

Instructions for using ACNT Student Portal

In order to gain access to the ACNT Student Portal, you must have your correct and up-to-date email address recorded with the College. You will require access to your email account in order to register a Student Portal account. If you believe your email address is not up-to-date please complete a Change of Student Details form available from the College.

The Student Portal may be accessed from the Online Student Centre at:

acnt.edu.au/students

Registering An Account (First time use)

Prior to using the Student Portal for the first time, you must have an account registered.

1) Click on Register

To Login, enter your student number and password in the form below and click [Login]

- 2) Enter your student number and email address, then Click 'Register' – the email address MUST be the same as the email address that the College has recorded. If your address is not correct, please complete a Change of Contact Details form, available from the College reception or website.

- 3) An email will now be sent to your account. This email will contain your password. If the password does not arrive within 15 minutes, please repeat steps 1 & 2. If the email still does not arrive, please complete a Change of Contact Details form to have your details updated.

- You may now use your password to log into the portal. Enter your student number and password where shown and click 'Login'

To Login, enter your student number and password in the form below and click [Login]

You may not be able to log in to your account if you have fees outstanding to the College. Please contact the Student Finance Officer if you are unsure.

- For security, it is important to change your password the first time you log in. Once you have successfully logged in, click on 'Change Password' and change your password by following the on-screen prompts

<input type="radio"/>	28	Massage - 1 Year Day 11/02/02	of Natural Therapies	11-Feb-2002	11-Feb-2002	XLD	0							
<input type="radio"/>	1244	Diploma of Natural Beauty Therapy Day 04/02/02	Australasian College of Natural Therapies	04-Feb-2002	04-Feb-2002	XLD	0							
<input type="radio"/>	29	Certificate Level III Remedial Massage 5/11/01	Australasian College of Natural Therapies	05-Nov-2001	05-Nov-2001	XLD	0							

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Understanding Your Records

After logging in you will be presented with a screen that represents each 'Enrolment' – i.e. each course that you have enrolled in at the College. To check the details for a course, first you need to click on the radio button on the left-hand-side of the course.

Radio Buttons

Enrolment	Course	Campus	Start Date	End Date	Duration	Study Period	Year	Term	Aqent	StudyGroup	Started	Finished	Enrolment Outcome	Fees Overdue
<input checked="" type="radio"/>	3130	Certificate III in Nail Technology	Australasian College of Natural Therapies	21-Jul-2003	21-Jul-2003	XLD	0				Yes	Yes	Incomplete	No
<input type="radio"/>	689	Advanced Certificate of Nutritional Sciences	Australasian College of Natural Therapies	19-Feb-2003	19-Feb-2003	XLD	0				Yes	Yes		No
<input type="radio"/>	1527	Certificate III in Remedial Massage	Australasian College of Natural Therapies	18-Feb-2003	18-Feb-2003	XLD	0				Yes	Yes		No
<input type="radio"/>	1243	Diploma of Nutrition - Evening (17/07/02)	Australasian College of Natural Therapies	17-Jul-2002	17-Jul-2002	XLD	0				Yes	No		No
<input type="radio"/>	689	Advanced Certificate of Iridology Evening 14/02/02	Australasian College of Natural Therapies	14-Feb-2002	14-Feb-2002	XLD	0				Yes	Yes		No
<input type="radio"/>	1032	Certificate Level III Remedial Massage - 11/02/02	Australasian College of Natural Therapies	11-Feb-2002	11-Feb-2002	XLD	0				Yes	No		No
<input type="radio"/>	28	Diploma of Remedial Massage - 1 Year Day 11/02/02	Australasian College of Natural Therapies	11-Feb-2002	11-Feb-2002	XLD	0				Yes	No		No
<input type="radio"/>	1244	Diploma of Natural Beauty Therapy Day 04/02/02	Australasian College of Natural Therapies	04-Feb-2002	04-Feb-2002	XLD	0				Yes	No		No
<input type="radio"/>	29	Certificate Level III Remedial Massage 5/11/01	Australasian College of Natural Therapies	05-Nov-2001	05-Nov-2001	XLD	0				Yes	No		No

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Once you have clicked on the radio button, please wait for the screen to update again before clicking on an action.

Using the Student Portal to Check Academic Records

You can use the ACNT Student Portal to check your marks once they have been entered after a module is completed. To do this, simply select a course by clicking on the appropriate radio button, as mentioned above and then click on 'Marks' at the bottom of the screen.

Please note that the marks must have been entered by your lecturer prior to them becoming available in the portal. If a mark is not present or you believe it is incorrect, please check with your lecturer or the Student Administration Officer at the College.

The results screen shown is not an official academic transcript. An official academic transcript is issued to each student upon successful completion of the course. Additional academic transcripts are available from the College for a fee.

Using the Student Portal to View a Financial Statement

You can use the ACNT Student Portal to view a statement which shows invoices and payments to the College for each course.

To do this, simply select a course by clicking on the appropriate radio button, as mentioned above, and click on 'Stmnt2' at the bottom of the screen.

The statement will open in a Microsoft Word window – your computer must support this action.

Please note that fee payments may take up to two working days to become visible on your account. If you believe there is an error in your account, please contact the Student Finance Officer. Statements shown in the Portal are not official statements. Official statements are available at any time from the Student Finance Officer and must appear on College stationery.

Using the Student Portal to Change Your Contact Details

The ACNT Student Portal can be used to easily update your contact details. When you enter your new details, they are held in a 'Pending' state until they have been checked by a member of staff. Once our staff have checked and verified the information it will be updated on your record.

To change your details, click on 'Student Details' at the bottom of the screen.

Click on 'Change Details' at the top of the student details screen.

Please update any of your contact details – please note that changes to name, gender or nationality will be rejected. If you wish to change any of these details please contact the College.

Note regarding address details

Please use standard Australia Post address formats for addresses:

- 1) Please do not use any punctuation including commas, semi-colons and full-stops (periods)
- 2) Standard street addresses should appear as follows:

57 Foveaux Street
or
57 Foveaux St

- 3) Units should appear as unit/street-number, e.g.

2/35-37 Foveaux Street

- 4) Suburbs should appear in capital letters, e.g.

SURRY HILLS

- 5) Only Australian states are available in the drop-down list. If your address is outside Australia, please use Street Line 1 and 2 to enter your address as it should be formatted. Again, no punctuation marks should be used.

Note Regarding Telephone Numbers

Telephone numbers should only be entered in standard Australian format for Australian numbers – if you have an international number to enter, see below.

Landline number should be entered as follows:

0N NXXX XXXX

Where N is a digit from 2-9 and X is a digit from 0-9.

Mobile numbers should be entered as follows:

0NXX XXX XXX

It is acceptable to put (W) or (H) after a landline number to denote a work or home number

International phone numbers should be entered in standard international format, including country code. Please do not put 0011, 011 or 00 before the number.

An example of international formatting is:

+61 2 9218 8888

+61 is for Australia

2 is the Area Code for NSW (drop the first zero)

9218 8888 is the local number

Example country codes are:

1	USA/Canada
64	New Zealand
44	UK
65	Singapore

If you have any questions regarding the ACNT Student Portal, please send an email to studentportal@acnt.edu.au