NAPS
NATIONAL ACADEMY OF PROFESSIONAL STUDIES

PROVIDER ID: PRV14303 | CRICOS PROVIDER CODE: 04009C

INSTITUTE OF HIGHER EDUCATION

MANUAL

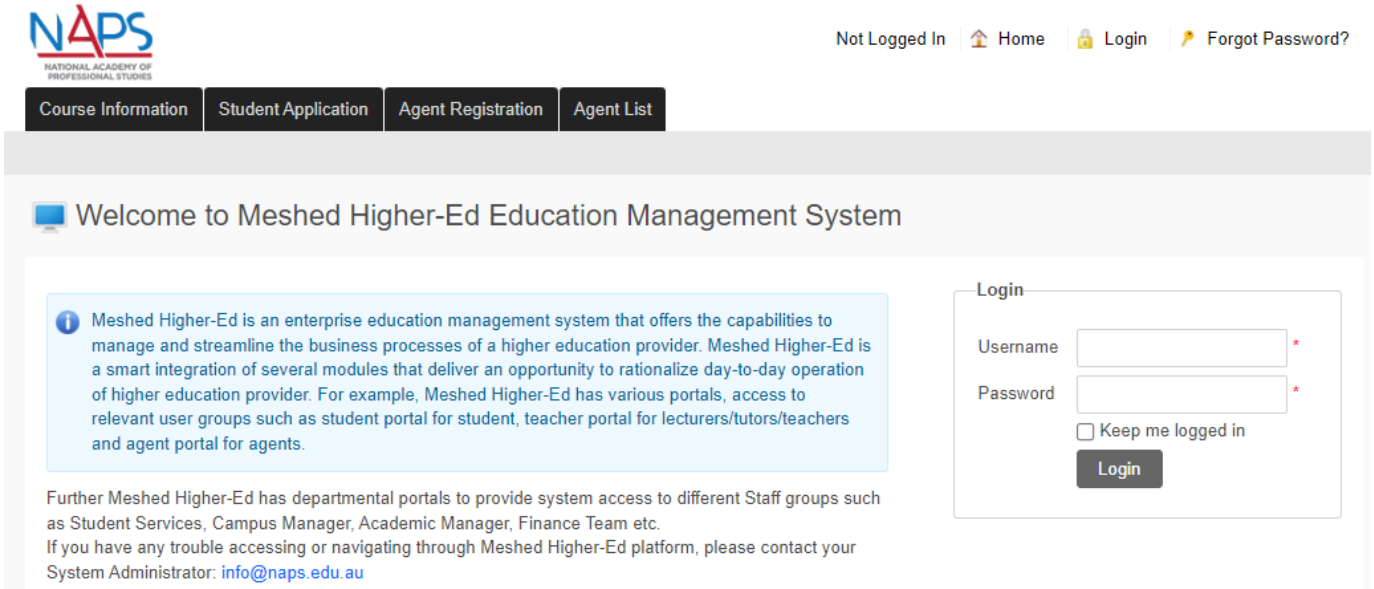
Meshed Student Portal

Table of Content

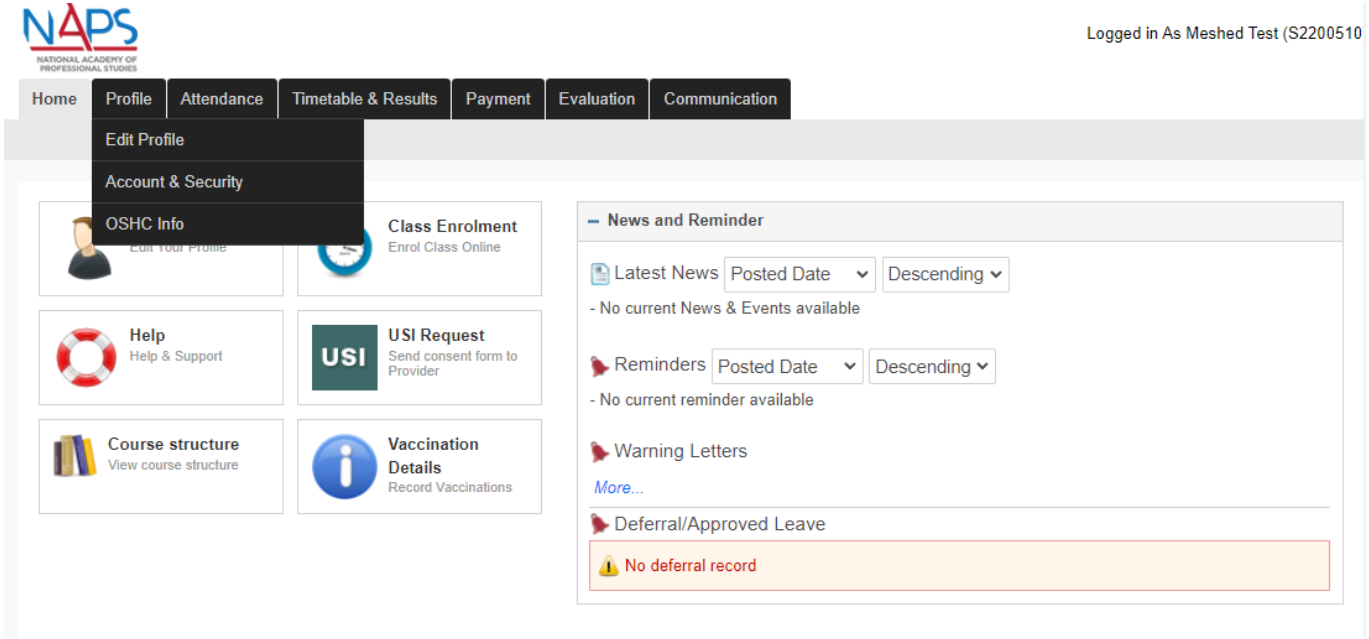
How to update personal details via Meshed Student Portal?	02
How to view attendance for the course enrolled?	05
How to view timetable and results?	07
How to print receipt for the tuition fees paid?	13

How to update personal details via Meshed Student Portal?

