

## VIEW OTHER DETAILS?

**Students**

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In the main menu on the left hand side of the screen there is a menu called "Students". The student menu contains a range of details which you can view. This data is for information only and cannot be updated or changed on Access Adelaide (excluding Changing your Password and setting a Password Clue).

Enrolment Details

By clicking on the Enrolment sub menu you will be able to view all of your enrolment details while at the University. Scroll down the screen to the table titled Postgraduate Research and then Click on the SELECT button next to the semester details you wish to view.

Your Unofficial Transcript

To print your Unofficial Transcript, click on the sub menu titled Academic Transcripts. You can generate an unofficial transcript, by clicking on the link with the same title.

**Print**

A web based transcript will appear on your screen after a few minutes. Click on the PRINT button to generate a printer friendly version of your unofficial transcript. This will open a new window and you will be required to click OK to print to your computers default printer. Close the window, by clicking the X in the top right hand corner, to return to Access Adelaide.

## VIEW CANDIDATURE DETAILS?

You can view specific details regarding your Research Candidature by selecting 'Students' from the main menu and then 'Research Candidature' in the sub menu. A table will appear showing all the Postgraduate Research programs you have been enrolled in. Simply click on the view button next to the program that you would like to view and a table showing all current details will appear on the screen.

You will be able to view:

- Candidature and RTS Expiry Dates
  - Your Research Topic
  - Supervisor Details
  - Milestones
- ... and more

## CHANGE CANDIDATURE &amp; ENROLMENT DETAILS

To change details regarding your research candidature and enrolment you are required to complete the appropriate form available on the Graduate Centre website at: <http://www.adelaide.edu.au/graduatecentre/policy/> and lodge it with the Graduate Centre, location below.

**Logout** Remember to click on the LOGOUT link and close your browser at the end of your session

## WHERE DO I GO FOR HELP?

For assistance with Access Adelaide and confirmation of your user-name and information about your password please contact the Student Centre at: Level 4, Wills building - North Terrace Campus  
Telephone — (08) 8303 5208

For general enquiries regarding your enrolment or candidature details please contact the Adelaide Graduate Centre:  
Level 6, 115 Grenfell Street (Wyatt Building)  
Telephone — (08) 8303 5882



# Access Adelaide

## Guide for Postgraduate Research Students

Access Adelaide is a web based system which allows students to view and amend their University record online.

You can log on from any computer with internet access—at home, at work, on campus or at a café!

This brochure will tell you how to login to Access Adelaide, how to update your personal information, how to view candidature details and how to get help.

<https://access.adelaide.edu.au>

Adelaide Graduate Centre



## HOW DO I LOG IN TO ACCESS ADELAIDE?

GO TO <https://access.adelaide.edu.au>



Using any web browser, go to Access Adelaide, using the URL above.

To Login, enter your username and password and click the Login button.

Your Username is comprised of your Student ID preceded by the letter "a". E.g. a1234567.

You can find your Student ID on your University Student Identity Card.

### Identity Number



Your password was sent to you when you initially enrolled. If you do not know or forget your password you must contact the Student Centre. If you go in person with some photo ID, the staff will issue you with a new password on the spot. Details of where to find the Student Centre are on the back of this brochure.

Check the Student FAQ's regarding username and passwords available at <http://www.adelaide.edu.au/faq/faq.pl?section=student;cat=33> for further information.

## UPDATING MY DETAILS

### WHAT CAN I CHANGE?

As a Postgraduate Research student you can:

- Change your address, telephone and emergency contact details
- Change your password, or set a password clue

You can also view details such as:

- Your enrolment details for any semester
- An unofficial transcript
- The fees, charges and payments on your account
- Details about your candidature such as expiry dates, supervisors and milestones

### HOW DO I.....

### CHANGE MY PERSONAL DETAILS?



**Personal Menu**  
Maintain  
Addresses  
Telephone  
Numbers  
Emergency  
Contacts

Using the menu on the left hand side of the screen, select Personal Menu, and three sub-menu's will open. Click on the sub-menu relating to the change(s) you wish to make.

### MAINTAIN ADDRESSES

When you click on the Maintain Addresses sub-menu, a table will appear showing your campus and home address. To change your home address, click on the UPDATE button. Your current details will then appear in a table, which you can change to your current details, before clicking on the SAVE button.

Remember all fields marked with \* are mandatory!

## HOW DO I.....

### ADD A NEW ADDRESS TYPE?

By using the ADD button, you can add a new address type, such as a Mailing address, which is different to your home address. When using the ADD option, you will be asked what you would like to add. A dropdown list of the options available is provided for you to select from. Then complete the remainder of the table and don't forget to click the SAVE button at the bottom of the screen!

\*Type:

### HOW DO I.....

### ADD OR CHANGE MY PHONE NUMBER & EMERGENCY CONTACT DETAILS?

#### Personal Menu

Maintain Addresses  
Telephone Numbers  
Emergency Contacts

In the personal menu, click on the sub menu Telephone Numbers. A table with your current telephone numbers will appear. You can

ADD or UPDATE any of these numbers using the relevant button. Types of numbers you can update or add include Home, Work, Mobile, Campus or Fax numbers.

Don't forget to **Save**

Emergency Contact details can be updated and new contacts can be added, by using the ADD and UPDATE buttons in the Emergency Contacts sub menu. It is important to remember that if you have more than one Emergency Contact, to specify which of your contacts should be the primary contact. Do this by checking the box at the bottom of the table.

**Primary Contact:**