



# Printing Evidence of Re-enrolment

## Renewal of Student ID Card



From mid-late December 2015, you will be able to log on to "Access Adelaide" and check if you have been re-enrolled for 2016. This leaflet describes how to print off the evidence of your re-enrolment that you will need in order to renew your Student ID card for 2016.

**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 select **Students→Enrolment**.

Scroll down the screen to the table titled Postgraduate Research and click on the **Select** button next to 2016 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 **Printer friendly version** link. 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 **Back to browse version** link.

**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 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 2016.

### Adelaide Graduate Centre Newsletter (AGC e-News)

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

Instructions on how to forward your e-mail are provided in the Technology Services DIY guides [http://](http://www.adelaide.edu.au/its/help/diy/)

[www.adelaide.edu.au/its/help/diy/](http://www.adelaide.edu.au/its/help/diy/)

Please direct any questions concerning your Student ID Card to Card Services; phone: 8313 3363 or email:

[card.services@adelaide.edu.au](mailto:card.services@adelaide.edu.au)

### What should I do if I haven't been re-enrolled for 2016?

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 2016, please contact the Adelaide Graduate Centre.

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

### Further Information

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