AEG Student Portal Manual

- **Student Portal – all in one guided webpage**
  - The Student Portal focuses on improving your student experience.
  - In particular, access your email, check your subject's information, submit your assignments, check your grades and so much more.
  - To log in to the Student Portal all you need is <u>student email address</u> (Office 365 username) and <u>password</u>, and login will be authenticated.

- **Why we use Student Portal?**

  A student portal provides an engaging student experience with a single point of access and hub to all applications, information and content. One of the biggest obstacles that a student portal removes is the number of information silos found across colleges and universities today.

  It is impossible to keep track of everything individually. A modern Student Portal can provide centralized, secure access to student and facility information by connecting to these systems and pulling key information into the portal.

- **How to access Student Portal on different devices?**
  - **Webpage based on computer**
    - i. **Access Student Portal**

      If you use laptop, desktop, or tablet to access Student Portal, you can find Student Portal web page on your school website. Links show below:

      - Adelaide Institute of Business & Technology (AIBT): aibt.edu.au
      - Adelaide Institute of Higher Education (AIHE): aihe.sa.edu.au
      - Adelaide International School (AIS): ais.edu.au

      Normally, Student Portal will appear at top bar or main menu bar like the picture showing on Figure 1.
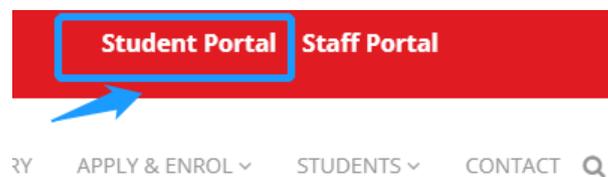

Figure 1. Student Portal on Website

    - ii. **Meet with our new student portal loading page**

      As Figure 2 shows below, you can access **NEW** student portal by clicking login button.
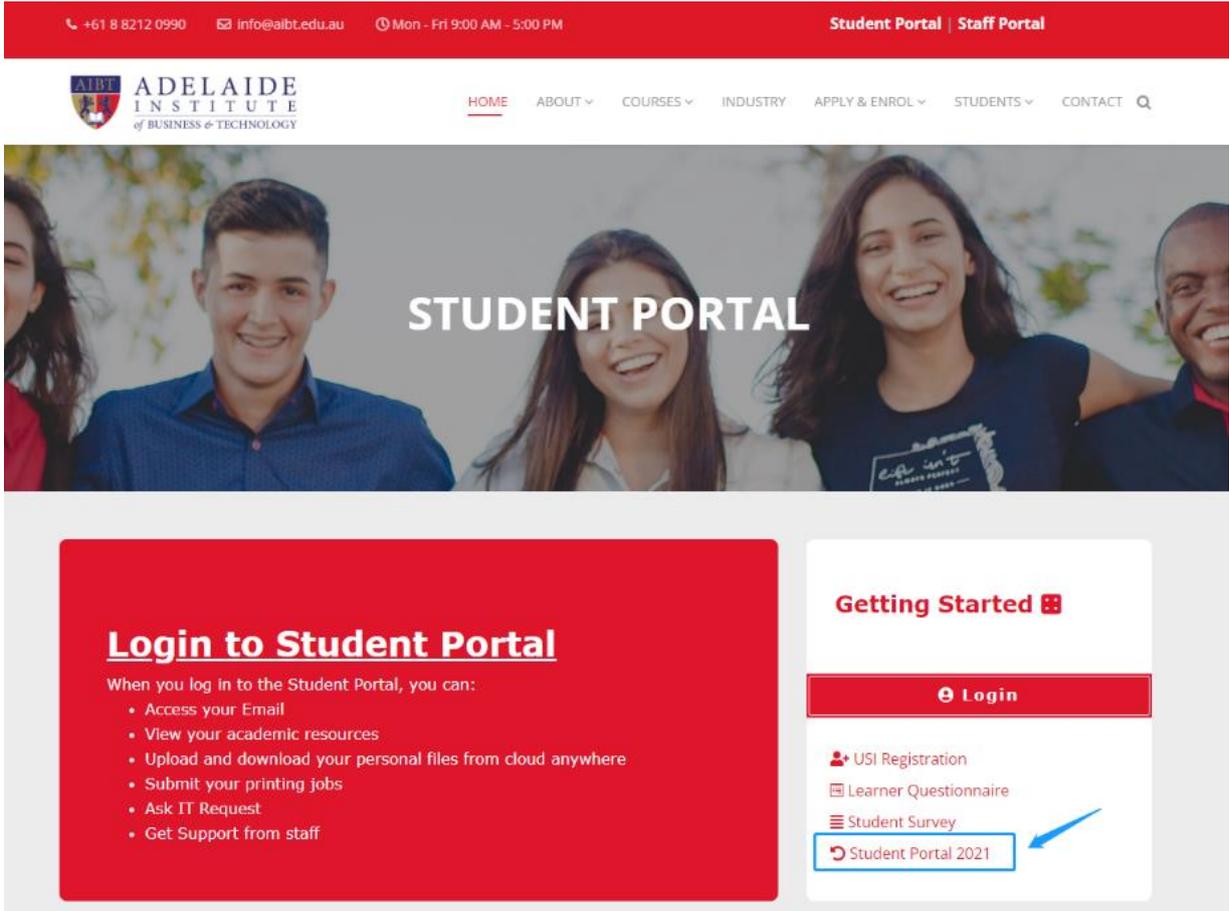
Adelaide Education Group | ABN 85 132 879 086 | Level 5, 127 Rundle Mall, Adelaide, South Australia 5000
P.O. Box 3332, Rundle Mall, SA 5000 | Phone: +61 8 8212 0990 | Email: info@aeg.edu.au|Web: www.aeg.edu.au
CRICOS Provider Code : 03133G | Registered Training Organisation Code : 40312

