

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":

MENU

- Search for Students
- Search for Courses
- Search for Units
- My Watchlists
- My Defaults

Search for a Student

I Want To ...

- [Add the selected Students to My Student Watchlist](#)
- [Add all Students to My Student Watchlist](#)

Please use the criteria below to search for a Student then click on one of the

Family Name	<input type="text"/>
Given Name	<input type="text"/>
Other Name	<input type="text"/>
Preferred Given Name	<input type="text"/>
Alias	<input type="text"/>
Citizenship	<input style="border-bottom: 1px solid #ccc;" type="text"/>
Student Id	<input type="text"/>
Gender	<input style="border-bottom: 1px solid #ccc;" type="text"/>
Date of birth	<input type="text"/>
<input type="button" value="Search"/>	

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

	Student Id	Family Name	Student Given Name	Citizenship	Preferred Email Address
<input type="checkbox"/>	30955238	Bruce-Smith	John	Australian	
<input type="checkbox"/>	74028626	Goldsmith	John	Overseas Student Residing Overseas	
<input type="checkbox"/>	78146631	Goldsmith	John	Overseas Student Residing Overseas	
<input type="checkbox"/>	40710084	Smith	John	Australian	john.smith@stude
<input type="checkbox"/>	73042048	Smith	John	New Zealander	
<input type="checkbox"/>	79006019	Smith	John	Overseas Student Residing Overseas	

- 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	<input type="text" value="40710084"/>	Preferred Mailing Address	<input type="text" value="8 Elbe Street Seven Hills NSW 2147"/>
Name	<input type="text" value="Smith, John"/>	Preferred Email Address	<input type="text" value="john.smith@students.mq.edu.au"/>
Gender	<input type="text" value="Male"/>	Date of Birth	<input type="text" value="21-Nov-1978"/>
Citizenship	<input type="text" value="Australian"/>	<input type="checkbox"/> Consolidated	<input type="checkbox"/> 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.

- 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	<input type="text" value="Male"/>	Date of Birth	<input type="text" value="21-Nov-1978"/>
Citizenship	<input type="text" value="Australian"/>	<input type="checkbox"/> Consolidated	<input type="checkbox"/> 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.

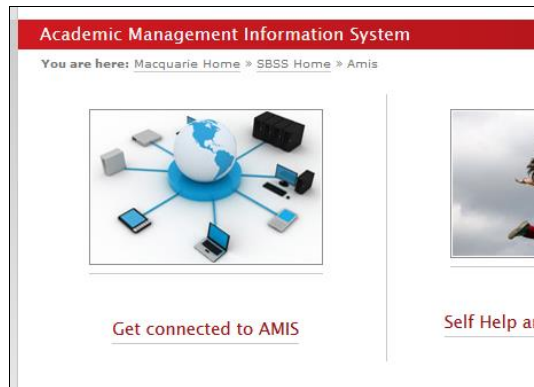
I Want To ...

- [Email me an Academic Transcript for this Student](#)

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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:

OneHelp Request

Request Type

This Request Type requires approval.

Subject

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