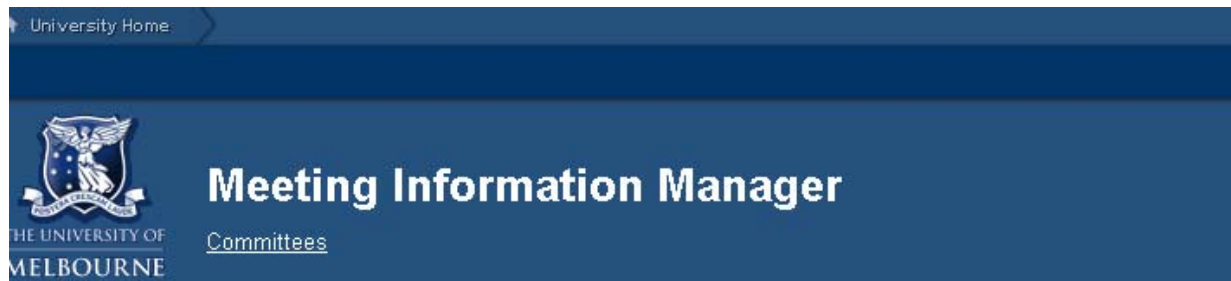


## Meeting Information Manger (MIM)

<https://mim.unimelb.edu.au/> is the web site for MIM

### For Members



## Meeting Information Manager

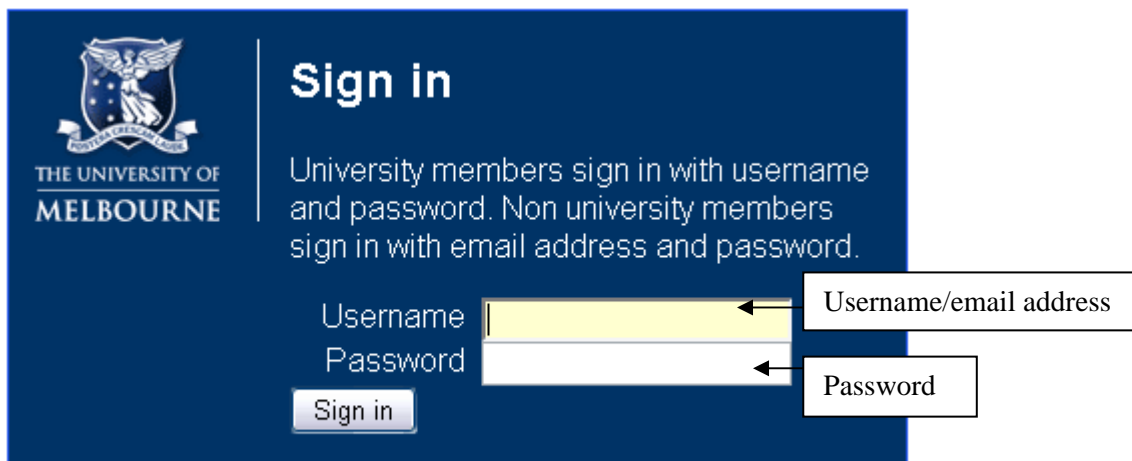
The meeting information manager manages the publishing of agendas for various university committees.

No committees available. Some committee information is restricted to [signed-in](#) users.

 Please consider the environment before printing documents on this website.

Members of the University need to sign in with their university username and email password.

Non Members (who are not University staff) need to logon with their email address and password set up by them.



[Forgotten your password?](#)

If you cannot remember your email password click on [Forgotten your password?](#)

For the University Member the link is to account registration system. You need to reset your email password.

## For Non Members of the university

### Non members of the university

To reset your password, please enter your full email address. We will send you an email with a link to verify your identity.

Email address	<input type="text"/>
<input type="button" value="Reset password"/>	

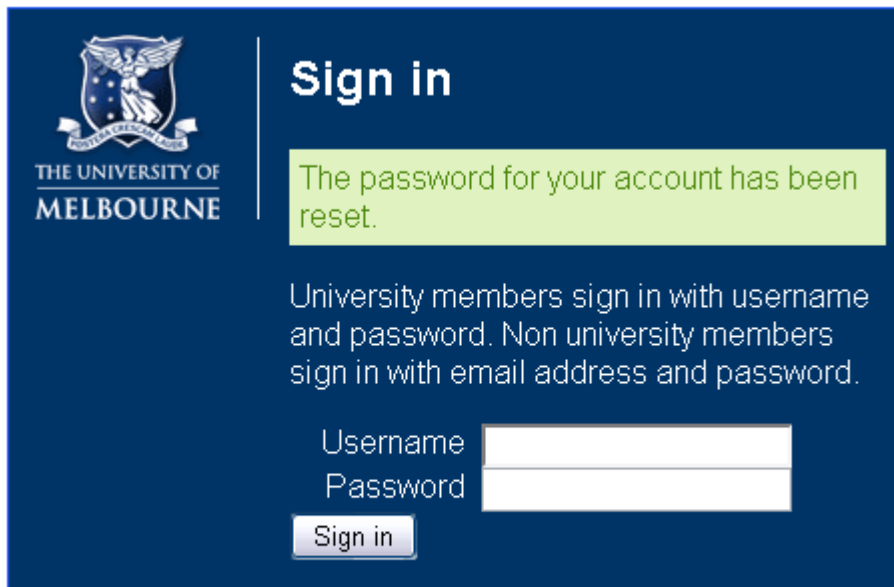
Non Members will need to put their email address and click on Reset password. An email will be sent to that address from [usd-help@unimelb.edu.au](mailto:usd-help@unimelb.edu.au) with a link to reset your password.


