Accessing student transcripts via eAcademic

(Direct any comments/questions about this to darrell.kemp@mq.edu.au)

1. Login to the system at: https://eacademic.mq.edu.au (scroll down to see the final page here if you don't presently have username details).

2. Enter your student's details (Student ID is best) then click "**search**":

3. Any students (current or former) that match your criteria will be displayed. E.g., for a search on John Smith:

4. From among the list of students, click on the relevant student ID in **red hypertext**, which brings up the following details:

Student Details

I Want To ...
- Add this Student to My Student Watchlist
- Go to My Watchlists
- Search for a Student

ID Number	40710084	Preferred Mailing Address	8 Elbe Street Seven Hills NSW 2147
Name	Smith, John	Preferred Email Address	john.smith@students.mq.edu.au
Gender	Male	Date of Birth	21-Nov-1978
Citizenship	Australian	☐ Consolidated	
		☐ Deceased	

Current Enrolment |Contact |Sanctions |Study Plans |Requisite Waivers |Assessment Items |Study Materials |Timetable |Academic Record

Listed below are the units that student 40710084 is currently enrolled in.

This student does not have any current enrolments.

5. Click on "**Academic Record**" at the far right of the list of red hypertext headings. This brings up yet another link to click ("**Email me an Academic Transcript for this Student**") which will generate a copy of the transcript and send it direct to your MQ email account:

Gender	Male	Date of Birth	21-Nov-1978
Citizenship	Australian	☐ Consolidated	
		☐ Deceased	

Current Enrolment |Contact |Sanctions |Study Plans |Requisite Waivers |Assessment Items |Study Materials |Timetable |Academic Record

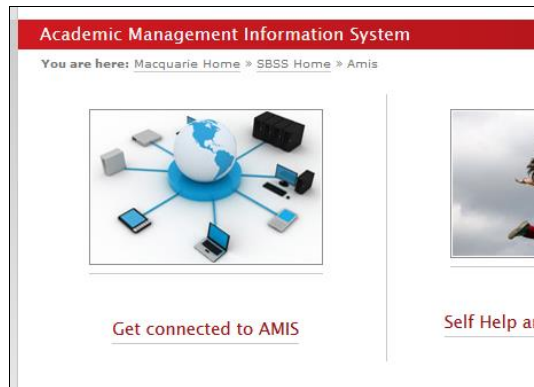Please click on the link below to obtain an Academic Record for student 40710084.

I Want To ...
- Email me an Academic Transcript for this Student

ontact Us | Copyright | Macquarie University

To establish an account in the AMIS/eAcademic system:

1. Navigate to http://www.ams.mq.edu.au/amis.htm

2. Click "**Get connected to AMIS**":

3. Click "**1. Apply for access to AMIS.**"

4. This will initiate a One-help request. You first need to login to the system using your email and OneID password, then complete the help request, making sure that defaults for "User Access" and "Application form" are selected, as shown below:

5. You should subsequently receive an email with your access details.