V1.3

Figure 2.   New Student Portal Loading Page

→ :   Using this Blue arrow link to access the old student Portal 2021.

Notice:

The Student Portal 2021 entrance will be held from 10th Jan 2022 to 15th Apr 2022.

iii. Sign in with your student email and password

When you see Figure 3, please use your **student email address** and password to sign in. Student email format shows below:

Student ID: abt12345   (AIBT)
                   a00000000   (AIHE)
                   s20000   (AIS)

Student Email: abt12345@student.aibt.edu.au
                   a00000000@student.aihe.sa.edu.au
                   s20000@student.ais.edu.au

Password: Abcde12345

***Note:** Your account information will be sent to your personal email box by AEG admission team.*
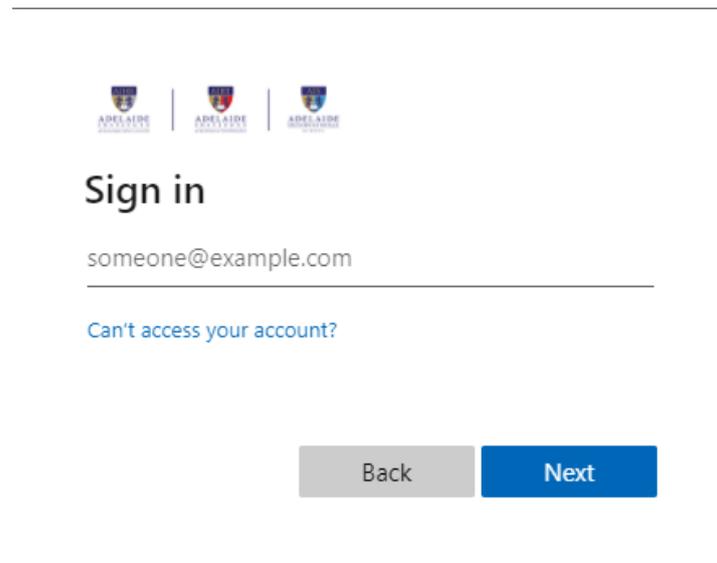

Figure 3. Student Portal Sign in Page

Please find Student Portal example screenshot as shown on following Figure 4,

Which included:

