Note: If the final exam timetable has not yet been released, the following message will be displayed: ‘No exam timetable details exist’.

Please check the latest news on the SIMO homepage to find out when the Exam Timetable will be released.

11 How to Use the Online Bookshop Facility

1. Log into SIMO.

2. Click on ‘Book List’ in the menu bar on the left hand side of the screen.

3. Click on ‘View Booklist’.
All prescribed and optional books for the units in which you are currently enrolled will be displayed.

12 How to View Results

12.1 How to View Your Recent Results

1. Log into SIMO.
2. Click on ‘Recent Results’ in the menu bar on the left hand side of the screen.

12.2 How to View All Your Results

1. Log into SIMO.
2. Click on ‘All Results’ in the menu bar on the left hand side of the screen.

13 How to Update Your Government Assistance Form

You would have already completed the government assistance form as part of the enrolment process.

Please follow the instructions below to change your payment option if you wish. Please note that the ‘Government Assistance Form’ can only be submitted once in a 24 hour period.

1. Log into SIMO.
2. Click on ‘Govt. Assistance’ in the menu bar on the left hand side of the screen.
3. Follow instructions under ‘2.2 – How to Re-Enroll – Step 3’ to submit this form.

14 How to View Your Fee Details

1. Log into SIMO.

2. Click on ‘Fee Details’ in the menu bar on the left hand side of the screen.

   You will be presented with the ‘Fee Inquiry’ screen. From this screen, you can also access information about the various payment options for both domestic and international students.

3. Click on ‘View Fees’ to view your request for payment. This request is for the currently enrolled period.

   **Note:** If your fee information does not display please check your enrolment carefully to ensure that you are correctly enrolled. Alternatively contact the Student Fees Office.

   You will be advised when your fee statement for the next enrolment period will be available on SIMO.

15 How to View Your Statement of Account

1. Log into SIMO.

2. Click on ‘Statement of Account’ in the menu bar on the left hand side of the screen.

3. Click on the PDF document for the relevant teaching period.
4. You will not be presented with a statement of account, including a payment slip.

16 How to View Your Government Confirmation

You can view your fees that have been submitted to the Australian Taxation Office by following the steps below:

1. Log into SIMO.

2. Click on ‘Govt. Confirmation’ in the menu bar on the left hand side of the screen.

3. Click on the date under ‘Extract Date’

4. You will now be presented with your Commonwealth Assistance Notice.

   Note: If you wish to pay these fees, please contact the Australian Taxation Office.