Steps to update your personal contact details

1. Login to your computer and open up your browser to access the internet.
3. The portal login page will display. Enter your DEC* username (e.g. john.citizen1) and password to login.
4. Click.
5. Read the student portal Terms of use and to accept then click

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Student portal - Terms of use

Use of e-mail and DET online systems can be monitored.

You are not permitted to use these services to search for, access, or send anything that is offensive, obscene, pornographic, threatening, abusive, or defamatory.

By passing this point, you are agreeing to follow the TAFE policies about computer use.

Agree
6. Click on the **Northern Sydney Institute** link under the Learner Portal for TA portlet.

![Image of the Learner Portal for TA](image)

7. A new window will open. You are now in the Learner Portal

![Image of the Learner Portal](image)

8. Click on the **MY DETAILS** tab to change your details.
9. Once done, click on **SAVE**.
10. Click on the DEC Portal Services link on the top right of the Browser.

11. Click Log out to exit. It is important to close the browser to help ensure the security of your personal information.

Important note

As a student you cannot change your name via e-Services – only Student Administration staff at your campus can do this after you have completed an “Enrolment Adjustment” form.

You will also need to supply original proof of name change e.g. Deed poll, citizenship, birth certificate to change your name or Department of Education and Communities (DEC) username and password.

During enrolment you will receive your Department of Education and Communities (DEC) username and a temporary password. As an enrolled student your username and password gives you access to a range of online services. If you don’t know your username and password, see your teacher or Student Administration at your campus.