1) Log on to your student portal.



2) Click on Edit Profile under the Profile tab.



3) You may change the following details:

a. Nickname

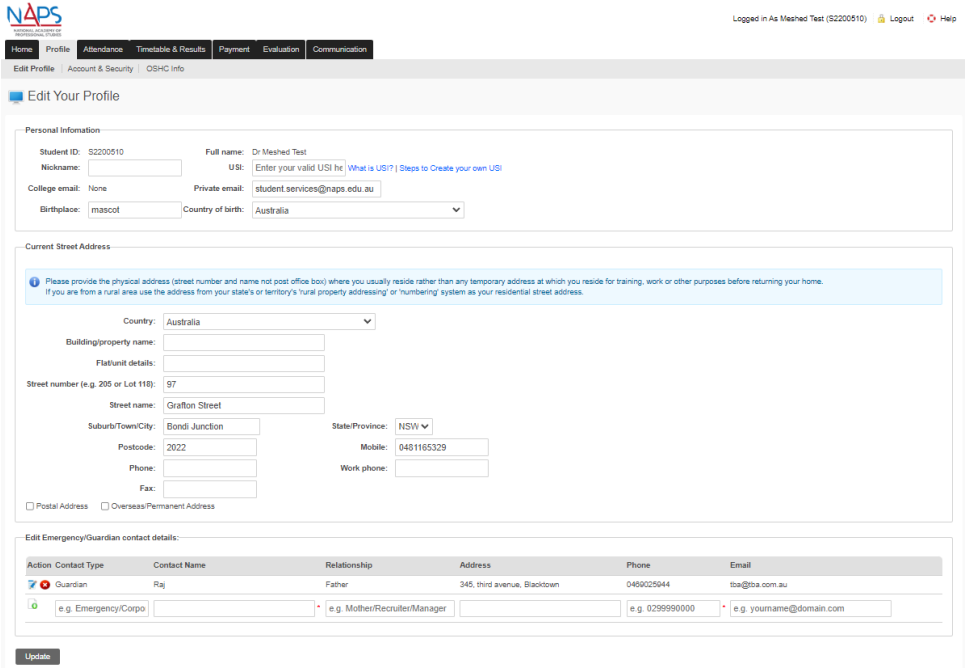
b. USI Entry (if you have not provided one)

c. Birthplace & Country of Birth

d. Street Address (please complete all fields with RED*)

e. Postal address & overseas/ permanent address (if available)

