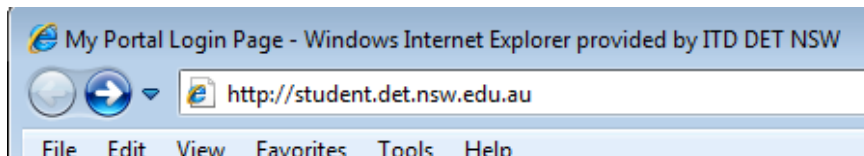
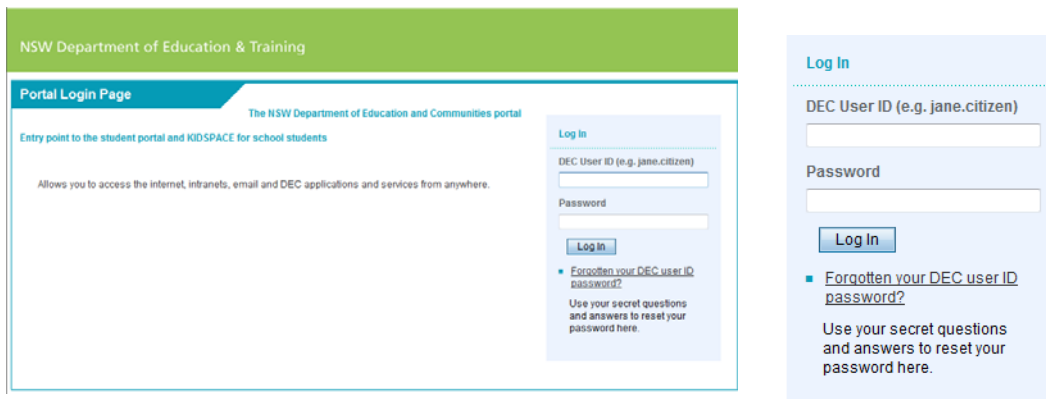


Steps to update your personal contact details

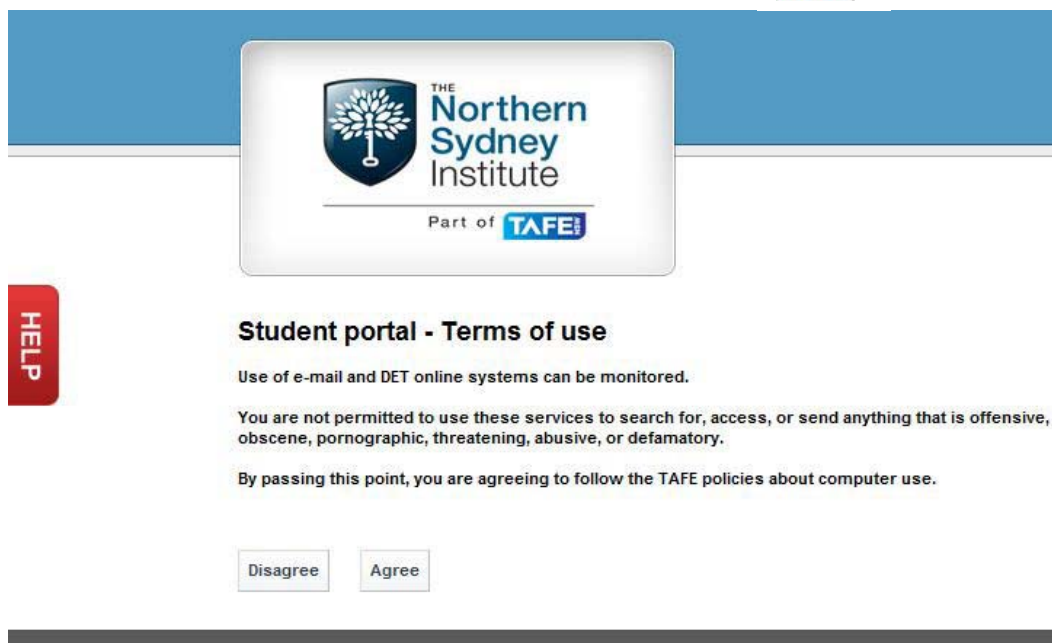
1. Login to your computer and open up your browser to access the internet.
2. Go to <http://student.det.nsw.edu.au>.



