



THE UNIVERSITY
of ADELAIDE
COLLEGE



Student Facilities

Information Technology

college.adelaide.edu.au

Foundation Studies and Degree Transfer programs (The University of Adelaide) CRICOS 00123M | English language programs (Kaplan) CRICOS 03127E

Welcome

- As University of Adelaide College students you can access all College/University computers, internet, portals, Wifi and have your own University of Adelaide email
- There are 4 computer labs located on Level 2, 132 Grenfell Street for use by all College students.
 - Room 207 can be used by students at any time between 8am – 5pm.
 - Rooms 201, 205 & 206 are teaching labs; however students can access if there is no class being held.
- College students can also use any of the student computer suites located in all University libraries. They provide access to Library licensed resources and the full Office suite.

Logging on

- To use any technology at the University of Adelaide College or the University, you will need your **Username** and **Password**. If you do not have a password see College Reception or Student Services staff.
- If you have forgotten your password, you can re-set it online. **However, you will need to first set up the unique ID verification questions** via the following link. If you do not set up the verification questions, then you will need to go to ‘Ask Adelaide’ (Hub Central) for assistance.
password.adelaide.edu.au

To Login press:

CTRL + ALT + Delete



Remember:

Your Username is your University student number with “a” in front of the number (i.e. “a111666”)

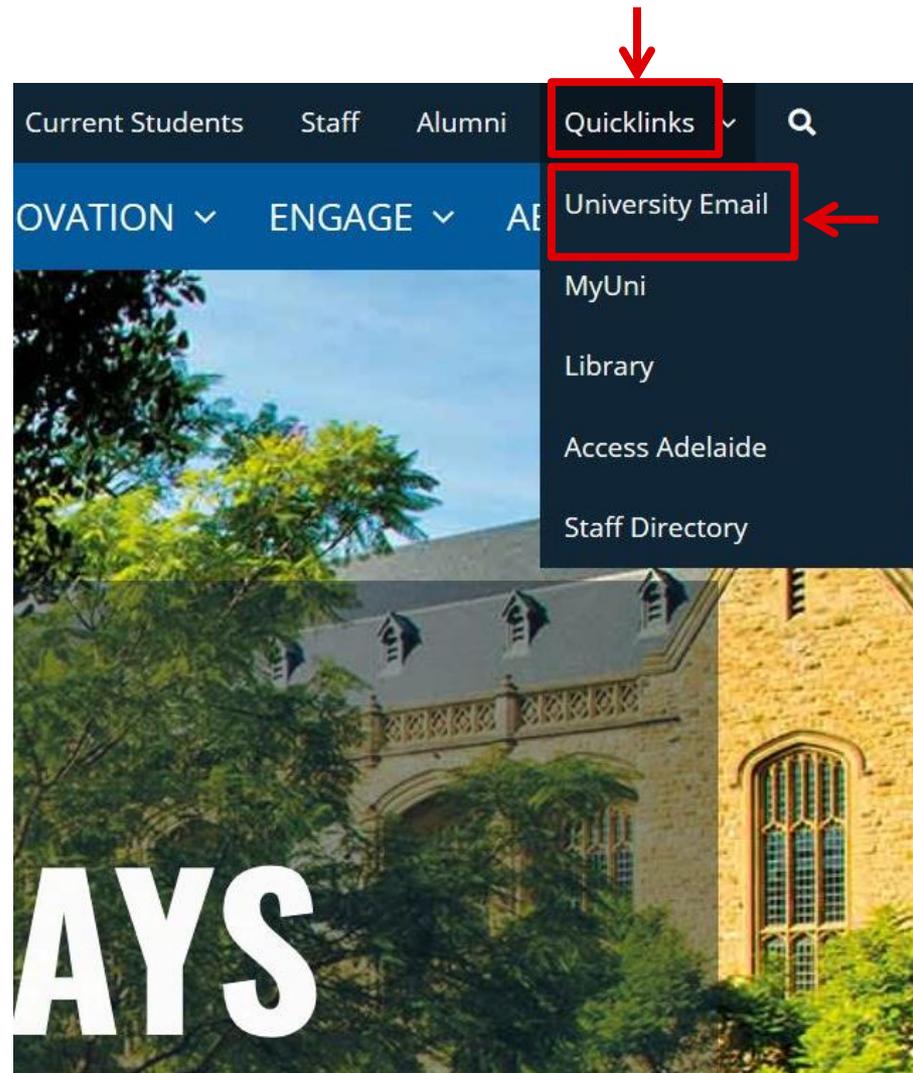
Accessing your email

- Access your University of Adelaide email from adelaide.edu.au and clicking the 'Quicklinks' tab, then 'University Mail'
- Your email is integral to everyday life at the College and the University. It is the **primary communication channel between YOU and the College** outside of the classroom. You may receive important information from your teachers, the University, course information, events and general updates.

Your email:



'university
no.@student.adelaide.edu.au'
(for example
'a111166@student.adelaide.edu.au')



Activating your email

- You need to activate your student email and accept the Google Terms of Service the first time you login.