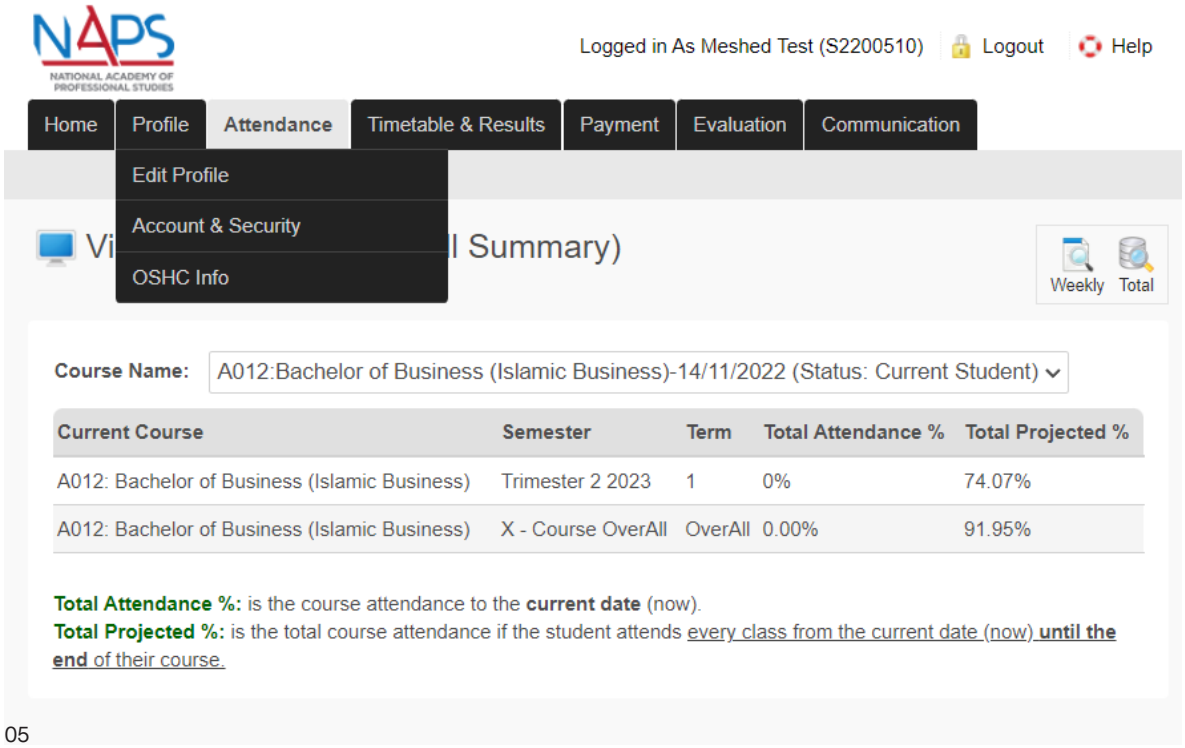
f. Emergency contact details



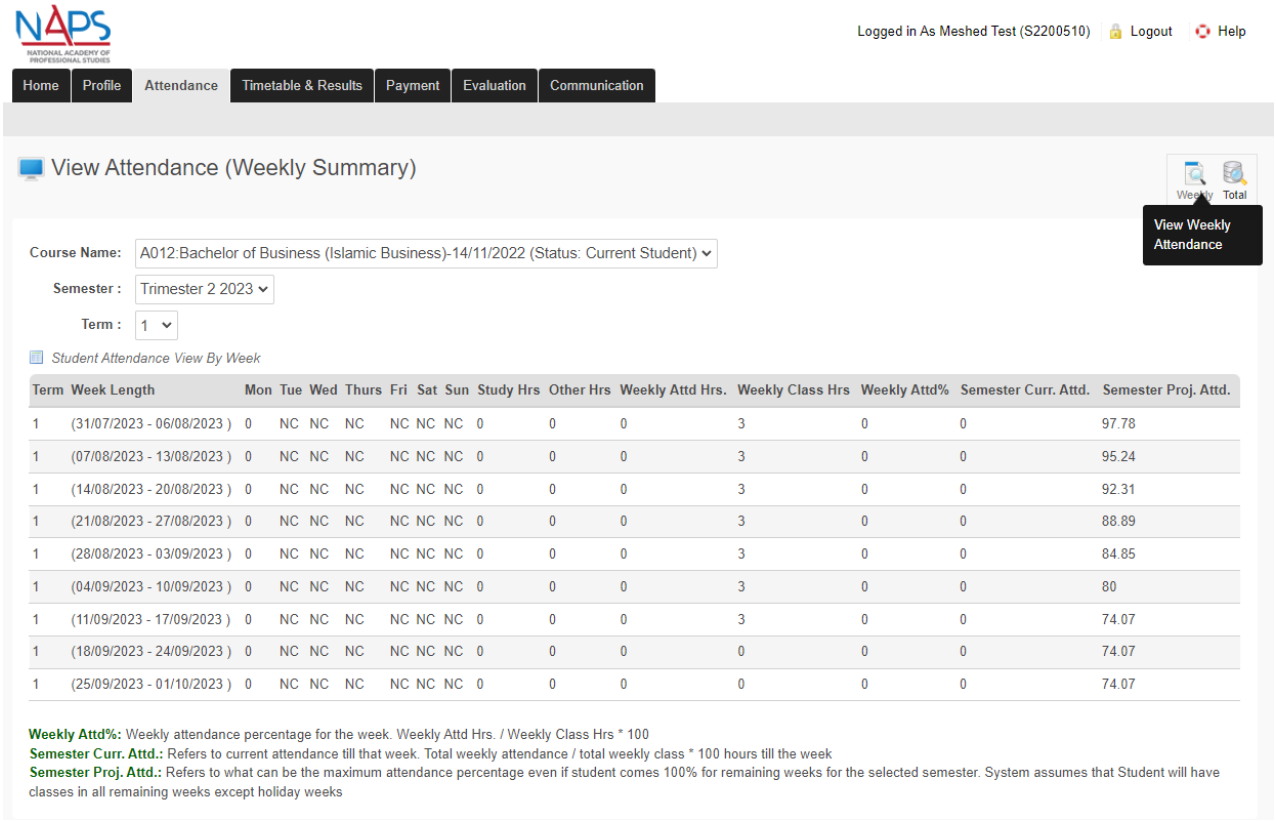
4) Once done, remember to click the “Update” button to save all changes made.

How to view attendance for the course enrolled?

1) To view your overall attendance for the course enrolled, click on the “Attendance” tab.



2) You may also view the breakdown of your weekly attendance by clicking on the “Weekly” icon on the left (as shown in the picture below).

