TAFE WESTERN
USERNAME AND PASSWORD PUZZLE
The TAFE Western Username and Password Puzzle

Some of the observed login protocols for our systems

- Get access to the TAFE Western network you must have an employee number (a lattice ID)
- Once on lattice, an account creation form must be submitted to the ICT unit to gain access to the network

STAFF USERNAMES

At TAFE there are 2 basic usernames you will use:

Network Username eg. jsmith4

Using your network username and password will give you access to your local network account at TAFE Western. This includes access onto institute computers, your email, intranet, printers and drives.

Portal (DEC) Username eg. john.smith4

Using your Portal username and password will give you access to the Internet and your Portal.

ACCESSING COMPUTERS

| Staff computer | Username: jsmith4, Password, Domain: Western |
| Teacher with a School profile | Username: john.smith4@detnsw, Password |
| Educational Computer (in a computer classroom) | Username: (listed in classroom) Password: (listed in classroom), Domain: Western |

If this fails, ask Campus Administration staff for assistance

| Institute Laptop Set | Username: localuser, Password: knowing, Domain: (this computer) |
| TWC Connected Classroom computer (linked to Smart Board) | Username: \connect, Password: password, Domain: (this computer) |

ACCESSING THE INTERNET

Staff and Educational desktop computers are connected via a network (blue/black) cable into the wall or desktop phone.

Institute laptops/netbooks can be connected via the network cable or through wireless (det.win) when on a TAFE site. Look for network TAFE-Western.

Institute laptops used off-site, need to use the local arrangements for internet connection.

Class Laptop set, make sure wireless on the computer is turned on – connect to either TAFE-Western or TAFE-guest wireless service.

Private Devices can access the internet via wireless (TAFE-guest) see the ‘connecting to the TAFE Western wireless service’ 2 user guide.

ACCESSING THE PORTAL

Username: john.smith4
Portal address: https://staff.det.nsw.edu.au
If prompted by server proxy1.det.nsw.edu.au enter john.smith4 and password twice

PORTAL LOOKS LIKE

In your portal you will access your emails, TAFE Western Intranet and many other software applications associated with the DEC. The Essentials section at the top is customisable so you can link to your most used applications. Other applications are available through links at the top and sides.
ACCESSING THE INTRANET

The TAFE Western Intranet site is the Internet homepage of all staff computers.

SMART Board and Connected Classroom computers have TAFE Western Internet site as the homepage – click on ‘Portal’ at the top of the screen OR type in http://witwww.tafensw.edu.au

Educational Laptops – go to TAFE Western Internet and then click on ‘Portal’ OR type in http://witwww.tafensw.edu.au

From Home

Portal

Go to TAFE Websites – Institute Intranets – TAFE NSW Western Institute Intranet
SOFTWARE APPLICATIONS

Moodle login: Username: john.smith4  Password, (some people have to go to portal to reset their password before working with moodle)
SharePoint login from home Username john.smith4@det Password
Adobe connect Username john.smith4@detnsw Password
Equella Username john.smith4 Password
Clams (through the portal) Username western\jsmith4 then jsmith4 Password
SD online (through portal) Username western\jsmith4 then jsmith4 Password
Wikispaces whatever you used when you created your account
SMS Central whatever you used when you created your account
LYNDA Training whatever you used when you created your account

TO RESET YOUR PASSWORD

Your password expires every two months so you need to keep it up to date.
If at any time you have trouble accessing the DEC network then reset your password, wait 5 minutes and then try again. If there are issues with the network, it could take longer.
To reset your password go to your portal and select ‘change password’ – follow the prompts.

If you are completely locked out contact helpdesk3 on (02) 6885 7555 or helpdesk.western@tafensw.edu.au
