



How to enrol using *Student Connect*

What is *Student Connect*?

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*?

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

Free internet access is available on all ACU 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 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*?

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*?

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

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

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

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

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

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

Melbourne Ph (03) 9953 3062
Email: 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 21st 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 at <http://www.acu.edu.au/cegs> 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!