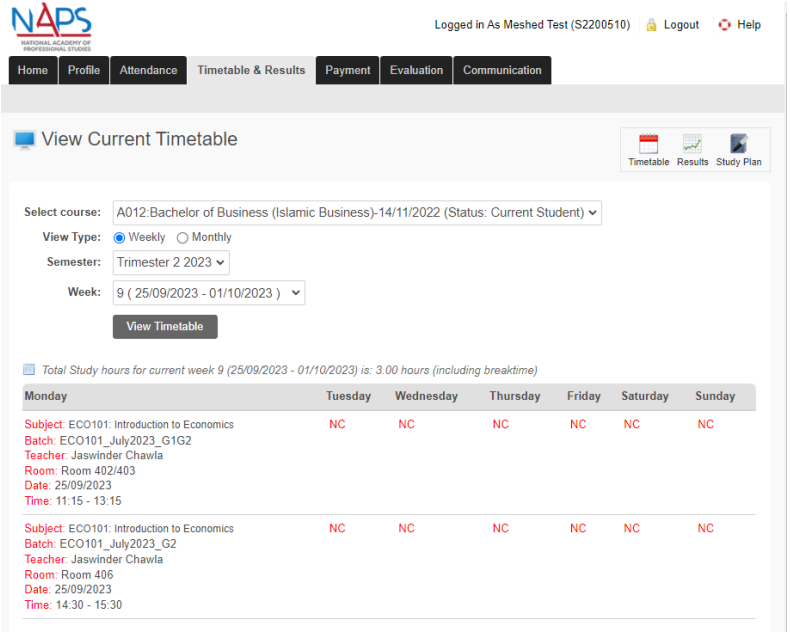


Term	Week Length	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Study Hrs	Other Hrs	Weekly Attd Hrs.	Weekly Class Hrs	Weekly Attd%	Semester Curr. Attd.	Semester Proj. Attd.
1	(31/07/2023 - 06/08/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	97.78
1	(07/08/2023 - 13/08/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	95.24
1	(14/08/2023 - 20/08/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	92.31
1	(21/08/2023 - 27/08/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	88.89
1	(28/08/2023 - 03/09/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	84.85
1	(04/09/2023 - 10/09/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	80
1	(11/09/2023 - 17/09/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	3	0	0	74.07
1	(18/09/2023 - 24/09/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	0	0	0	74.07
1	(25/09/2023 - 01/10/2023)	0	NC	NC	NC	NC	NC	NC	0	0	0	0	0	0	74.07

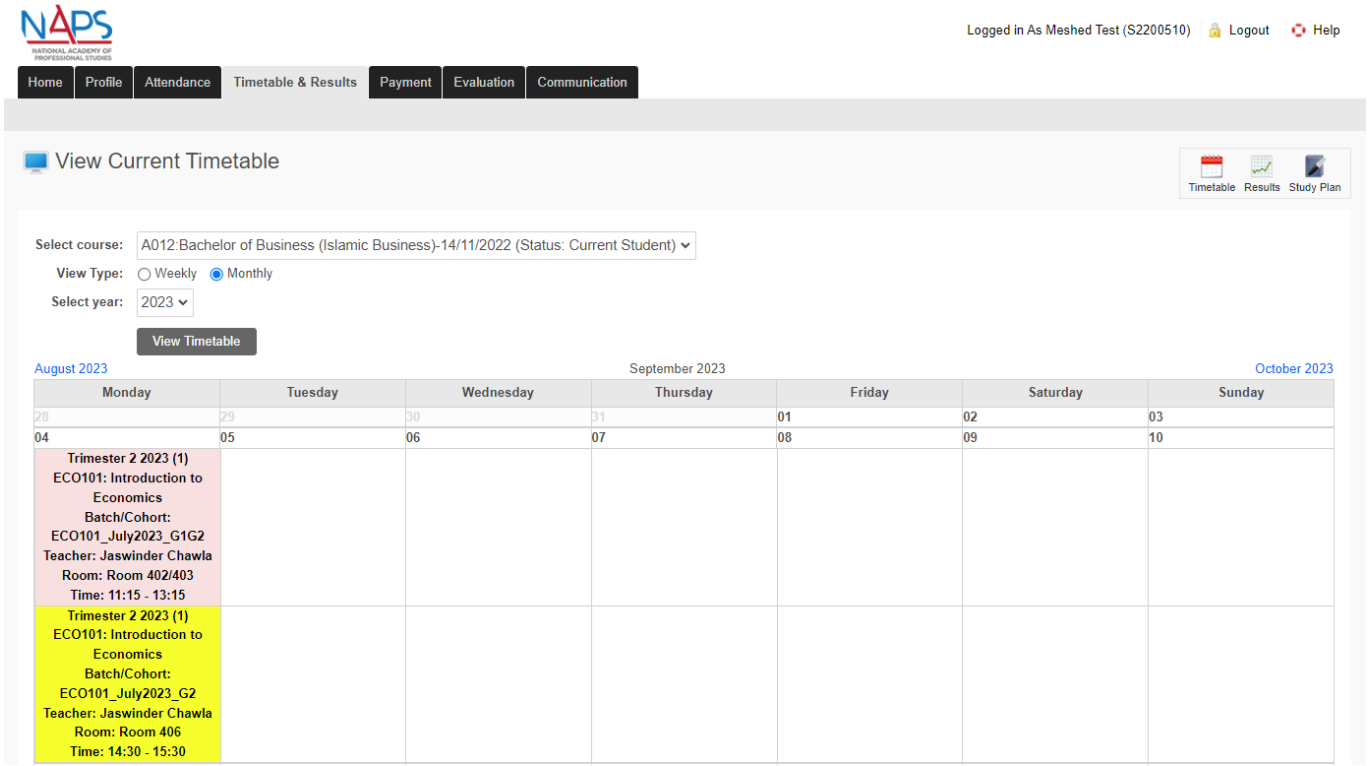
Weekly Attd%: Weekly attendance percentage for the week. Weekly Attd Hrs. / Weekly Class Hrs * 100
Semester Curr. Attd.: Refers to current attendance till that week. Total weekly attendance / total weekly class * 100 hours till the week
Semester Proj. Attd.: Refers to what can be the maximum attendance percentage even if student comes 100% for remaining weeks for the selected semester. System assumes that Student will have classes in all remaining weeks except holiday weeks

How to view timetable and results?

