

# Online Membership Portal

## *'How to Register & purchase Club Memberships'*

The aim of this guide is to support students in navigating the Portal, creating Profiles and the purchasing of Club Memberships. This document is designed in two Guides;

**Guide 1:** How to Register for an MSA Portal account

**Guide 2:** Signing in and Purchasing Club Memberships

### **MSA Portal Link:**

<https://portal.msa.monash.edu/>

### **Important Notes when accessing the Portal**

If you have previously purchased MSA rewards, Club memberships Online or attended an MSA event you already have an existing account. Please DO NOT Register each time you purchase a Club membership as this creates Duplicate accounts.

**Username:** Student I.D

**Password:** Your own personal password

### **Tech Support Contacts:**

**General Tech Support questions and Manual Password Reset can be directed to:**

Clubs & Societies Enquiries: [enquiries@monashclubs.org](mailto:enquiries@monashclubs.org)

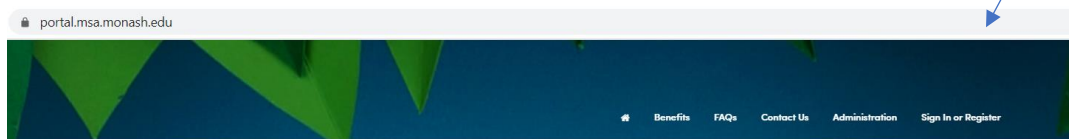
Student Union Recreation Library (SURLY): [msa@monash.edu](mailto:msa@monash.edu)

# How to Register for the MSA Portal

1. Visit Portal - <https://portal.msa.monash.edu/>

Sign in or Register

2. Begin registration by Clicking 'Join Now' or 'Sign in or Register'



## Your Gateway to the MSA Community

**Join online.**

### MSA Rewards

- ✓ Discounts on Club Memberships
- ✓ Discounts on MSA Event Tickets
- ✓ Online Discounts & Freebies
- ✓ In-store Discounts

**Join Now**

**Join online.**

### Clubs & Societies

- ✓ Over 110 Clubs & Societies
- ✓ Fastest way to meet new people
- ✓ Maintain your interests and hobbies
- ✓ Discover something new

**Join Now**

**How to join.**

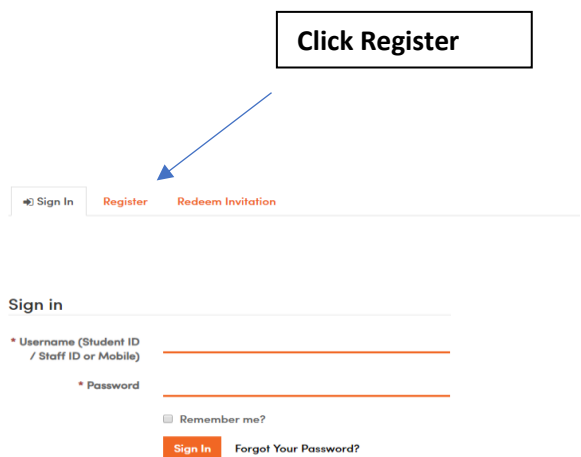
- 1 Click 'Join Now' to create an account
- 2 Confirm your email address
- 3 Log into the MSA Portal (this website)
- 4 Purchase MSA Rewards and/or Club Membership from the menu on the left

### Join Now

**NOTE: Purchase MSA Rewards first to receive Club Discounts, MSA Event tickets, Online tickets and In-store discounts. Check out the website for more benefits**

### 3. Sign in Screen

**Click Register**



Sign In Register Redeem Invitation

Sign in

\* Username (Student ID / Staff ID or Mobile) \_\_\_\_\_

\* Password \_\_\_\_\_

Remember me?

**Sign In** [Forgot Your Password?](#)

**IMPORTANT NOTE:**  
Username is STUDENT ID  
*Do not use email address*

### 4. Once you Select Register – Complete Register Screen

Sign In Register Redeem Invitation

Create a new account

\* First Name \_\_\_\_\_

\* Last Name \_\_\_\_\_

\* Student/Staff/Other Please Select... ▾

\* Student Type Please Select... ▾

\* Home Monash Campus Please Select... ▾

\* Email \_\_\_\_\_

\* Student/Staff ID or Mobile \_\_\_\_\_

\* Username \_\_\_\_\_

\* Password \_\_\_\_\_

\* Confirm Password \_\_\_\_\_

**Register**

**IMPORTANT NOTE: Do not use Personal Email address**

5. Once Registered – Validate your account with the validation email sent

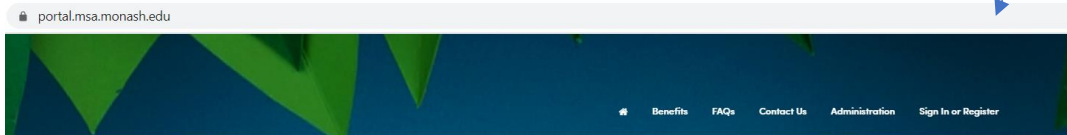
6. Complete steps in 'Purchasing a Membership Guide'

