

Your teacher may setup a SharePoint site for your course for information and documents such as timetables, assessment guides and learning resources you can download and print.

A SharePoint site is only accessible to students currently enrolled in the course at their NSI campus. For details about your SharePoint web address (URL) see your teacher.

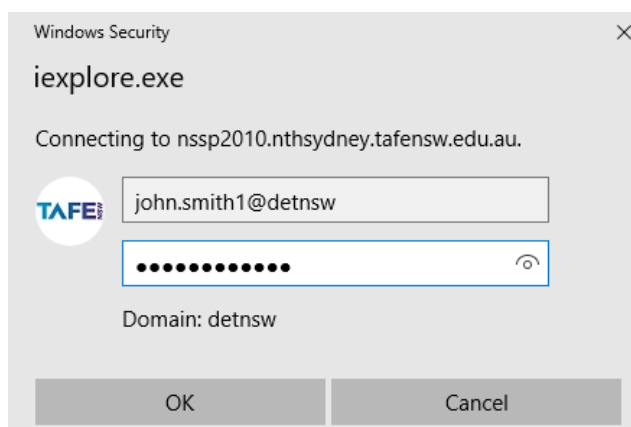
The SharePoint site can be accessed using your Department of Education and Communities (DEC) username and password. For SharePoint your username should be followed by **@detnsw** - e.g. in the format of **john.smith1@detnsw**.

### Steps to login to SharePoint

1. Login to your computer and open up your web browser to access the internet.
2. Enter the URL of the SharePoint site. If you do not know the URL it may be found on [The Northern Sydney Institute Student SharePoint sites](#). The Student SharePoint sites can also be accessed via [The Northern Sydney Institute website](#). Click on Sign Into, select STUDENT and then click on STUDENT SHAREPOINT SITES.



3. If you are on campus and already signed in with your DEC student account, you would be automatically authenticated. If you are using a personal device or are attempting to log in from off campus, you will be prompted to enter your DEC username and password. Your username should be entered in the format of **john.smith1@detnsw**.



## 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.

### Important things to know about your DEC username

- You must replace the temporary password provided at enrolment with your own password
- Type the username as it appears on your receipt or letter, even if it is different to how you normally spell your name, include any numbers or initials
- Usernames have a least one full stop in the middle and no spaces
- Passwords are case sensitive

### Checklist if you cannot log into SharePoint

**If you are having access problems please work your way through this checklist.**

- ✓ Are you trying to access the correct SharePoint site?(If unsure, contact your teacher)
- ✓ Ensure you are entering “@detnsw” after your DEC username (e.g. john.smith1@detnsw).
- ✓ Are you typing your password correctly? If you enter the wrong password three times you may need to have your password reset, see your teacher, campus administration or a member of staff.
- ✓ Are you currently enrolled in the campus and course for that SharePoint site?
- ✓ Have you paid all your fees for the semester/year?
- ✓ Are you transferring from another campus? If you are, then your transfer details may not yet be complete – you will need to see your teacher to gain access.
- ✓ If logging in using a computer at your TAFE Campus, have you logged onto that computer with your DEC username and password? If another student has logged on the computer you will not be able to go into your SharePoint site. You will need to log in to the TAFE student portal using your DEC username and password to get access.
- ✓ Ensure that cookies and JavaScript are enabled in the browser settings.
- ✓ If using Internet Explorer please ensure your internet security setting is set to medium and **not** high.
- ✓ Try emptying your internet cache.
- ✓ Is your SharePoint site a “trusted site”?

#### **Note:**

If you are repeatedly being asked to logon when you try to access online resources at your TAFE campus try setting **<http://student.nsi.tafensw.edu.au>** as a trusted site in your browser.

If the problem persists, please make sure to provide the following details for troubleshooting and contact your teacher/librarian/Student Administration.

- The URL/Address of the site
- A description/screen shot of the error message
- The username used to log in to the site
- Are you trying to log in on a personal computer or on a campus computer