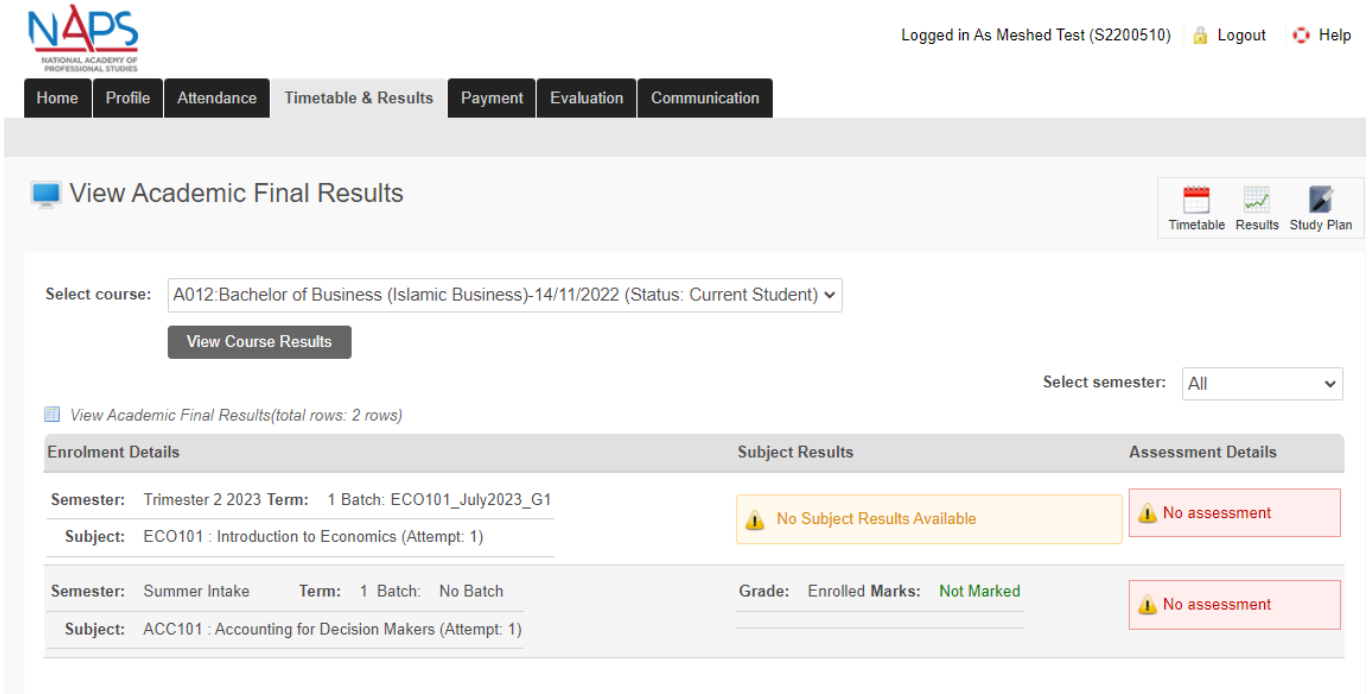
1) Click on the “Timetable & Results” tab. You will be directed to the Timetable page (as shown in the picture below). By default, weekly timetable is shown, with complete information of the classes enrolled.



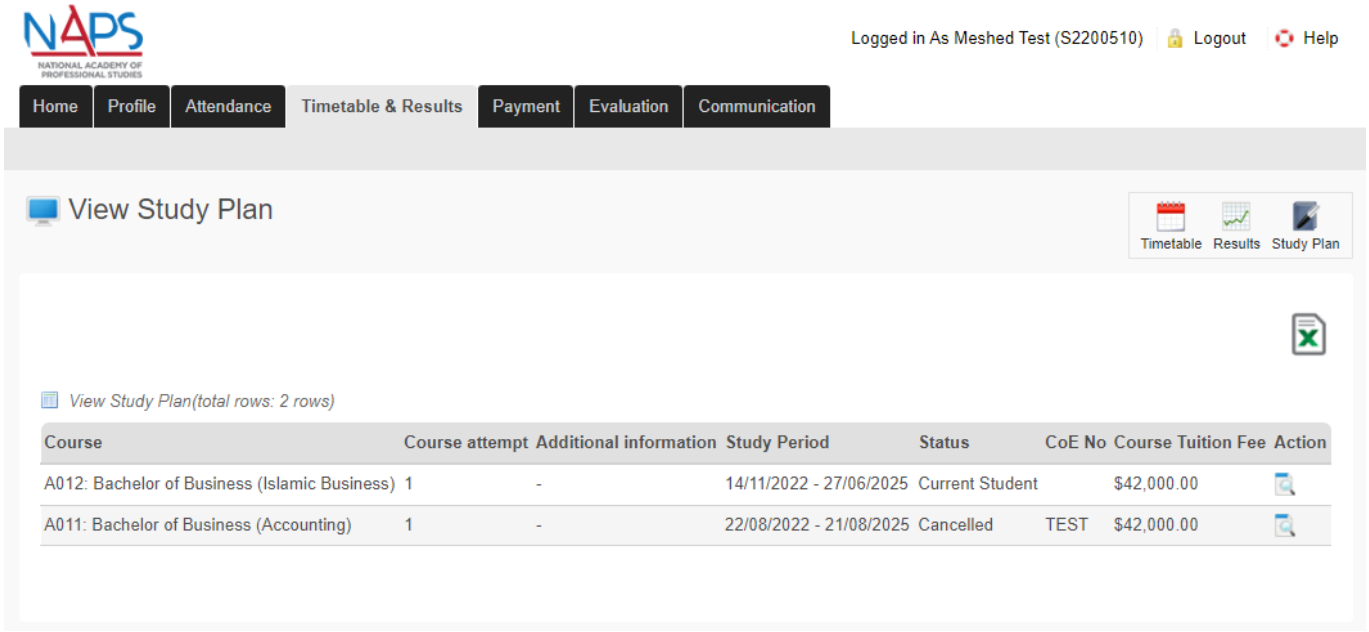
2) If you select the Monthly option, and click on “View Timetable”, your scheduled classes will be displayed in a monthly format. You may also navigate between the months.