### Reset your password

Please select a new password.

New Password	<input type="text"/>
Re-enter Password	<input type="text"/>
<input type="button" value="Reset password"/>	

Once you reset your password you will see the following screen to log on to MIM



**THE UNIVERSITY OF  
MELBOURNE**

# Sign in

The password for your account has been reset.

University members sign in with username and password. Non university members sign in with email address and password.

Username

Password

[Forgotten your password?](#)

Once you have logged on you will only see those committees that you are a member of. Academic Board is visible to all University of Melbourne staff.

Click on the committee either in the main body or + sign on the left hand menu, then click



## Meeting Information Manager

[Committees](#)

### Meeting Information Manager

The meeting information manager manages the publishing of agendas for various university committees.

#### Academic Board

Meetings

#### Academic Board Archive

Meetings

#### Test

Meetings Important documents

#### Test Committee 4

Meetings Important documents

#### Test Committee for UAT

Meetings

Please consider the environment before printing documents on this website.

The left hand menu is not available as the new University template does not allow this.

Click on the Meetings to open it and click on the month for which you want to see the papers.

Click on Meetings and then the link for the meeting for which you want to download papers.

### Test Committee 4 meetings

2013

- » [February 28, 2013. 9:00am \(Final\)](#)
- » [April 11, 2013. 2:15pm \(Final\)](#)
- » [May 23, 2013. 2:15pm \(Final\)](#)
- » [September 1, 2013. 9:00am \(Preliminary\)](#)

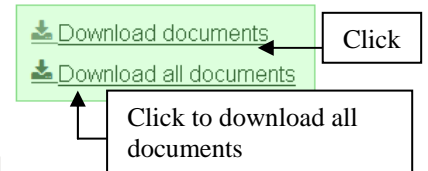
Click on the link

## Test Committee 4

Preliminary Agenda, September 1, 2013. 9:00am. 6th Floor, RPB.

**A** [Agenda \(78Kb\)](#)  
A00 [Agenda1 \(7Kb\)](#)

**B** [Minutes \(78Kb\)](#)



When you click on [Download documents](#), all the documents for that meeting will appear as in the screen shot below. Select the documents you want to download by clicking in the tick box. When you have selected all the documents you require scroll down and click on [Download documents](#). [Select all](#) will enable you to select all the documents to download.

## Test Committee 4

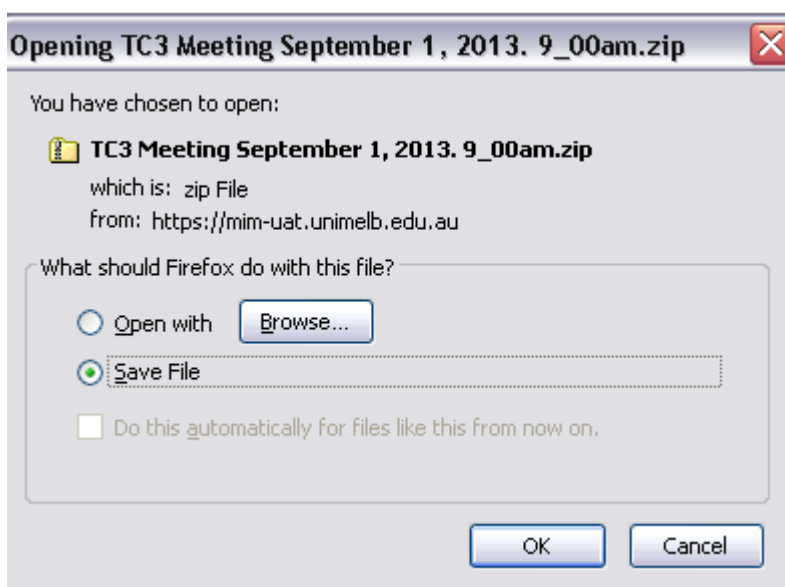
Preliminary Agenda, September 1, 2013. 9:00am. 6th Floor, RPB.

[A Agenda \(78Kb\)](#)  
 [A00 Agenda1 \(7Kb\)](#)  
 [B Minutes \(78Kb\)](#)

Select all    Clear selections   [Download selected items](#)

Callouts: "Select all" points to the "Select all" checkbox. "Download documents" points to the "Download selected items" link.

If you want to download all documents click on [Download all documents](#). The following screen will appear which enables you to save or open the zip file. The files can be saved to desktop to be used at your convenience.



The zip file contains all the documents for the meeting.

Clicking on one meeting paper will open the paper in Acrobat. You can open the paper, or save it.