# Sign In & Purchase Club Memberships

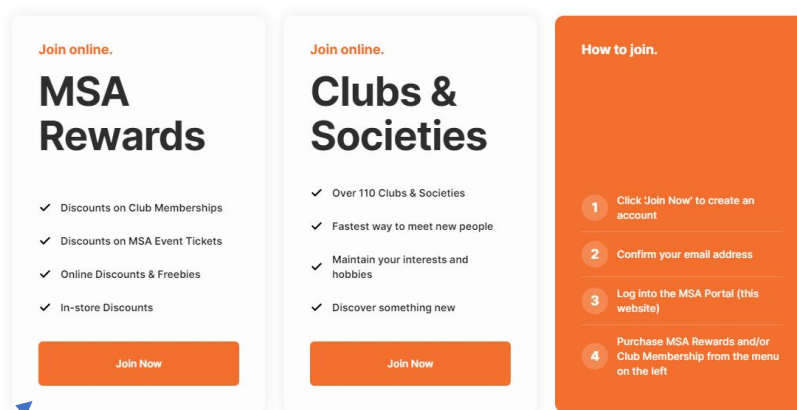
1. Visit Portal - <https://portal.msa.monash.edu/>

Sign in or Register

2. Login by either clicking 'Join Now' or 'Sign in or Register'



## Your Gateway to the MSA Community



### Join Now

**NOTE: Purchase MSA Rewards first to receive Club Discounts, MSA Event tickets, Online tickets and In-store discounts. Check out the website for more benefits**

### Sign in Screen:

☞ Sign In Register Redeem Invitation

Sign in

\* Username (Student ID / Staff ID or Mobile) \_\_\_\_\_

\* Password \_\_\_\_\_

Remember me?

**Sign In** [Forgot Your Password?](#)

### IMPORTANT NOTE:


**Username is STUDENT ID or Mobile**

*Do not use email address*

### 3. 'My Profile' Screen

- Check Your Information is correct
- Amend information as required

## My Profile

 Vera Pyne	<b>Your Information</b>	
My Profile	First Name *	Last Name *
My Memberships	Student / Staff / Other *	Mobile Phone *
My Events	Staff	
My Cart	Student/Staff ID/Mobile *	Year of Birth
<b>BUY MSA REWARDS</b>		
Buy Club Membership	Student Type	Residency Status
		Domestic
<b>Security</b>	E-mail *	Gender *
Change Password		Female
Change Email	Home Monash Campus	Which Year are you in?
	Clayton	

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

### Interests/Likes

- |                                       |   |   |  |
|---------------------------------------|---|---|--|
| <input type="checkbox"/> Activism     | <input type="checkbox"/> The Bike Shop          | <input type="checkbox"/> Clubs & Societies    | <input type="checkbox"/> Events                    |
| <input type="checkbox"/> Free Food    | <input type="checkbox"/> International Students | <input type="checkbox"/> Mature Age Part Time | <input type="checkbox"/> Professional Development  |
| <input type="checkbox"/> Radio Monash | <input type="checkbox"/> Recreational Library   | <input type="checkbox"/> Student Theatre      | <input type="checkbox"/> Volunteering & Leadership |

### Where did you hear about the MSA Card?

- |   |                                      |   |  |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> Enrolments       | <input type="checkbox"/> Faculty     | <input type="checkbox"/> Friends              | <input checked="" type="checkbox"/> MSA Department |
| <input type="checkbox"/> MSA Publication  | <input type="checkbox"/> MSA Website | <input type="checkbox"/> Orientation Festival | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Returning Member | <input type="checkbox"/> Screen      |   |  |

Update



- Click Update once information is correct


#### 4. Purchase Club Memberships

*Purchasing a Membership is done in screen phases – Please see below for each Screen reference.*

##### Screen 1:

Under 'My Profile' Select **Buy Club Membership**

## My Profile

 Vera Pyne
My Profile
My Memberships
My Events
My Cart
<b>BUY MSA REWARDS</b>
Buy Club Membership
<b>Security</b>
Change Password
Change Email




Click Here

Once selected it will take you to Screen 2 'Clubs & Societies Memberships'

##### Screen 2:

## Clubs & Societies Membership

 Vera Pyne	Select Club Type Please Select...
My Profile	Select your Club from the list Please Select...
My Memberships	
My Events	
My Cart	
<b>BUY MSA REWARDS</b>	
Buy Club Membership	
<b>Security</b>	
Change Password	
Change Email	

## Screen 2 Process:

1. Use drop down arrow to Select Club Type
2. Use drop down arrow to select your club from the list

# Clubs & Societies Membership

Vera Pyne

- My Profile
- My Memberships
- My Events
- My Cart
- BUY MSA REWARDS**
- Buy Club Membership

**Security**

- Change Password
- Change Email

Select Club Type

Please Select...