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 



HELP

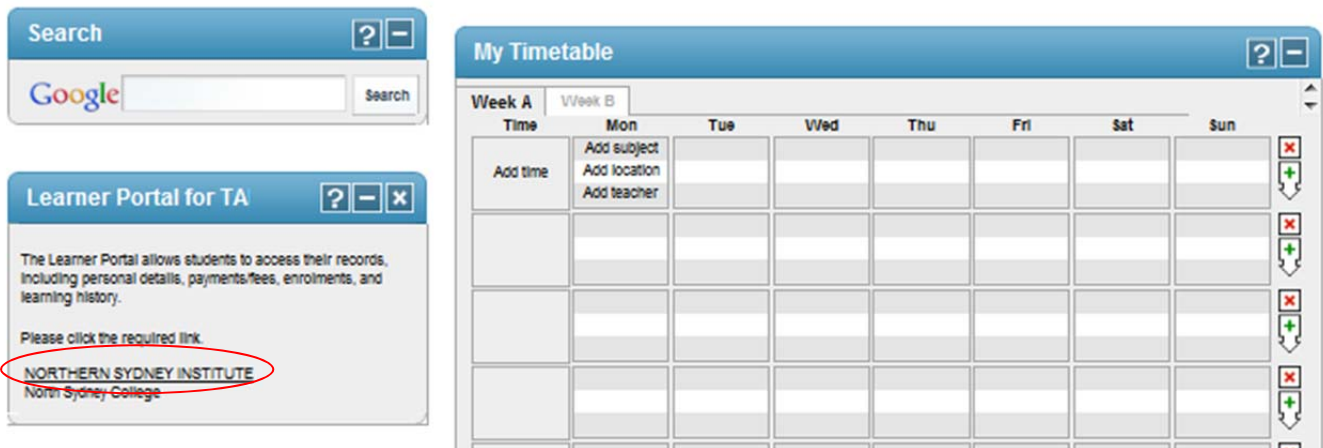
Student portal - Terms of use

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.

