

How can I access my student portal and Baxter email?

To view your student portal go to: www.baxter.vic.edu.au/student-hub

Step 1: Go to Baxter Institute website (baxter.vic.edu.au)

Step 2: Click on **Student hub** and click on **Student email** from the header menu.

Step 3: You will be redirected to Office 365 login page

Step 4: Login using the following information

Email: your student ID followed by@student.baxter.vic.edu.au

For example, if your student is 12345, email address will be 12345@student.baxter.vic.edu.au

Password: the same as the password you use to login to computers at Baxter Institute

Step 5: Set up preferred display language and time zone:

Language: English (Australia)

Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney

Step 6: Check the email with subject “Your new myWisenet account”. The email includes your username and password to log in to student portal.

If you do not receive the email, please contact us for assistance.

How can I change my contact details using my student portal?

It is essential that you regularly check this email account and visit your student profile via the portal for important messages.

Step 1: Go to Baxter Institute website (baxter.vic.edu.au)

Step 2: Click on **Student hub**, from the header menu

Step 3: Click on **Student Portal**, you will be redirected to Wise.NET Student Portal

Step 4: Login using information you receive from “Your new my Wisenet account” email

Step 5: Select **Personal details**

Step 6: Click **Edit** and change any of your personal details that you need to change

Step 7: Click **Save** to save your changes

Should you require further information regarding to keeping your contact details up to date please call the head office on 03 9650 0367, email studenthub@baxter.vic.edu.au, or visit the student hub/head office reception.