- Please Select...
- Academic
- Cultural
- Halls of Residence
- Performing Arts
- Political
- Social Welfare
- Special Interest
- Spiritual
- N/A

Step 1

Vera Pyne

- My Profile
- My Memberships
- My Events
- My Cart
- BUY MSA REWARDS**
- Buy Club Membership

**Security**

- Change Password
- Change Email

Select Club Type

Academic

Select your Club from the list

Please Select...

- Please Select...
- Investing & Trading
- Cyber Security
- Coding
- Nursing
- Criminology
- Accounting
- Actuarial
- Aerospace & Mech Eng
- Arts
- Atmospheric, Geosciences and Environmental
- Biological
- Biomedical
- Business & Commerce

Step 2

### Screen 3

Once you have Selected your club from the list – it will auto populate to the next screen

## Clubs & Societies Membership

**Vera Pyne**

IMPORTANT: Please purchase your MSA Rewards first in order to access the discounted club membership.  
If your home campus is Clayton, please select your membership type as Ordinary

**Account Membership**  
[Redacted]

**Contact Membership**  
Vera Pyne

**Description**  
[Redacted]

**Member Type \***  
[Redacted]

**Membership Price**  
5.00

**Club Questions**

**Navigation Menu:**  
My Profile  
My Memberships  
My Events  
My Cart  
**BUY MSA REWARDS**  
Buy Club Membership  
Security  
Change Password  
Change Email

### IMPORTANT NOTE:

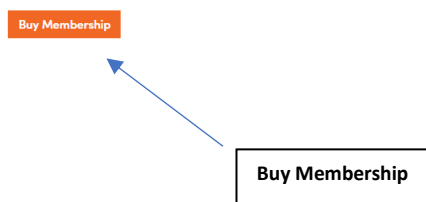
- Read Club Description
- Answer Club Questions (**Dependant on specific clubs**)
- Select Member Type  
Ordinary is CLAYTON students and Associate Member are NON-CLAYTON e.g. Caulfield student or staff member

The Membership price will automatically vary if you are an MSA Rewards customer.

### Click on Buy Membership

**Buy Membership**


**Navigation Menu:**  
My Profile  
My Memberships  
My Events  
My Cart  
**BUY MSA REWARDS**  
Buy Club Membership  
Security  
Change Password  
Change Email





## Screen 4 'My Cart'

# My Cart

Description	Price	Remove	Total
 Membership - Standard Price	\$5.00	<a href="#">Remove</a>	\$5.00

Total: \$5.00

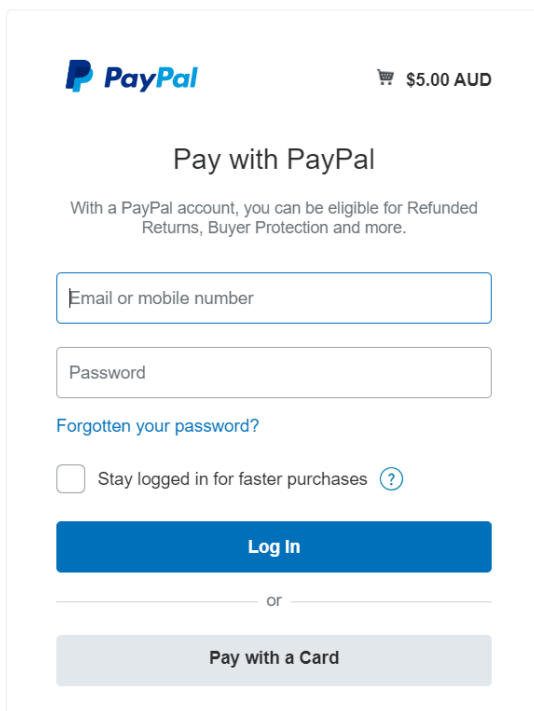
I have read and agree to the [MSA Terms and Conditions](#)

[Checkout](#)

Select I have Read and agree to the MSA Terms and Conditions

## Screen 5 – PayPal

You will be redirected to the PayPal website – you can select to Pay via PayPal or Pay with Card



If you have a PayPal account – Log In to complete transaction

OR

Select Pay with a Card when using a Debit or credit card to complete transaction

Once Payment Completed – PayPal with redirect you to the MSA Online Portal

## Screen 6 – Confirmation of Purchase

Home > Shopping Cart > Your purchase was successful!

# Your purchase was successful!

### What's next?

If you purchased an MSA Membership:

1. Collect your MSA sticker from the Student Union Recreational Library (SURLY) - Level 1, Campus Centre, 21 Chancellors Walk. Please bring your Monash ID.
2. Look out for an email from our partner, Infinite Rewards. This will give you access to [MSA Rewards Online](#).
3. Enjoy the many discounts and benefits!

If you purchased a Club Membership:

1. You will receive an email from the club for further information regarding the benefits.

Welcome to MSA Community!

Submission completed successfully.

**You will then receive an email from the club directly regarding club information and benefits**