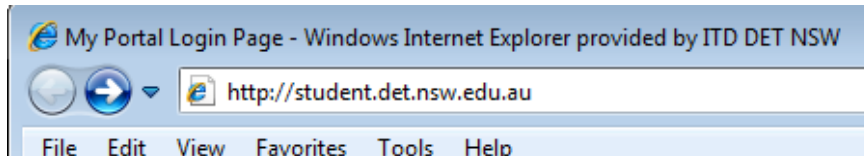
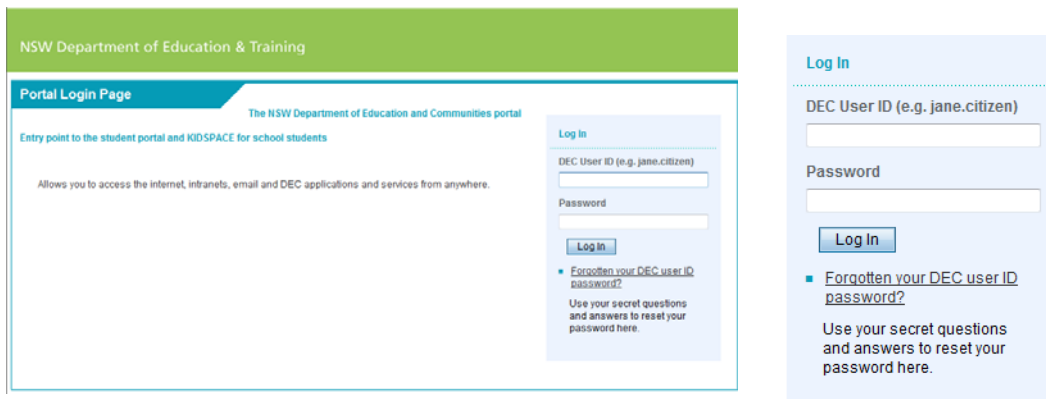


Steps to view and print your results

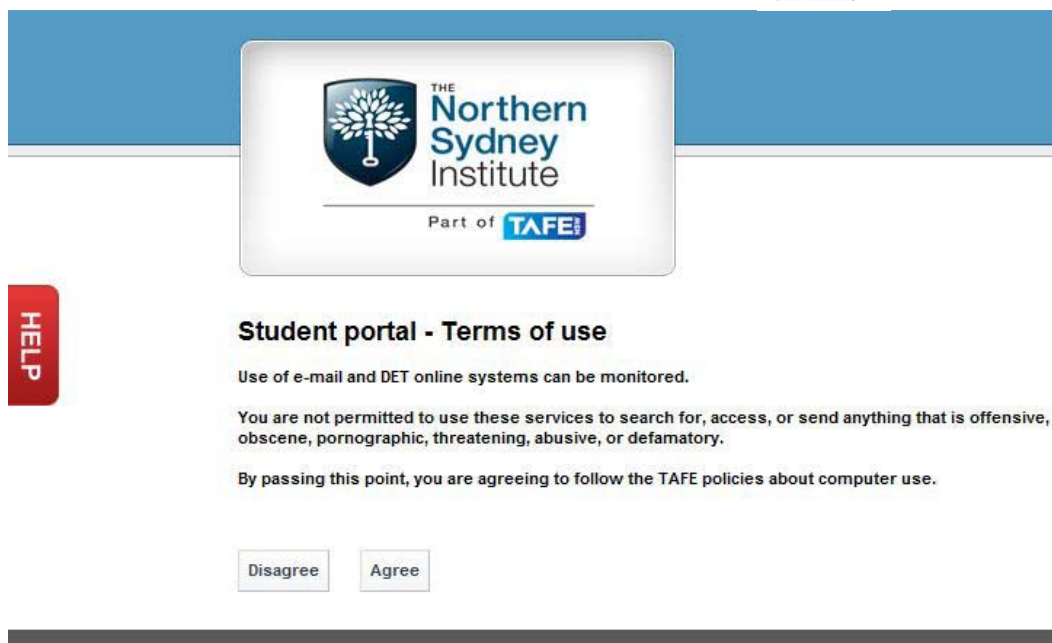
1. Login to your computer and open up your browser to access the internet.
2. Go to <http://student.det.nsw.edu.au>.