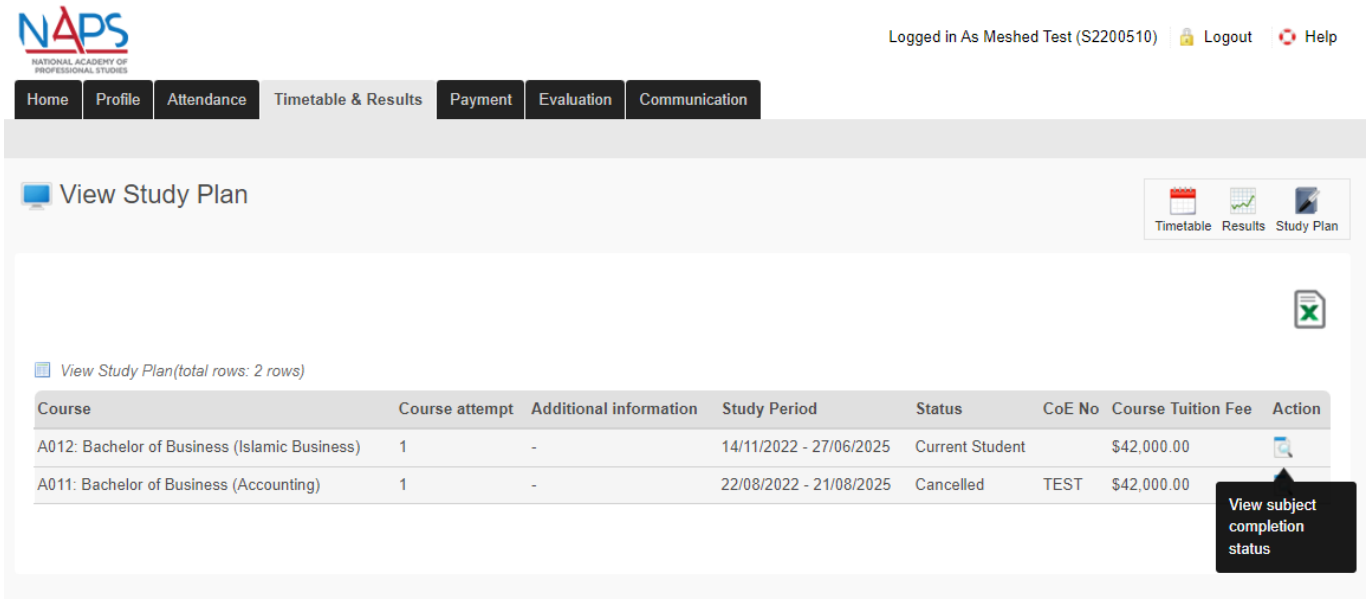
3) Click the “Results” icon on the right. Then select the course you would like to view your results from the drop – down box. Click on “View Course Results”, and the listing will appear (as shown in the picture below).



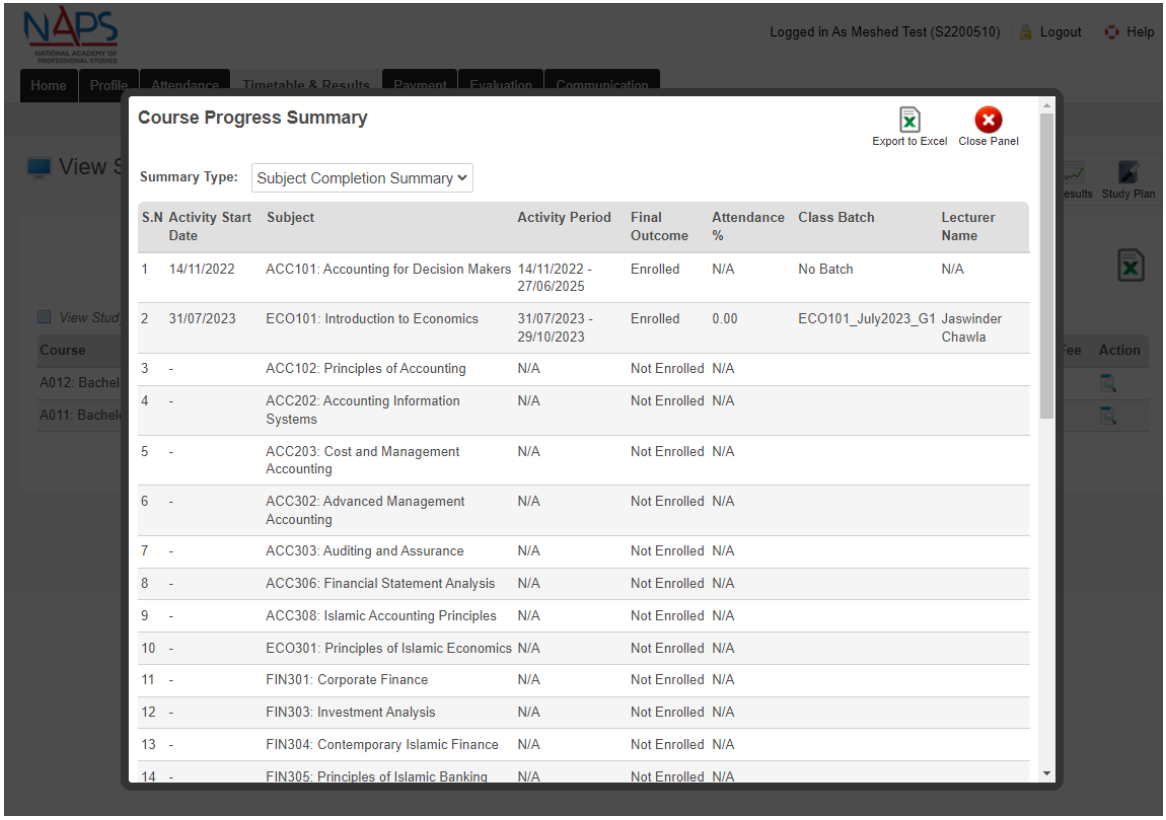
4) You are also able to monitor your study plan for the course enrolled. Click on the “Study Plan” icon on the right, and the courses you enrolled will be displayed.