NOTE: If you do not accept the Google Terms of Service you will not be able to access your emails. This needs to be done via the University Website.

The screenshot shows the 'Email Activation' page for Google Suite. At the top right is the University of Adelaide logo. The page title is 'Email Activation'. Below that is the 'G Suite' logo and a list of navigation links: Families & groups, Small businesses, Enterprises, Schools & colleges, User features, Admin features, Tours & demos, Customers, and Partners. The main content is the 'Google Terms of Service', which includes a welcome message and a section titled '1. USE OF SERVICES'. Below the terms of service, it states 'Your student email address is: xinran.li01@student.adelaide.edu.au'. There is a contact information line: 'If you have any questions please contact the Service Desk on 8313 3000 or at servicedesk@adelaide.edu.au'. The instructions are: 'To activate your student email account: Review the Google Terms of Service above. Click the Accept button below.' The text continues: 'The student email service is provided by a third-party provider, Google. In order to activate your account, you will need to accept Google's terms of service. The University will then forward your account details to Google to enable the creation of your student email account.' At the bottom, there are two buttons: 'Accept' and 'Decline'. The 'Accept' button is highlighted with a red box, and a red arrow points to it.

Forwarding you Email

- You can automatically forward your University of Adelaide student emails to your personal email account (Gmail/QQ/Hotmail etc.).

1. Log into Student Gmail account.
2. Click on 'Settings' near top right.
3. Click on 'Forwarding and POP/IMAP'.
4. Click on 'Add a forward address'.
5. Type in the email address where you would like to send your student email. A verification code box will appear.
6. Check the forward email account for the verification email.
7. In the verification email, there is a link after the words 'please click the link below to confirm the request'. You need to click on the link to confirm the forward is accepted.
8. Copy and paste the verification code from the email into the Student Gmail and click on the verify button.
9. In the Student Gmail, ensure the radio button next to 'Forward a copy of...' is selected.
10. Click 'Save Changes' near the bottom.

It may take up to 30 minutes  for these changes to be effective.

Using the Internet

- Students do not have a limit on internet usage. Your internet quota is unlimited.
- If you are using the internet for illegitimate purposes (i.e. downloading movies, playing games, etc.) then the University IT will limit your access and your internet will become very slow. You will then be notified via your student email of the restrictions put in place on your account.
- If you have any issues with using the internet, you will need to go to [Ask Adelaide](#) at [Hub Central](#) for assistance.

Microsoft Office

- During your studies at the College and the University, you will require access to Microsoft Office. Office is available on all College and University computers, and you can download a **FREE** copy to your personal computer (PC & Mac).

Important:



Make sure you install Office in English. If Office is in another language, certain features such as spell/grammar check may not work properly.

1. Visit portal.office.com
2. Enter your University of Adelaide email address & password. e.g.
a1234567@student.adelaide.edu.au
3. In the top right corner click ‘Install Office apps’
A screenshot of a button with the text 'Install Office apps' in red and a small downward-pointing chevron icon to its right.
4. Select “Office 2016”
5. Follow the installation instructions.

Connecting to Wifi

- Get fast access to IT services including the internet, intranet, email and Online Education with the University's wireless network.
- To access WiFi, you will need your **University 'a' number** and **Password**.
- WiFi can be accessed anywhere on the University's campus, as well as the College. For access at Peet Street, follow the instructions on page 10.
- There are instructions on how to connect to WiFi under the **Student > Your Services** tab on the intranet. If you still have trouble, go to 'Ask Adelaide' (Hub Central) for assistance.

Important:



Never plug your laptop into the University Network as you can be barred from computer facilities' for the rest of your studies.

Connecting to Wifi – Peel Street

The Colleges Peel Street campus has different process for accessing email than the rest of the College/University.

1. Select UOAC-STUDENT-WIFI
2. Enter password which is: kaplan22
3. Click Join
4. Click on Sign in with Google
5. Use your student email address e.g. a1234567@student.adelaide.edu.au
6. Click Next.
7. Enter your student ID number and your password that you use to log on to the PC e.g. a1234567
8. A splash page will open scroll down and click Allow.
9. You now have access to The University of Adelaide College Peel Street wifi.
10. Click Done.

Transferring Data

- As students, you have access to store your study related data on the University Network. The U:// (drive) will be available to you on any computer you login into, and can be accessed from home by remote file access.
- The U:// (drive) is also backed-up every evening by the University – for greater security and safe keeping of your documents.
- Alternatively, a USB memory stick is highly recommended and can be purchased cheaply. Please change your USB's file name to your Student ID incase you misplace it.
- You can also use cloud based storage services such as Google Drive and Apple Cloud.

Cyber Security

It is important that you keep your electronic information safe and secure. The following steps can help ensure your data is not accessed by third parties without your permission –

- 1) Regularly change online account passwords, and do not share them with other people or write them down. Strong passwords with a mix of upper and lower case letters, numbers, and symbols also make your accounts harder to hack.
- 2) Ensure all devices (tablets, phones, laptops) have the latest available security updates.
- 3) Use a spam filter on your email account.
- 4) Only use trusted wireless hotspots & networks.
- 5) Don't share important information and data on social media. Certain data can be used to gain access to your online accounts.
- 6) Monitor your accounts for unusual activity or transactions. If you receive emails that seem official but are concerned they may be fake contact the company in person or by phone.
- 7) Don't download suspicious files or respond to emails that seem suspicious.
- 8) **Always** lock or log out of your computer when not using it or leaving it unattended.

