INTERNET ACCESS SERVICE
Student and Staff Internet Usage Reports
Quick Reference Guide

Accessing Internet Usage Reports

The Internet Access Service (IAS) provides all students and staff access to the Internet for study and work related purposes.

1. Go to https://ias.qut.edu.au and enter your QUT-Access username and password to display a Summary of your Internet usage.

   
   ![Login Detail]

   **User Information**
   - Title:
   - First Name:
   - Last Name:
   - Email:
   - Staff / Student Id:
   - IAS Expiry Date:

   **System Profile**
   - Organ Code:
   - GL Code:
   - Course Code:
   - Subscriber Status: GRANTED
   - Quota Configuration:
   - Total Quota (MB):
   - Quota Status: In Quota Exempt

   ![System Profile]

2. Scroll down the Summary page to view the Last 30 Days snapshot of your Internet Usage (updated every hour).

   ![Data Usage - Last 30 Days]

3. Scroll to the bottom of the Summary page to view a list of your Current Sessions (updated every 15 minutes).

   ![Current Sessions]

Quota Balances (updated every 5 minutes)

1. Click the Quota tab to check your Quota Balances, Daily Quota Balance, Quota Purchase Transactions. Students can contribute to their quota by firstly adding credit to their QUT Printing Services Account online via QUTPay, then transferring funds to their IAS Account online via the QUT Printing Services web site.

   ![Quota Balances]

Contact the IT Helpdesk on 3138 4000 or email ithelpdesk@qut.edu.au
Usage History (updated every hour)

1. Click the **Usage History** tab to view your **Usage History** (by day/month/year), **Usage by Protocol** (browsing/audio/video streaming), **Usage by Traffic Class** (domestic/international), and **Large Traffic** (files larger than 5MB).

2. Click the **View By** and **Date Period** drop-down menus, then click the **Submit** button to display a **Usage History** for a different time period.

Session History (updated every 15 minutes)

1. Click the **Session History** tab to view details about each time you used the Internet at QUT.

2. Enter a **Date Range**, **From Date**, **To Date**, **Host** (name of a computer/device) and **IP Address** to display a Session History for a specific time period when you were using a specific computer/device.

Audit History (updated every 5 minutes)

1. Click the **Audit History** tab to view any administration changes made to your Internet Access Service account.

2. Enter a **Date Range**, **From Date**, **To Date**, and select an **Audit Type** from the drop-down list, then click **Search** button to display an Audit History for a specific time period or for a particular change made to your Internet Access Service account (e.g. to display a list of the dates and amounts paid for additional quota).

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