5) Select the course you wish to view. Click on the “View Subject Completion Status” icon under Action column.



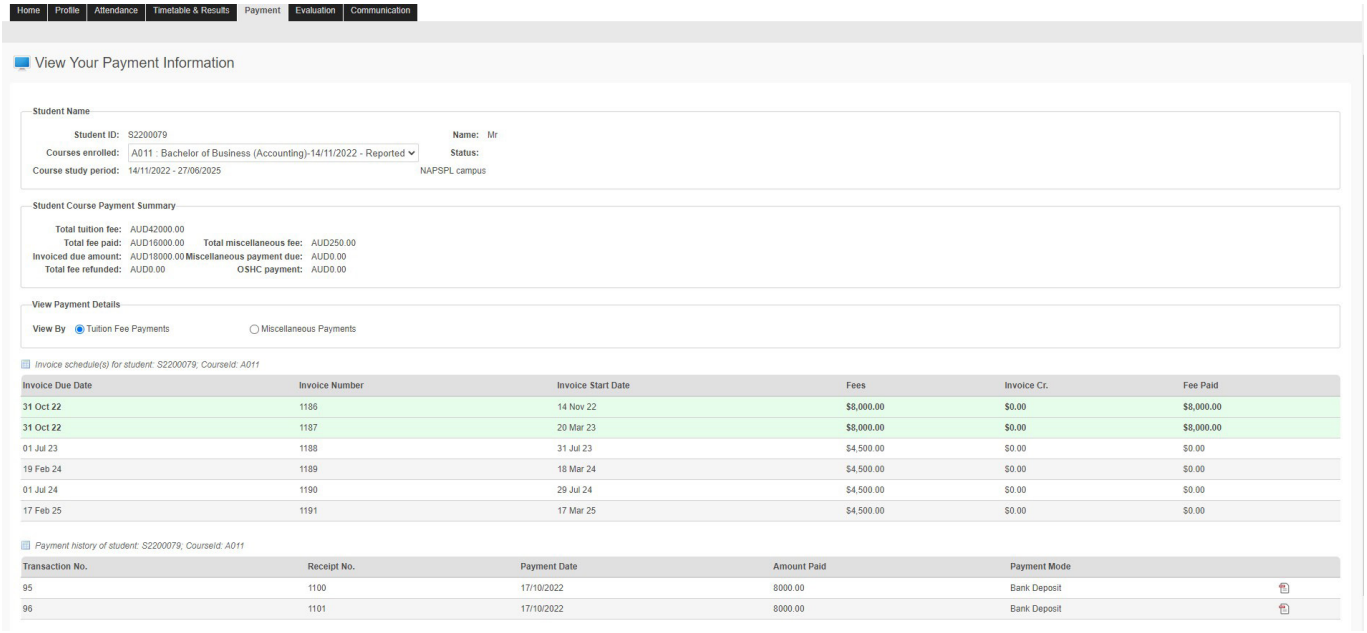
6) A window will pop – up (as shown in the picture), listing all the details of the units required within the course.



S.N	Activity Start Date	Subject	Activity Period	Final Outcome	Attendance %	Class Batch	Lecturer Name
1	14/11/2022	ACC101: Accounting for Decision Makers	14/11/2022 - 27/06/2025	Enrolled	N/A	No Batch	N/A
2	31/07/2023	ECO101: Introduction to Economics	31/07/2023 - 29/10/2023	Enrolled	0.00	ECO101_July2023_G1	Jaswinder Chawla
3	-	ACC102: Principles of Accounting	N/A	Not Enrolled	N/A		
4	-	ACC202: Accounting Information Systems	N/A	Not Enrolled	N/A		
5	-	ACC203: Cost and Management Accounting	N/A	Not Enrolled	N/A		
6	-	ACC302: Advanced Management Accounting	N/A	Not Enrolled	N/A		
7	-	ACC303: Auditing and Assurance	N/A	Not Enrolled	N/A		
8	-	ACC306: Financial Statement Analysis	N/A	Not Enrolled	N/A		
9	-	ACC308: Islamic Accounting Principles	N/A	Not Enrolled	N/A		
10	-	ECO301: Principles of Islamic Economics	N/A	Not Enrolled	N/A		
11	-	FIN301: Corporate Finance	N/A	Not Enrolled	N/A		
12	-	FIN303: Investment Analysis	N/A	Not Enrolled	N/A		
13	-	FIN304: Contemporary Islamic Finance	N/A	Not Enrolled	N/A		
14	-	FIN305: Principles of Islamic Banking	N/A	Not Enrolled	N/A		

How to print receipt for the tuition fees paid?

