Logging In

- Go to the URL: [http://www.nsi.tafensw.edu.au](http://www.nsi.tafensw.edu.au)
- From the Select an online service drop-down menu in the top right-hand corner, select Sakai.
- Press the Login button.
- Sakai will open in a new window. Enter your DET/E-Services Username (for example john.citizen1) and password. This is the same username and password that you use to access the DET Portal and E-Services.

To log out, click the Logout link in the top right corner of the screen. [Don’t worry if the screen flickers.]

Accessing My Course

1. Click the My Sites tab near the top of the screen. A list of the course sites you belong to will be displayed.
2. Click the link for the course that you want.

Your course home page will be displayed.

About My Workspace

‘My Workspace’ is your private site in the Sakai Community Learning Environment (CLE). Here you can check your personal calendar, view class announcements, store materials for your private use, and work on personal projects.

The tools you can use are listed on the left side of the screen and below are just to name a few:

| Resources  | Click on the Resources link and follow the setup instructions. Once you’re set up, you’ll be able to do things like copy, paste, drag, and drop files between your computer and your course site. |
| RSS Feeds  | To add an RSS feed to your Workspace, click the RSS Feeds link, then the Options link, and fill in the RSS feed’s title and URL. |
| Web Links  | To display a web page in your Workspace, click the Web Links link, then the Options link, and fill in the web page’s title and URL. |
| Wiki       | To write in your Wiki page, click the Wiki link, then the Edit button. |