Photocopying and Printing

- The Student Printer is located in the Student Computer Room, Room 207, Level 2 of the College.
- At the beginning of each semester you will receive \$18.00 of free University of Adelaide photocopying/printing credit. Once you reach your quota, you will be unable to print/photocopy until the balance has been topped-up. Quota allocation periods are: 1 Jan – 30 Jun and 1 Jul – 31 Dec (Please note that within the first week of the commencement of each period the University Funded Quota will be applied to your account).
- Instructions on printing and how to purchase more credit through the Universities online system can be found at –
- adelaide.edu.au/student/current/printing/how
- Students can also access photocopiers on the University campus in the Barr Smith Library, however, you must first go to the library Information Desk and request a photocopy card on which you can purchase credit.

Barr Smith Library

- College students have access to an extensive range of resources from the University's Barr Smith Library.

adelaide.edu.au/library

- From this web-page you can access electronic:
 - Journals
 - Databases and
 - Text



The College's eLearning Centre

- As University of Adelaide College FSP or DTB students, you will be given access to the Colleges' eLearning Centre. You will be able to access lecture notes, additional study materials, activities and discussion forums.
- Your logon details will be emailed to you directly during the first week of your studies.
- **DTS** students will use the University's **MyUni** application as their online learning platform.

If you experience login issues, please see the College Reception (Level 2, Grenfell St) for assistance or use the **'Lost Password'** function to re-set your password.



Access Adelaide

DTS students can access the Access Adelaide system to check their enrolment, find out exams times and get final grades for the Semester.

The screenshot shows the Access Adelaide student portal. At the top, there is a dark blue header with 'The University of Adelaide' on the left and 'Home | Faculties & Divisions | Search' on the right. Below the header, the page title 'Access Adelaide' is displayed on the left, and the university logo is on the right. A navigation menu on the left includes links for 'Access Adelaide', 'Students', 'My Finances', 'Email', 'Graduations', 'AUU', 'Resources', and 'Online Chat'. The main content area features a 'Welcome' message, a brief introduction to the system, and a table of current and completed programs. A note below the table states that users must complete an enrolment checklist before enrolling. At the bottom, there is a footer with copyright information and a disclaimer link.

The University of Adelaide Home | Faculties & Divisions | Search

Access Adelaide

Help with this page | Logout

Access Adelaide

- Students
- My Finances
- Email
- Graduations
- AUU
- Resources
- Online Chat

[Need Some Help with Access Adelaide?](#)

Welcome

Welcome to Access Adelaide.

As a University of Adelaide student, you can login to "Access Adelaide" to view and amend your student information, access financial records, apply to graduate and more.

Your current and completed programs are as follows:

Program	Plan	Status	Enrolment Open Time
UoA College Foundation Studies	Foundation Studies Standard	Active in Program	Open now

You must complete your [Enrolment Checklist](#) before you can enrol.

© 2018 The University of Adelaide
Last Modified 27/03/2014 Ask Adelaide
CRICOS Provider Number 00123M

top
Copyright | Privacy | Disclaimer

Access Adelaide Login

<https://access.adelaide.edu.au/sa/init.asp>

Policies and Procedures

- The University of Adelaide Colleges' IT systems are governed by the [University of Adelaide IT Acceptable Use and Security Policy](#). Please ensure that you read this document which can be found using the following link:
adelaide.edu.au/policies/2783
- **Copyright** is very important in Australia. Making copies of software and data that has copyright attached is punishable in Australia by jail and monetary fines. Ensure that you review the [Copyright Policy](#) by using the following link:
adelaide.edu.au/policies/2643

Things to Remember

- Food and drink are strictly forbidden in any of the computer labs. Please **move to the student common room if you wish to eat or drink.**
- **Do not download music or movies** from file-sharing software (e.g. Bit Torrent) as these will be in breach of Copyright.
- If listening to music, please **respect others by using headsets.**
- **Do not visit inappropriate websites.** When you connect to the Internet the University of Adelaide Information Technology department can track which sites you visit and how much you download.
- Make sure you always remember to **LOG OFF** the network once finished to prevent unauthorised access to your account.

Need Help?

- If you have a computer question or problem, you will need to visit “[Ask Adelaide](#)” (Hub Central) for assistance.
- ‘Ask Adelaide’ will be able to assist you with:
 - Login & Password Issues;
 - Accessing your University email account from your phone, tablet or laptop ;
 - Setting up Wifi;
 - Information, directions and campus advice;
 - University printing and computer rooms; and
 - Self-help resources.

Hub Central, Level 3 South
(08) 8313 5208
8am-10pm during semester





THE UNIVERSITY
of ADELAIDE

COLLEGE