

How to: print evidence of your 2012 re-enrolment

From mid-late December 2011, you will be able to logon to Access Adelaide and check whether you have been re-enrolled for 2012. This leaflet describes how to print off the evidence of your reenrolment that you will need in order to renew your Student ID card for 2012.

Step 1 - Log on to Access Adelaide at <https://access.adelaide.edu.au>

Step 2 - In the main menu on the left hand side of the screen there is a menu called "*Students*".

Click on the sub menu "*Enrolment*".

Scroll down the screen to the table titled Postgraduate Research and click on the SELECT button next to 2012 Semester 1.

Step 3 - Once you have selected Semester 1, your enrolment for that semester should appear.

Step 4 - To print this information you need to click on the link.  [Printer friendly version](#)

A Print Window will appear and you need to click on the '*Print*' button.

Step 5 - To return to the previous page you need to click on the link. [Back to browse version](#)

Step 6 - Click on the '*Change Semester*' button to return to the main enrolment menu.

Step 7 - Repeat steps 2 to 6 to print off your semester 2 enrolment.

Step 8 - Once you have a print out of your semester 1 and 2 enrolments, click on the [Logout](#) button to leave Access Adelaide.

Step 9 - Check the Card Services Web site <http://www.adelaide.edu.au/unicard/student/> for details of when and where you will be able to renew your Student ID card for 2012.

Adelaide Graduate Centre Newsletter (AGC News)

AGC News is emailed each fortnight to your University email account, so if you are using a non-University email address please forward all University email to your preferred address to ensure you will receive this publication.

Instructions on how to forward your email are provided in the "Instructions for Campus email forwarding" leaflet.

Please direct any questions concerning your Student ID Card to Card Services; phone: 8303 3363 or email: card.services@adelaide.edu.au

What should I do if I haven't been re-enrolled for 2012?

If you have submitted your Annual Review and discharged any financial obligations to the University and you have not been re-enrolled by 3 January 2012, please contact the Adelaide Graduate Centre on 8303 5882 or by email to graduate.centre@adelaide.edu.au.