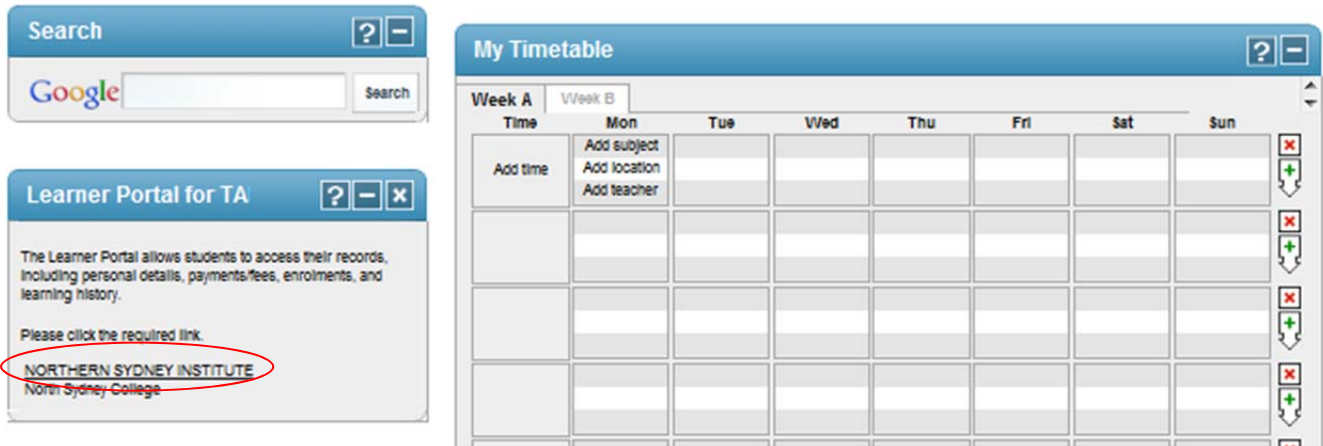
3. The **portal login page** will display. Enter your DEC* username (e.g. **john.citizen1**) and password to login.



