AVANTIS How to Guide #1

http://avantis.icms.edu.au

Logging on and Updating your AVANTIS

LOG ON
Use your User name (in CAPITAL LETTERS) and ICMS password:

![Login screenshot]

Note:

- If you are a student who enrolled at ICMS prior to 2012 your student number will start with the numbers 10 [e.g. 1020570];
- If you are a student who enrolled at ICMS after 2012 your student number will start with the numbers 40 [e.g. 4009593].

If you experience login problems you should contact the ICMS IT Department and they will assist you with your issues, the can be contact via helpdesk@icms.edu.au

Alternatively you can contact Student Services via studentservices@icms.edu.au or [02] 9466 1006.
STUDENT CENTER

Once you have logged in you should know navigate to Student Centre

NAVIGATION: Main Menu → Self Service → Student Centre

To save this navigation to your FAVORITES

NAVIGATION: Favourites → Add to favourites

Select OK

Know you have accessed the AVANTIS Student Centre the first thing you should do is UPDATE YOUR PERSONAL INFORMATION

Doing this helps ICMS Student Services to provide assistance to you during your time at the ICMS Campus and later after you Graduate as a member of the ICMS Alumni.

STEP 1: If you have already done so... Navigate to the Student Centre

NAVIGATION: Main Menu → Self Service → Student Centre
Your student centre will look similar to this...

STEP 2: Refer to Personal Information, and select Demographic Data
STEP 3: START WITH YOUR ADDRESS

Update your address details:

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Security</th>
<th>Credentials</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>addresses</td>
<td>names</td>
<td>phone numbers</td>
<td>email addresses</td>
</tr>
</tbody>
</table>

PERMANENT ADDRESS
International Students – Home country address
Domestic Students – Home address

TERM ADDRESS
The address where you are living during term
All students term address has defaulted to 151 Darley Road, Manly PLEASE UPDATE - ASAP

MAILING ADDRESS
The address you want all correspondence sent

Remember
- All Students – if we do not have your current residential and mailing addresses we cannot service your needs correctly now and in the future;
- International Students – under your Australian Student VISA arrangements you are required to maintain and update this area for the duration of your study at ICMS, please do not breach this requirement.
STEP 3: Update your phone, email and emergency contacts

Updating this area is critical to your safety while studying at ICMS, in an emergency or crisis we need to be able to contact you or your emergency contact as easily as possible.

IT IS YOUR RESPONSIBILITY AS A MEMBER OF THE ICMS COMMUNITY TO UPDATE THIS AREA AS DETAILS CHANGE DURING YOUR TIME AT ICMS.

Once you have updated all of your personal details...

Select this will ensure your changes have been saved.

All changes are displayed in the Personal Information area of the Student Centre