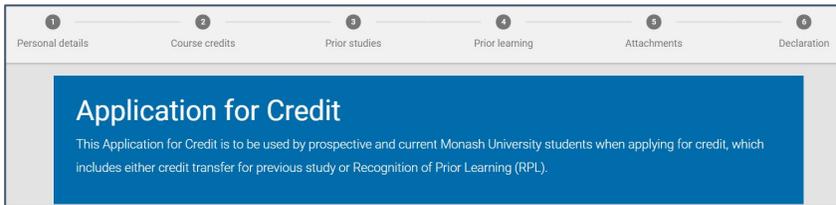




**Step 1:** Navigate to the login page at:  
<https://online-credits.monash.edu/>

**Step 2:** Select **Current User Login** and sign in with your Monash username. If you are already logged in to your Monash account you will be directed straight to the application.



**Step 3:** Add the relevant information to each section of the application.

**Tip:** You can save your application as a draft at any time and log back in later.

**Step 4:** When adding prior study, add multiple units by selecting **Add Unit**:



You can also add other courses by selecting **Add Prior Study**:

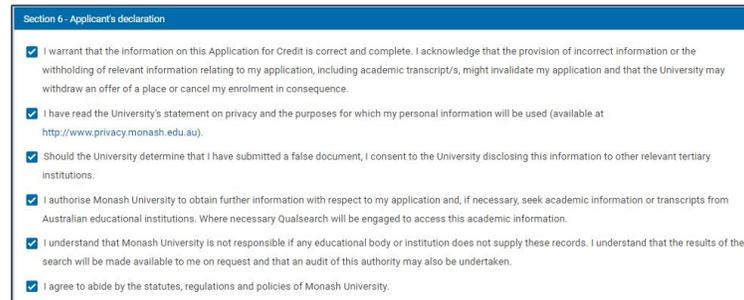


**Tip:** If you need more information or assistance, click the links at the top of the screen.



**Step 5:** Upload requested supporting materials using **Add Files**. You must upload or link to all documents that support your application for credit, even if you have already provided them in your course application.

**Step 6:** Read and complete the Applicant's declaration.



**Step 7:** Select **Submit Application** at the bottom of the screen:



Once you have submitted your application you will see confirmation of the submission at the top of the application page. You will also receive a confirmation email and SMS (Australian mobile numbers only).

**After you have submitted your application:**

- Please use the Need Help? link to submit an inquiry or contact Monash Connect (<https://www.monash.edu/connect/contact-us>)
- You will be unable to create a new application for credit or update a submitted application without assistance from Monash University staff.
- The faculty will re-open your application if required. You will be notified by email and you can return to your application.
- The faculty may also request additional documents from you by email. Be on the lookout for these requests and provide the documents in a timely manner. Your credit application cannot be assessed if the faculty are waiting for documents.