Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

Contents

Introduction ................................................................................................................................. 2
Overview ....................................................................................................................................... 2
Purpose ......................................................................................................................................... 2
Access .......................................................................................................................................... 2
Background ................................................................................................................................... 2
Logging in to HEIMS Administration ........................................................................................... 3
How to allocate a CHESSN......................................................................................................... 3
Entering student data .................................................................................................................... 3
Entering data in the further information fields ............................................................................ 5
Introduction

Overview
HEIMS Administration provides a centralised access point for higher education and VET providers to directly:

- allocate CHESSNs to students
- notify the department of potential duplicate CHESSNs
- view student entitlement information; and
- report Commonwealth scholarship submissions to the Higher Education Information Management System (HEIMS).

Purpose
The purpose of this document is to outline the process for using HEIMS Administration to allocate a CHESSN for a student who is accessing Commonwealth assistance.

Access
HEIMS Administration is available via the Education Portal located at: https://eduportal.education.gov.au/

To gain access to HEIMS Administration as an authorised user, please complete the Access to HEIMS applications form and send it to HEIMS.datacollections@education.gov.au.

Background
Under the Higher Education Support Act 2003 (HESA), the Australian Government provides assistance to higher education and VET students to assist with their studies.

All students who are in receipt of this assistance must be allocated a Commonwealth Higher Education Student Support Number (CHESSN).

The CHESSN is a unique identifier that is used to monitor assistance to eligible higher education and VET students. This includes the provision of data to the ATO regarding HELP debts. It remains linked to the student for the remainder of their academic life.

Students who are:

- Commonwealth supported (i.e. students seeking HECS-HELP and OS-HELP assistance)
- accessing FEE-HELP and VET FEE-HELP or
- in receipt of a Commonwealth Scholarship

must have a CHESSN. Collectively these students are known as Commonwealth assisted students.

Detailed information on Commonwealth assistance for students is available in the Administrative Information for Providers (AIP): Student Support (2015) and the VET Administration Information for Providers (2015).

The Allocate CHESSN function of HEIMS Administration allows higher education providers, VET providers and Tertiary Admission Centres to request a CHESSN for a student.
Logging in to HEIMS Administration

1. Open a web browser and enter the Education Portal URL: [https://eduportal.education.gov.au/](https://eduportal.education.gov.au/)

   The HEIMS Administration system supports Microsoft Internet Explorer Version 9.0 or later for Windows. Problems may be encountered if a different browser or an older version of the specified browser is used.

2. Enter your logon ID and password.

3. Select the HEIMS Administration tile from the Education Portal home page.

   The HEIMS Administration Home page will be displayed. This allows you to navigate to the different functions of the system.

How to allocate a CHESSN

Entering student data

In order to request a CHESSN for a student, follow the steps below.

Select the **Allocate CHESSN** link from the left hand navigation bar.
The system will display the **Allocate CHESSN** screen. On this page there are various fields that have an asterisk (*) placed next to them. The asterisk indicates a mandatory data entry field that must be completed before you submit your request.

When entering a student’s personal data, enter as much data for the student as possible. This will reduce the possibility of duplicate CHESSNs being created in future CHESSN requests.

If Yes has been indicated in any of the three fields below the **Further Information** heading, additional fields within that screen will appear.
Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

Entering data in the further information fields
If Yes is selected in the fields below the Further Information heading (i.e. the Previous Names, Attended Year 12 and/or Attended Previous Provider fields); additional fields within that screen will be displayed to allow input of additional data.

You will note that the Year 12 Attendance has two mandatory fields that must be completed; they are the State and Year Attendant. Although it is not necessary to provide the Student Number or the School Name, the more data that you can provide reduces the possibility of a duplicate CHESSN being created for that student.

When entering data for previous higher education providers you will need to provide the name of the provider and the year the student was last enrolled. To select the previous provider name simply click on the Add button.
Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

The pop up box will appear and you can search for the provider by typing the name and then click on the Search button.
Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

Enter the name of the provider. Note that you do not need to provide the full name. For example, if you type in “Australian” then click the **Search** button, any provider with “Australian” in the name will be listed in the table.

The search results will provide a list of the providers that have for example “Australian” in the name. You will need to select the provider and click **OK**.
Once you have selected the provider you will be returned to the Allocate CHESSN screen. If all necessary data has been entered click the Submit button to have the CHESSN allocated.

### Allocate CHESSN

**Name and Address Details**

<table>
<thead>
<tr>
<th><strong>Given Name:</strong></th>
<th>Buzz</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
<td>Lightyear</td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
<td>22-Nov-1995</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Citizenship:</strong></td>
<td>8 Humanitarian Visa</td>
</tr>
<tr>
<td><strong>Postal Address:</strong></td>
<td>234 Elm Street</td>
</tr>
<tr>
<td><strong>Locality:</strong></td>
<td>Richmond</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>VIC</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>Australia</td>
</tr>
</tbody>
</table>

**Further Information**

| **Previous Names:** |  |
| **Attended Year:** | Unknown |
| **Attended Previous Provider:** | Yes |

**Previous Provider Details**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Year Last Enrolled</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Australian National University</td>
<td>2015</td>
<td>6101047621</td>
</tr>
</tbody>
</table>

**Help**

* and bold denotes a mandatory field

**Note**

FEE-HELP limit is the maximum amount of FEE-HELP (and/or VET FEE-HELP) an eligible student can use over their lifetime. The FEE-HELP limit is indexed on 1 January each year. Visit the Study Assist website for information on the current FEE-HELP limit amount.

**Print**

**Reset**

**Submit**
The CHESSN has been allocated and you can now view the FEE-HELP, OS-HELP and Commonwealth Scholarship balance that is available for the student. You can print this screen for your records by clicking Print, or alternatively may start a new allocation by clicking on the New Applicant button.