

When do I receive my DEC username and password

During enrolment you will receive a Department of Education and Communities (DEC) username and a temporary password for your TAFE student account.

Your username is in the format of firstname.lastname, e.g. **john.citizen**. There may also be a number in your username e.g. **john.citizen1**.

If you don't know your username and password, see your teacher or Student Administration at your campus.

What can I do with my username and password?

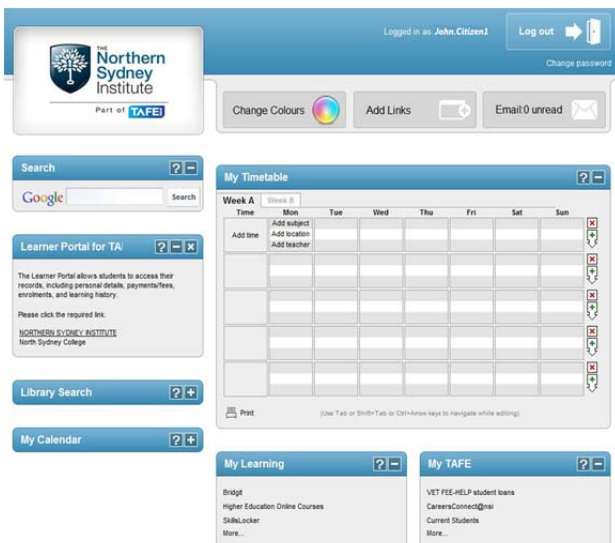
As an enrolled student at the Northern Sydney Institute your username and password gives you access to a range of online services.

These include access to:

- the TAFE Student Portal, which includes links to your student email, TAFE Student Learner Portal and library services
- eResources (eBooks, information databases) provided by the Northern Sydney Institute libraries
- SharePoint sites (access information and learning resources)
- online learning systems such as StudeServices, eBackpack and BlogEd
- computers and the internet at campuses.

TAFE Student Portal

The portal can be accessed at <http://student.det.nsw.edu.au> and provides you with a gateway to important information about you at the Northern Sydney Institute. You can access your email and a wide range of online education resources.



The screenshot shows the TAFE Student Portal interface. At the top, it says "Logged in as: John.Citizen1" and "Log out". Below this are buttons for "Change Colours", "Add Links", and "Email 0 unread". The main content area includes a search bar, a "Learner Portal for TA" section, a "Library Search" section, and a "My Calendar" section. The central part of the page is a "My Timetable" grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for time slots. Below the timetable are sections for "My Learning" and "My TAFE".

Email

You can access your TAFE student email account from the student portal. Your email address will be in the form of **john.citizen1@tafensw.net.au**. You can set your TAFE email to forward to an email address that you already have.

Learner Portal

Allows you to view your enrolment details and results. You can also update your contact details.

My Calendar

Allows you to keep track of important dates such as assessment due dates and campus events.

Northern Sydney Institute Libraries e-resources

The Northern Sydney Institute Libraries e-resources are available at <http://www.nsi.tafensw.edu.au/Libraries/eResourcesPortal.htm>.

You can access online books, journals and videos (including TV News) from this site. You must use your DEC username and password to gain access to some of the resources on this website.

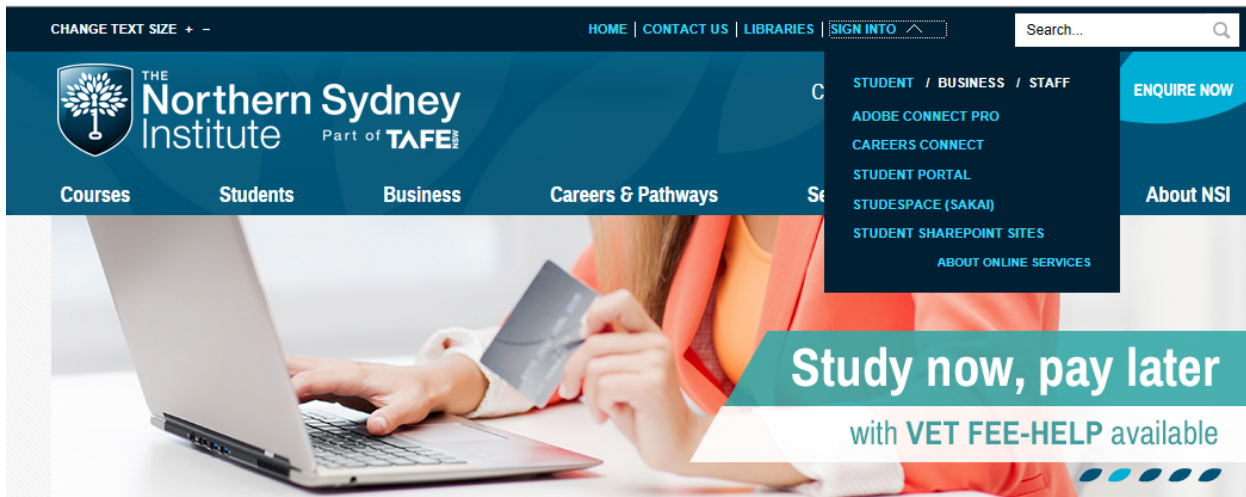
SharePoint

Your teacher may create a SharePoint site for you to access information and documents such as timetables, assessment guides and assignments that you can download and print for your course. This site can be accessed using your DEC username and password. It will only be accessible to students currently enrolled in the course.

For details about your SharePoint site web address speak with your teacher. Once you know your SharePoint site web address, a list of student SharePoint sites can be accessed through the Northern Sydney Institute Website:

- go to the Northern Sydney Institute website www.nsi.tafensw.edu.au
- go to the sign into tab at the right hand corner of the page
- click on the **Student** tab
- select STUDENT SHAREPOINT SITES
- click Login and enter your username and password. Example of username:

john.citizen1@detnsw



The screenshot shows the Northern Sydney Institute website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, LIBRARIES, and SIGN INTO. A search bar is located on the right side of the navigation bar. Below the navigation bar, the Northern Sydney Institute logo is displayed, along with the text "Part of TAFE NSW". The main navigation menu includes links for Courses, Students, Business, Careers & Pathways, and a dropdown menu for SIGN INTO. The dropdown menu lists options: STUDENT / BUSINESS / STAFF, ADOBE CONNECT PRO, CAREERS CONNECT, STUDENT PORTAL, STUDESSPACE (SAKAI), STUDENT SHAREPOINT SITES, and ABOUT ONLINE SERVICES. A prominent banner at the bottom of the page reads "Study now, pay later with VET FEE-HELP available".

studEspace (Sakai)

To access the studEspace online learning site:

- go to the Northern Sydney Institute website
www.nsi.tafensw.edu.au
- go to the sign into tab at the right hand corner of the page
- click on the **Student** tab
- select STUDESSPACE (SAKAI)
- click Login and enter your username and password.

Your DEC username and password are needed to access the teaching and learning resources your teacher has created for you on Sakai.

Example of username: **john.citizen1**

The screenshot shows the Northern Sydney Institute website. The header includes a search bar, navigation links (HOME, CONTACT US, LIBRARIES, SIGN INTO), and a search icon. The main navigation menu lists: Courses, Students, Business, Careers & Pathways, and Services. A dropdown menu for 'SIGN INTO' is open, showing options: STUDENT / BUSINESS / STAFF, ADOBE CONNECT PRO, CAREERS CONNECT, STUDENT PORTAL, STUDESSPACE (SAKAI), STUDENT SHAREPOINT SITES, and ABOUT ONLINE SERVICES. A banner at the bottom reads 'Study now, pay later with VET FEE-HELP available'.