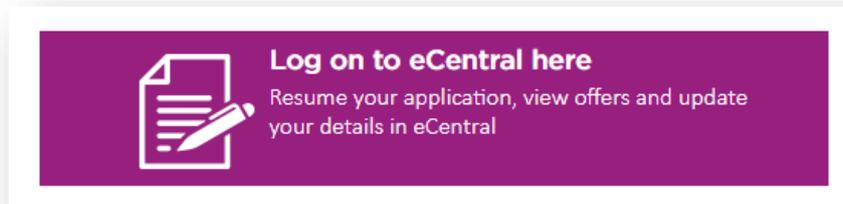


Gordon Staff and Student Guide

Student ID Retrieval

Before you begin:

- ✓ You will require easy access to the email or mobile phone registered to your Gordon account.
- 1) From The Gordon website (<https://www.thegordon.edu.au>) select the purple **Log on to eCentral here** banner.



- 2) This will load the **eCentral Log In Page**. Click on **Retrieve Student ID**.

A screenshot of the eCentral Log In page. At the top is the eCentral logo. Below it is the heading "Log In". The instructions say: "Enter your log in information below, then select Log In. All fields are required." There are two input fields: "User Name (Student ID)*" and "Password*". Below the fields are "Log In" and "Cancel" buttons. Further down, there is a section for users who don't have an account or need help, with three buttons: "Create Account" (green), "Retrieve Student Id" (blue, highlighted with a red border), and "Reset Password" (blue).

- 3) Enter your personal email address into the **Email Address** text field, then select **Retrieve Student ID**.

Student Id Retrieval

Your Student Id will be sent via email and SMS.

Email Address:

Retrieve Student Id

- 4) A confirmation screen will be displayed. Use the links to return to The Gordon Website, or to return to your student account.

Student Id Emailed

Your Student Id has been emailed to the address provided.

Please check your junk mail folder if it does not appear.

Click [here](#) to return to The Gordon Website

Click [here](#) to return your student account.

- 5) You will have received an email and text message containing your **Student ID**.

