1. Log onto your computer and open up your browser to access the internet.

2. Go to the Northern Sydney Institute website www.nsi.tafensw.edu.au.

3. Select Sign into | Student at the top of the page. Then select studEspa (Sakai) will open in a new window.

4. Enter your DEC* username (e.g. john.citizen1) and password. This is the same username and password that you use to access the TAFE Student Portal and Student e-Services.
Northern Sydney Institute Online Learning will display your ‘My Workspace’

5. studEspace (Sakai) provides you with a private workspace (My Workspace) that allows you to check class announcements, store material and work on personal projects.

6. The tools for these are listed on the left hand side of your screen when you log into the online learning site.

7. Click the My Sites tab near the top of the screen. A list of the course (units) sites you belong to will be displayed.

8. Click the link for the course (unit) that you want to access. (If you cannot see your course then ask your teacher to add you to the site).

9. When you open the course unit you will see a home page with the learning objectives and link to the student assessment guide.

Your assessment information and other resources your teacher has uploaded for you are accessed via the tool bar on the left hand side of the screen.
10. Click on Logout when you are done.

*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.