

## How to enrol using **Student Connect**

### What is **Student Connect**?

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**Student Connect** is a self-service, web-based student administration system. It provides a secure, simple and user-friendly web interface to undertake most of your administrative transactions with the University and to keep track of your progress electronically.

Using **Student Connect** you can:

Enrol into units

- Vary your enrolment
- View and update your personal details including:
  - Address information
  - Phone contact details
  - Emergency Contacts
- View and pay your fees
- View and print a summary of your results
- View and print a copy of your Commonwealth Assessment Notice (CAN)

### How can I access **Student Connect**?

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You can access **Student Connect** using any computer with internet access.

Free internet access is available on all ACU National campuses.

### **Important Information** **ACU Student Email Account**

Important information related to your enrolment, fees, results etc is frequently sent via your ACU Student Email Account. It is your responsibility and a condition of your enrolment at ACU National that you regularly access and (where required) act on this correspondence.

To access your Student Email Account, go to: <http://www.acu.edu.au> Under 'Login' click the down arrow and select '**email**' from the drop down list. Click on the 'go' button

### When can I access **Student Connect**?

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**Student Connect** is available during the following hours:

Saturday - Thursday 7:00am - 12:00 (Midnight)  
Friday 7:00am - 4:00pm

**DO NOT leave re-enrolment until the last day.** You may experience **Student Connect** access issues or require extra course information and need to contact University staff.

### What do I do if I have difficulty accessing **Student Connect**?

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If you have difficulty accessing **Student Connect**, please contact your local Student Centre.

**Brisbane** Ph (07) 3623 7136  
Email: [studentcentre@mcauley.acu.edu.au](mailto:studentcentre@mcauley.acu.edu.au)

**North Sydney** Ph (02) 9739 2305  
Email: [studentcentre@mackillop.acu.edu.au](mailto:studentcentre@mackillop.acu.edu.au)

**Strathfield** Ph (02) 9701 4012  
Email: [studentcentre@mary.acu.edu.au](mailto:studentcentre@mary.acu.edu.au)

**Canberra** Ph (02) 6209 1121  
Email: [studentcentre@signadou.acu.edu.au](mailto:studentcentre@signadou.acu.edu.au)

**Ballarat** Ph (03) 5336 5360  
Email: [studentcentre@aquinas.acu.edu.au](mailto:studentcentre@aquinas.acu.edu.au)

**Melbourne** Ph (03) 9953 3062  
Email: [studentcentre@patrick.acu.edu.au](mailto:studentcentre@patrick.acu.edu.au)

**Student Connect** Available via the web at <http://www.acu.edu.au>

## How do I login to *Student Connect*?

### Step 1:

Go to: <http://www.acu.edu.au>

### Step 2:

Under '**Login**' click the down arrow and select '**Student Connect**' from the drop down list. Click on the 'go' button

### Step 3:

Read the **Student Connect** notice board and then click 'Access **Student Connect**'

### Step 4:

Enter your Username: (Your ACU National Student Identification [ID] Number)

Username:

Enter your Password

Password:

Your Password is initially set to your date of birth entered as an 8 digit number (DDMMYYYY). For example, if your date of birth is 21<sup>st</sup> March 1979, you would enter 21031979.

### Note: You only have one Password.

Your **Student Connect** Password allows you to also access the following:

- Student Email Account
- Blackboard
- Tutorial Direct

### Step 5:

Click '**Login**' button.

If you have forgotten your Password, please contact your local Student Centre.

## How do I enrol into units?

Please ensure you have accessed your [Course Enrolment Guide](#) to assist you in selecting units in which to enrol.

When you have successfully logged into **Student Connect**, the Main Menu page is displayed.

### Step 1:

Select '**My Enrolment**' from the Main Menu.

### Step 2:

Select '**Enrol into Units**'.

### Step 3:

Advise if you have a disability or select '**Continue**'.

### Step 4:

Select '**Search for Units**'. Select the relevant Term from the drop down list and submit.

### Step 5:

Select the Unit Code and enter the Unit Number e.g. Unit Code: BIOL  
Unit Number: 117

Select '**Unit Search**' button at bottom of screen.

Tick the box in front of the unit with the relevant **Location and Mode** to select that unit.

Select '**Register**' to add the unit to your enrolment.

### Step 6:

Repeat the process to add more units.

### Step 7:

To select a new Term (e.g. Semester 2 2010), select 'Return to Menu' (at the top right of the screen) and then 'Search for Units' and repeat the process above.

### Don't forget!

**You must enrol in all units (core and elective) for the full 2010 Academic Year.**

### Step 8: IMPORTANT

You must check that you have enrolled correctly. Select '**View My Unit Enrolments**' and then select the relevant Term to check that your units appear.

### Step 9: To Exit

Select '**Exit**' button for security and privacy when you have finished using **Student Connect**.

## Your Enrolment, Your Responsibility

It is essential to check you have enrolled correctly.  
Select '**View My Unit Enrolments**' to check that your units are correct.  
Remember to check for each semester!