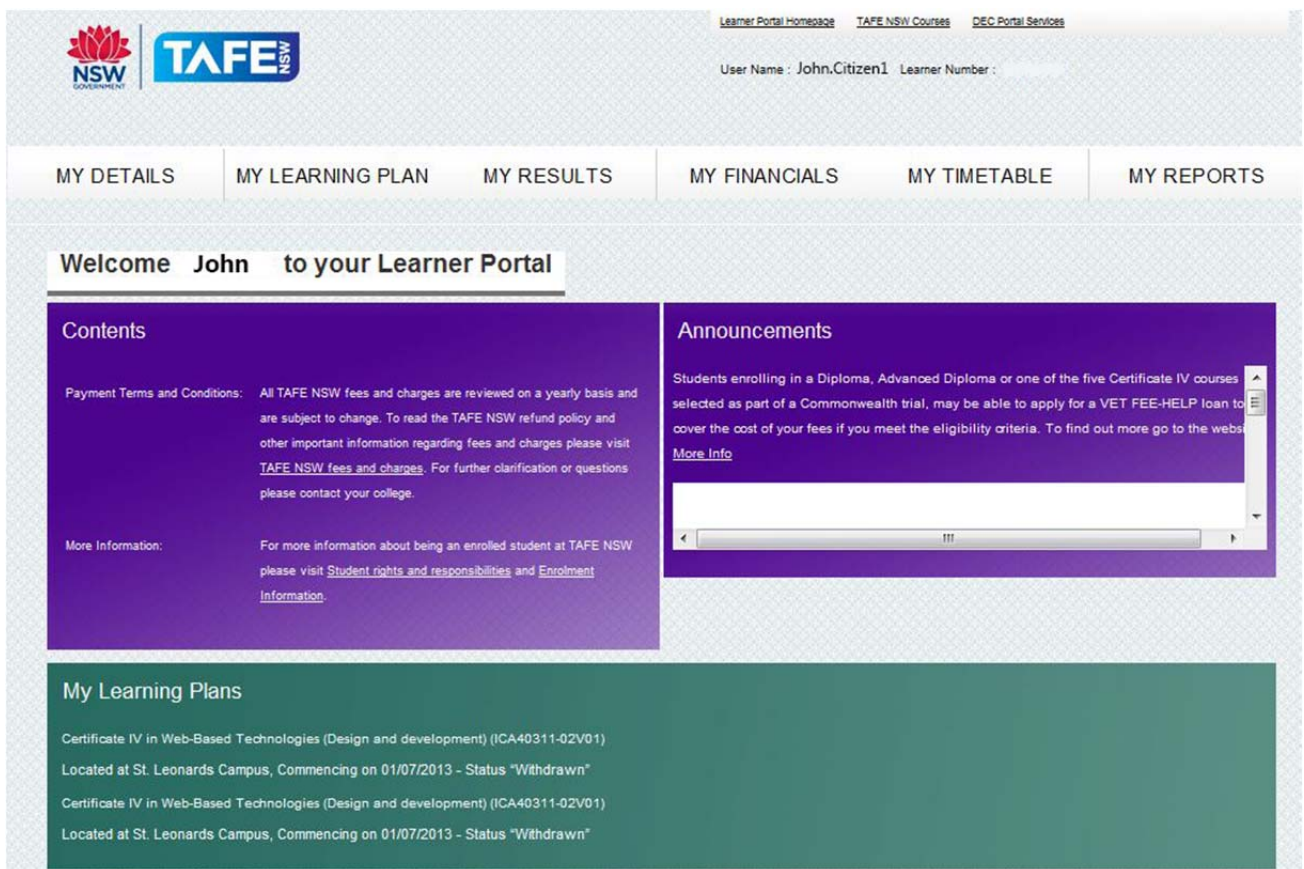
By passing this point, you are agreeing to follow the TAFE policies about computer use.

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



The screenshot shows two windows. The left window is titled 'Search' and contains a Google search bar. The right window is titled 'My Timetable' and shows a grid for Week A and Week B with columns for days of the week (Mon-Sun) and rows for time slots. The 'Add time' column has sub-headers: 'Add subject', 'Add location', and 'Add teacher'. The 'NORTHERN SYDNEY INSTITUTE' link in the Learner Portal for TA window is circled in red.


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



The screenshot shows the TAFE NSW Learner Portal homepage. The header includes the TAFE NSW logo and navigation links: 'Learner Portal Homepage', 'TAFE NSW Courses', and 'DEC Portal Services'. The user name is 'John.Citizen1' and the learner number is displayed. A navigation menu contains tabs for 'MY DETAILS', 'MY LEARNING PLAN', 'MY RESULTS', 'MY FINANCIALS', 'MY TIMETABLE', and 'MY REPORTS'. The main content area features a welcome message: 'Welcome John to your Learner Portal'. Below this are sections for 'Contents' (with links for Payment Terms and Conditions and More Information), 'Announcements' (with a link for More Info), and 'My Learning Plans' (listing two withdrawn Certificate IV courses).

- Click on the MY DETAILS tab to change your details.
- Once done, click on SAVE.

10. Click on the DEC Portal Services link on the top right of the Browser.



[Learner Portal Homepage](#) [TAFE NSW Courses](#) [DEC Portal Services](#)

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



Logged in as John Citizen Log out

Student portal - Terms of use

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

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.