4. Click. 
5. Read the student portal **Terms of use** and to accept then click 

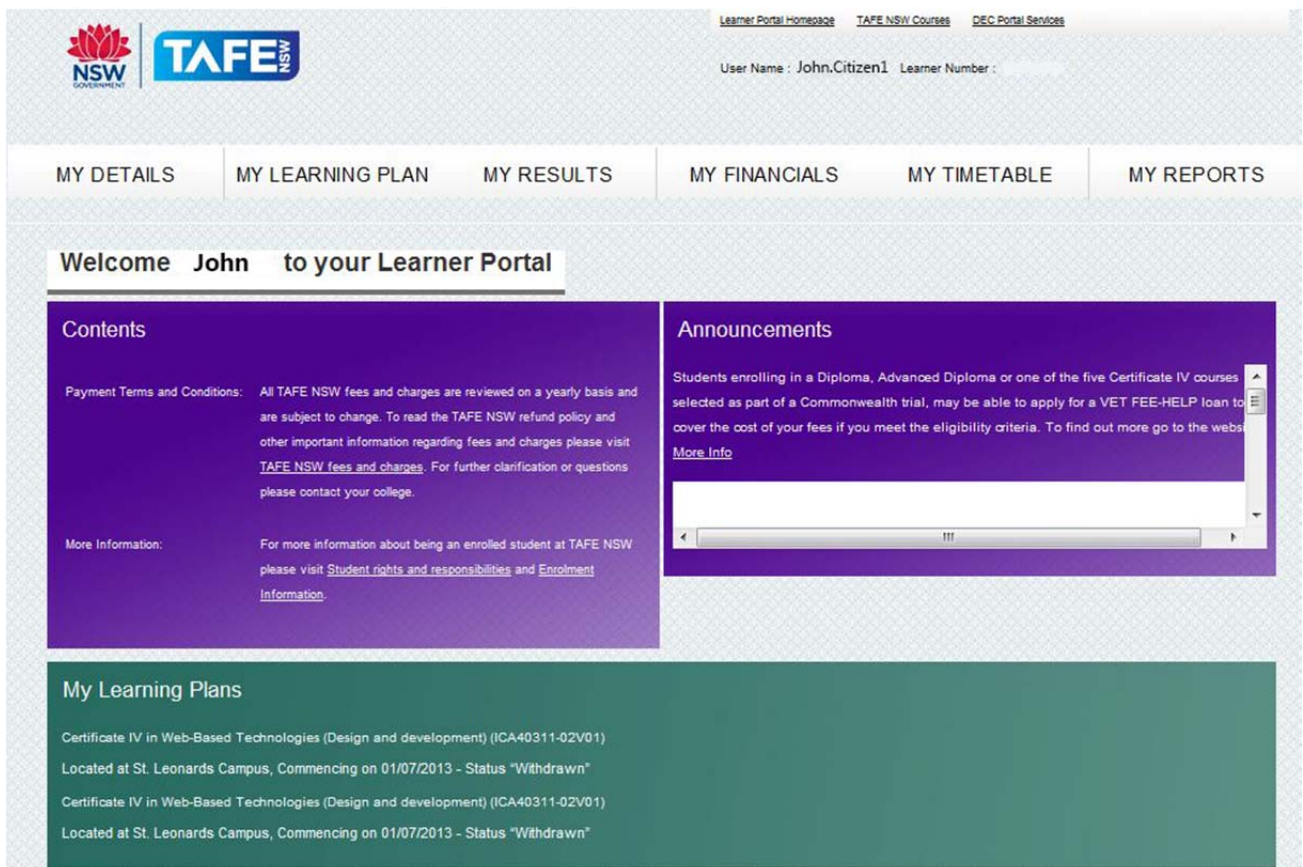


- Click on the **Northern Sydney Institute** link under the Learner Portal for TA portlet.



The screenshot shows two portlets. The left portlet is titled 'Search' and contains a Google search bar. Below it is the 'Learner Portal for TA' portlet, which contains the text: 'The Learner Portal allows students to access their records, including personal details, payments/fees, enrolments, and learning history. Please click the required link. **NORTHERN SYDNEY INSTITUTE** Northern Sydney College'. The 'NORTHERN SYDNEY INSTITUTE' link is circled in red. The right portlet 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 'Add time', 'Add subject', 'Add location', and 'Add teacher'. Each cell in the grid has a small red 'X' icon in the top right corner.

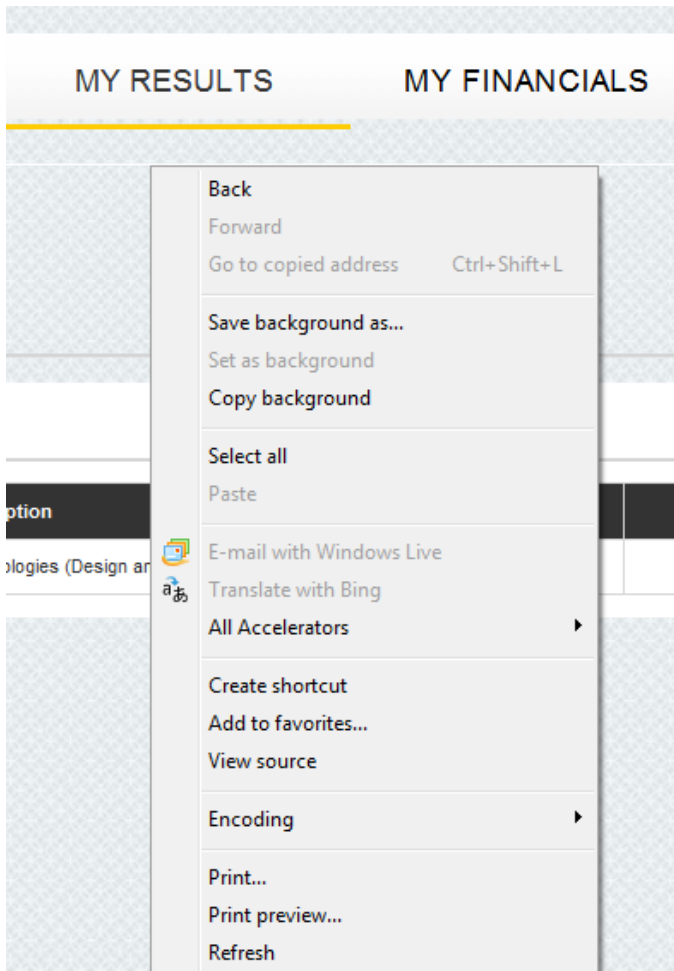
- A new window will open. You are now in the Learner Portal




