

### 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?

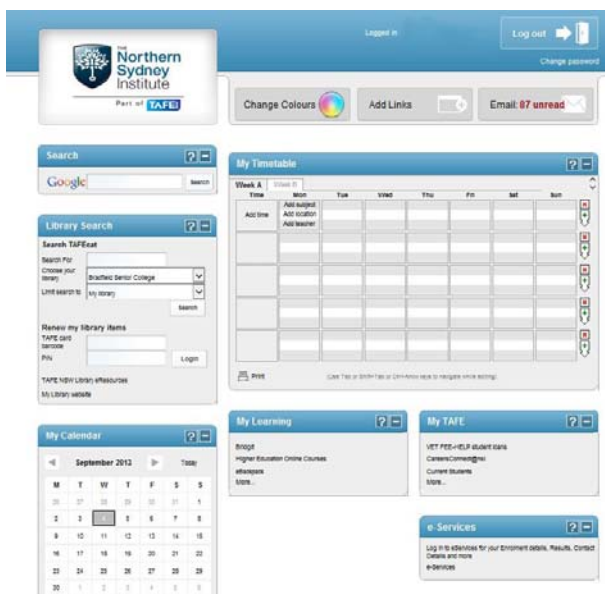
As an enrolled student at the Northern Sydney Institute your username and password gives you access to a range of online services.

These include access to:

- the TAFE Student Portal, which includes links to your student email, TAFE Student e-Services 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 Sakai,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 email, CareersConnect@NSI and a wide range of online education resources.



### Email

You can access your TAFE student email account from the student portal. Your email address will be in the form of [DECusername@tafensw.net.au](mailto:DECusername@tafensw.net.au). You can set your TAFE email to forward to an email address that you already have.

### TAFE Student e-Services

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.

## studEspace (Sakai)

To access the studEspace online learning site:

- go to the Northern Sydney Institute website [www.nsi.tafensw.edu.au](http://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.

The screenshot displays the Northern Sydney Institute website. At the top, there is a navigation bar with links for HOME, CONTACT, LIBRARIES, and SIGN INTO. A search bar is located on the right. Below the navigation bar is a large banner featuring the Northern Sydney Institute logo and the text 'Part of TAFE NSW'. The banner also includes navigation tabs for Courses, Students, Business, and Careers & Pathways. A dropdown menu is open, showing options for STUDENT, BUSINESS, and STAFF, with sub-options like ADOBE CONNECT PRO, CAREERS CONNECT, DET PORTAL, STUDESSPACE (SAKAI), and STUDENT E-SERVICES. A prominent red banner at the bottom of the page reads 'Degree Programs' and 'TAFE degrees & university pathways'.