Student guide to using my.acap

- Accessing and updating your Personal details
Getting Started

1) Go to www.my.acap.edu.au and log in. Remember, your Username is your six digit ACAP student ID number.
2) Once you have logged in, you will be directed to your Welcome Homepage, which confirms your Student ID and Course enrolment. You will notice a Navigation box on the left hand-side. Campus News (click each tab) is available in the centre of the screen.
You can browse through the left navigation panel and select various headings relating to your study at ACAP.

The ‘My Classes’ link is where you can find your module/s homepage (your online classroom/s). ‘My Archived Classes’ takes you to classes from previous Terms.

‘My Mail’ takes you to your ACAP email account.

‘My Helpdesk’ takes you to the ACAP Helpdesk screen – you can log a help desk job here.

‘My Profile’ leads to your information held on the ACAP Student Management System.

‘My Academic Records’ leads to a statement of your approved final results for each module studied.
Accessing and Updating ‘My Profile’

To access your profile, click on ‘My Profile’ from the navigation panel. You will then be directed to your profile page.

You can edit your details whenever it is necessary. Please ensure your details are always up to date – ACAP and your Educators will use this information to contact you.

After you have edited your details as required, click on ‘Save’ at the bottom right corner of the page. The changes have now been updated on the ACAP Student Administration System.