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

Supervisors, Course Coordinators and Service Managers can request access to Cost Centre, Course and Service Internet usage reports by completing the IAS Report Access Request Form which can be downloaded from: https://secure.qut.edu.au/itservices/staff/internetaccess/staff/index.jsp

1. Go to https://ias-admin.qut.edu.au and enter your QUT-Access username and password (if required) to display the Reports menu.
   Note: Access to this site is only possible from QUT Managed Windows computers.

Cost Centre Detail Reports

1. Click Cost Centre Detail in the left hand menu to display the Cost Centre query entry form.

   2. Select a Start Date, End Date and Organ Code (Cost Centre) then click the View Report button to display a detailed Internet usage report for each person associated with a cost centre.
      Note: You will only be able to view Organ Codes for those cost centres to which you have requested access.

Cost Centre Summary Reports

1. Click Cost Centre Summary in the left hand menu to display the Cost Centre Summary query entry form.

   2. Select a Start Date, End Date and Organ Code (a Cost Centre) then click the View Report button to display a summary Internet usage report for a cost centre.
      Note: You will only be able to view Organ Codes for those cost centres to which you have requested access.

Contact the IT Helpdesk on 3138 4000 or email ithelpdesk@qut.edu.au
Course Code Summary Reports

1. Click Course Code Summary in the left hand menu to display the Course Code Summary query entry form.

2. Select a Start Date, End Date and a single/multiple Course Code/s then click the View Report button to display a summary Internet usage report for all the students in a particular course.

Service Name Detail Reports

1. Click Service Name Detail in the left hand menu to display the Service Name Detail query entry form.

2. Select a Start Date, End Date and a single/multiple Service Name/s then click the View Report button to display a summary Internet usage report for a particular service.