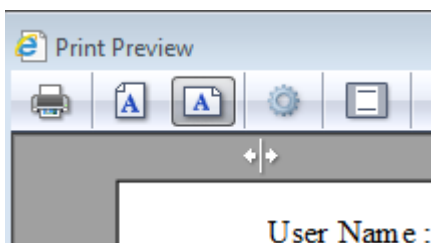
The screenshot shows the Learner Portal homepage. At the top, there are logos for NSW Government and TAFE NSW, and navigation links for 'Learner Portal Homepage', 'TAFE NSW Courses', and 'DEC Portal Services'. The user name 'John.Citizen1' and learner number are displayed. A navigation menu contains tabs for 'MY DETAILS', 'MY LEARNING PLAN', 'MY RESULTS', 'MY FINANCIALS', 'MY TIMETABLE', and 'MY REPORTS'. The main content area is titled 'Welcome John to your Learner Portal' and features three sections: 'Contents' with links for 'Payment Terms and Conditions' and 'More Information'; 'Announcements' with a message about VET FEE-HELP loans and a 'More Info' link; and 'My Learning Plans' with two entries for 'Certificate IV in Web-Based Technologies (Design and development) (ICA40311-02V01)' located at St. Leonards Campus, both with a status of 'Withdrawn'.

- Click on the **MY RESULTS** tab to access your results.
- There is no longer a 'Print this page' link.

10. To print, right mouse click in the browser and choose Print Preview



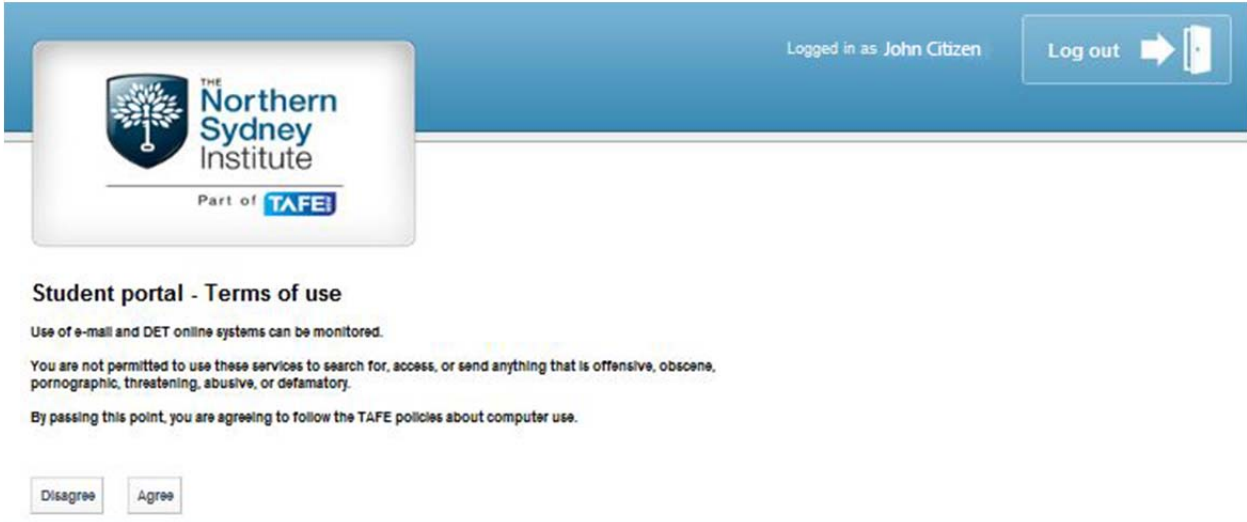
11. Change the paper format to Landscape view and then click on the Printer Icon  and click Print



12. After printing, click on the DEC Portal Services link on the top right of the Browser.



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



The screenshot shows a blue header bar with the Northern Sydney Institute logo on the left. On the right, it says "Logged in as John Citizen" and has a "Log out" button with a right-pointing arrow and a small icon of a person. Below the header is a white box containing the same logo and text. Underneath is the heading "Student portal - Terms of use" followed by a warning: "Use of e-mail and DET online systems can be monitored." Below that is a paragraph: "You are not permitted to use these services to search for, access, or send anything that is offensive, obscene, pornographic, threatening, abusive, or defamatory." This is followed by another line: "By passing this point, you are agreeing to follow the TAFE policies about computer use." At the bottom of the terms of use section are two buttons: "Disagree" and "Agree".

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.