1) The payment will reflect in your account, under the Payment History section. Click on the PDF icon (as shown in the picture below) to generate the payment receipt.



Home | Profile | Attendance | Timetable & Results | Payment | Evaluation | Communication

View Your Payment Information

Student Name

Student ID: S2200079 Name: Mr

Courses enrolled: A011 : Bachelor of Business (Accounting)-14/11/2022 - Reported Status:

Course study period: 14/11/2022 - 27/06/2025 NAPSPL campus

Student Course Payment Summary

Total tuition fee: AUD42000.00

Total fee paid: AUD16000.00 Total miscellaneous fee: AUD250.00

Invoiced due amount: AUD18000.00 Miscellaneous payment due: AUD0.00

Total fee refunded: AUD0.00 OSHC payment: AUD0.00

View Payment Details

View By (•) Tuition Fee Payments ( ) Miscellaneous Payments

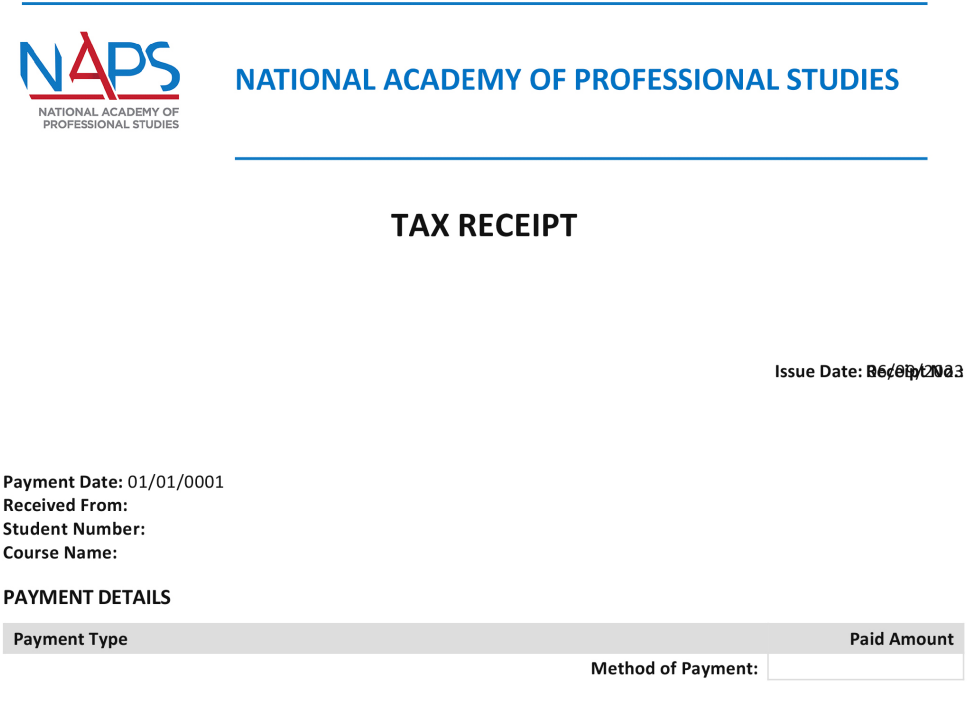
Invoice schedule(s) for student: S2200079; CourseId: A011

Invoice Due Date	Invoice Number	Invoice Start Date	Fees	Invoice Cr.	Fee Paid
31 Oct 22	1186	14 Nov 22	$8,000.00	$0.00	$8,000.00
31 Oct 22	1187	20 Mar 23	$8,000.00	$0.00	$8,000.00
01 Jul 23	1188	31 Jul 23	$4,500.00	$0.00	$0.00
19 Feb 24	1189	18 Mar 24	$4,500.00	$0.00	$0.00
01 Jul 24	1190	29 Jul 24	$4,500.00	$0.00	$0.00
17 Feb 25	1191	17 Mar 25	$4,500.00	$0.00	$0.00

Payment history of student: S2200079; CourseId: A011

Transaction No.	Receipt No.	Payment Date	Amount Paid	Payment Mode	
95	1100	17/10/2022	8000.00	Bank Deposit	
96	1101	17/10/2022	8000.00	Bank Deposit	

2) The PDF file will be generated, and should look similar to this:



NATIONAL ACADEMY OF PROFESSIONAL STUDIES

NATIONAL ACADEMY OF PROFESSIONAL STUDIES

TAX RECEIPT

Issue Date: 26/09/2023 Receipt No: 1

Payment Date: 01/01/0001
Received From:
Student Number:
Course Name:

PAYMENT DETAILS

Payment Type	Paid Amount
Method of Payment:	

NATIONAL ACADEMY OF PROFESSIONAL STUDIES

PROVIDER ID: PRV14303 | CRICOS PROVIDER CODE: 04009C

INSTITUTE OF HIGHER EDUCATION

student.services@naps.edu.au | www.naps.edu.au
Level 4, 136 Chalmers Street, Surry Hills NSW 2010 Australia

Provider ID: PRV14303 | CRICOS Provider Code: 04009C