

How to activate your Staff Account Number



Overview:

This guide is for staff, contractors and visitors who are new to working at Adelaide University and have not previously activated an Adelaide University account.

To begin, you will need your Adelaide University Account Number / ID which will be provided to you by your Line Manager or university contact.

How to activate your Staff Account Number

1. Go to: <https://id.adelaideuni.edu.au/>

2. Select 'Activate Account'

You will be taken to the account activation page.
Click **Activate Account**.

3. Enter your Adelaide University Account Number

Type in your **Adelaide University Account Number** (provided by your Line Manager).

4. Click 'send'

This will trigger an automatic email to be sent to your personal email address nominated to the University.



Sign In

Username

☐ Keep me signed in

Next

[Help](#)

New to AU? [Activate your AU account](#)

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Activate your AU account

AU Login

Username in your welcome email (Example: a1234567)

Send

[Already have an AU account?](#)

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Need further assistance?

If you have any questions, call the AU Technology Service Desk on (08) 8302 5000

5. Complete the activation

Open the new email from no-reply@okta.adelaide.edu.au and follow the instructions to finish setting up your account.

The link will expire in 7 days, so be sure to activate within this timeframe.