- Student Email
- Student Canvas
- OneDrive
- Web Print
- IT Request
- Student Support
- IT Download Center
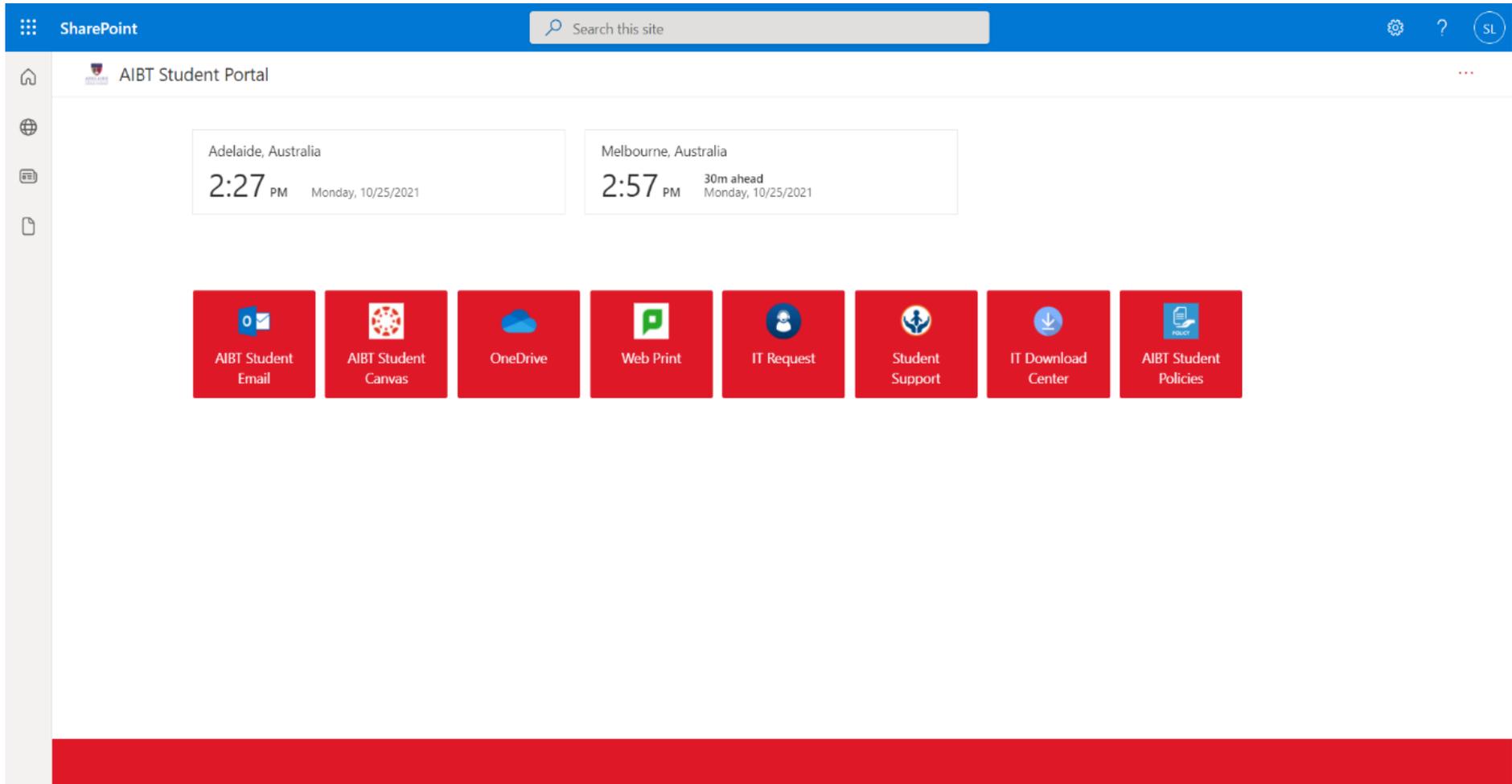- AIBT Student Policies

Figure 4. Student Portal Screenshot

- **Mobile Access**
    i. To access Student Portal on your mobile phone, please download Microsoft Edge, which can make you access quicker and easier. You can sign in with your student email and password on Edge.
    ii. Go to school website.
        - Adelaide Institute of Business & Technology (AIBT): aibt.edu.au
        - Adelaide Institute of Higher Education (AIHE):   aihe.sa.edu.au
        - Adelaide International School (AIS):   ais.edu.au
    iii. Click student portal, please sign in with your student email (if it requires again). We recommend you collect this web page or set it as your browser's home page. It can make your access easier in the future.