



# Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

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## 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](mailto: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/>

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.

Australian Government  
Department of Education and Training

higher education  
information management  
system

Home

**Allocate CHESSN**

Duplicate Management

Entitlement Info

Student Management

Change Password

Help

Logoff

**Welcome to HEIMS Administration**

The Higher Education Information Management System (HEIMS) provides functionality to administer the allocation of Commonwealth Higher Education Student Support Numbers (CHESSN) for commencing, continuing and returning students. Additionally, the system may be used to find and then view a student's entitlement balance, and also to notify the Department of potential duplicate CHESSNs.

This site 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.

The Department welcomes feedback. If you have suggestions to improve the usability of this site or experience any problems using the site, please email [HEIMS Data Collections](#).

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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.

## 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.

The screenshot shows the 'Further Information' section of a web form. At the top, there are three dropdown menus: 'Previous Names', '\* Attended Year 12' (set to 'Yes'), and '\* Attended Previous Provider'. Below this is the 'Year 12 Attendance' section, which contains a table with columns for 'State', 'Year Attended', 'Student Number', and 'School Name'. The 'State' and 'Year Attended' columns have dropdown menus. A 'More...' button is located to the right of the table. Below the table are 'Help' and 'Note' sections, and at the bottom are 'Print', 'Reset', and 'Submit' buttons.

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.

The screenshot shows the 'Further Information' section of a web form. At the top, there are three dropdown menus: 'Previous Names', '\* Attended Year 12' (set to 'No'), and '\* Attended Previous Provider' (set to 'Yes'). Below this is the 'Previous Provider Details' section, which contains a table with columns for 'Provider', 'Year Last Enrolled', and 'Student Number'. Each row has an 'Add' button, a 'Delete' button, and a 'More...' button. A red arrow points to the 'Add' button in the first row. Below the table are 'Help' and 'Note' sections, and at the bottom are 'Print', 'Reset', and 'Submit' buttons.

The pop up box will appear and you can search for the provider by typing the name and then click on the Search button.

**Provider List**

Provider	Active
Abbey College Australia	Yes
Aboriginal Islanders Development Scheme	
Academy of Design	Yes
Academy of Design Australia Limited	Yes
Academy of Hypnotic Science Pty Ltd	Yes
Academy of Information Technology Pty Ltd	Yes
Access Group Training	Yes
Access Training Institute Pty Ltd	Yes
Acknowledge Education Pty Ltd	Yes
ACT Education Group Pty Ltd	Yes
Actors College of Theatre and Television	Yes
Acupuncture Colleges (Aust) Pty Ltd	
Adelaide Central School of Art Incorporated	Yes
Adelaide College of Advanced Education	
Adelaide College of Arts and Education	
Adelaide College of Divinity Inc	Yes
Airline Academy of Australia Pty Ltd	Yes
Alderdice and Associates	Yes

**Search Provider:**  **Search** **Clear Search**

**OK** **Cancel**

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.

**Provider List**

Provider	Active
Australian Academy of Vocational Edu and Trades	Yes
Australian Agricultural College Corporation	Yes
Australian Business Academy Pty Ltd	Yes
Australian Careers Business College Pty Ltd	Yes
Australian Catholic University	Yes
Australian College of Applied Education Pty Ltd	Yes
Australian College of Applied Psychology	Yes
Australian College of Commerce and Management	Yes
Australian College of Event Management Pty Ltd	Yes
Australian College of Finance Pty Ltd	Yes
Australian College of Hypnotherapy	Yes
Australian College of Ministries	Yes
Australian College of Physical Education	
Australian College of Sports Therapy Pty Ltd	Yes
Australian College of Theology	Yes
Australian College of Training and Employment	Yes
Australian Defence Force Academy	
Australian Education Group Pty Ltd	Yes

Search Provider:

49 record(s) found. 100%

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**.

The Australian College of Physical Education	Yes
The Australian National University	Yes
Western Australian Secondary Teachers College	

Search Provider:

## Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

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

Given Name:

\* Family Name:

Other Name(s):

\* Date of Birth:  (dd-mmm-yyyy) \* Gender:

\* Citizenship:

\* Postal Address:

Locality:

State:  \* Postcode:

Country:

#### Further Information

Previous Names:  \* Attended Year 12:  \* Attended Previous Provider:

#### Previous Provider Details

Please provide the details of the previously attended Provider and/or Student Number for each entry


Provider	Year Last Enrolled	Student Number	
<input type="text" value="The Australian National University"/>	<input type="text" value="2015"/>	<input type="text" value="6101047621"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="More..."/>

#### Help

\* and **bold** denotes a mandatory field

#### Note

FEE-HELP limit  
The 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.



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## Allocating a Commonwealth Higher Education Student Support Number (CHESSN)

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.

**CHESSN Information** 1706128845

Type	Limit	Usage	Balance	As At Date
FEE-HELP:	\$99,389	\$0	\$99,389	31-Mar-2014
OS-HELP:				
<b>Commonwealth Scholarship (CS) Category:</b>				
Indigenous CECS & Indigenous CAS Scholarship	8	0	8	18-Jan-2016
Indigenous Enabling:	2	0	2	18-Jan-2016
Indigenous Access Scholarship:	1	0	1	18-Jan-2016

**Name and Address Details**

Given Name:  ↗

\* Family Name:

Other Name(s):

\* Date of Birth:  (dd-mmm-yyyy)      \* Gender:

\* Citizenship:

\* Postal Address:

Locality:

State:       \* Postcode:

Country:

**Further Information**

Previous Names:

\* Attended Year 12:

\* Attended Previous Provider:

**Previous Provider Details**

Please provide the details of the previously attended Provider and/or Student Number for each entry

Provider	Year Last Enrolled	Student Number	
The Australian National University	<input type="text" value="2015"/>	<input type="text" value="6101047621"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/> <input style="border: none; background: none; padding: 0 5px;" type="button" value="More..."/>

**Help**  
\* and **bold** denotes a mandatory field

**Note**  
FEE-HELP limit  
The 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. ↘