SU Registration & Access to Online Resources

- Students progressing to level 2 shall pay the SU Registration fee within the 1st week from the Commencement of the 2nd Semester. To do this you need to collect the letter from the library. Students who have not paid the Registration Fee and either have progressed to Level 3 or already completed have to collect the letter from the Accounts Department. Failure to do so will result in withholding the degree certificate.

- Handover the letter along with your payment (£75) to the Bank counter to obtain the Draft. Every Student shall obtain a Bank Draft for the specified amount and hand it over to the Library. On the reverse of the Bank Draft payee shall indicate his/her details viz. Name, CB No., Batch Code and Personal and APIIT E-mail Addresses.

- Handover the Bank Draft to the Library. (Your name, CB No., Batch code and Your Personal E-mail and APIIT E-mail have to be written on the reverse of the Draft).

- On receipt of the Bank Draft the library shall issue a certified photocopy to the Student as an acknowledgement.

- Activate the APIIT E-mail Account in Windows live. (Eg. cb002365@students.apiit.lk)
  IT department will conduct a session on this at the Level 2 orientation. If you still need clarification on this the IT Department and/or Library will assist you.
  Once the APIIT E-mail Account is activated, you are required to inform the library and only those names will be sent for Athens authorization

- Athens login details to access Staffordshire(SU) online resources will be sent by SU to your APIIT E-mail Account which will be valid for 1 year and once it gets expired you need to inform to the library.

- You need to check your APIIT e-mail frequently until you get the details from SU, as it goes to the junk mail folder sometimes and gets deleted after 6 days. You may move it to your inbox folder or you can write down on a safe place.

- You are not allowed to share your password with others and if it is been identified SU will discontinue you accessing Athens.

- Until such time the log in details are received you may send in your links to the library staff. One may send up to 10 links at a time. The articles available to download under our authorization will be sent you within 24 hours.

  Please also make a note of the following email address in case you need to contact the Library staff. Lilamani@apiit.lk, Wathsala@apiit.lk; (Confirmation regarding Athens and Issues could be sent to this email), Ruwandhi@apiit.lk; Sujeewa@apiit.lk; Damien@apiit.lk