

TAFE WESTERN

HELP WITH MOODLE USERNAME AND PASSWORD

Accessing Moodle with your DEC username and password

You will need an active DEC (Department of Education and Communities) username and password to access Moodle.

Where to find your username and password

Your DEC username and password are provided for you on your printed receipt. When you first receive your DEC username it is a good idea to re-set your password through your student portal to something you can remember.

Instructions for learning how to change your password are on page 2 of this document.

I have lost my password

Once you have set up your secret questions and answers you can reset your password through your DEC student portal at <https://student.det.nsw.edu.au>

Instructions for setting your secret questions and answers are on page 3 of this document.

I don't have my DEC username and password

If for some reason you don't have your DEC username and password try these solutions:

1. Ask your teacher to reset your password using the EMU (Educational Management Utility) found in the applications tab of their DEC portal.
2. Ask the front office staff at your College to reset your password.
3. Ask a Librarian to reset your password.

Once you have your username and password make sure you store it in a safe place.

I think there is a problem

In the first instance speak to your teacher - they will refer you to Student Support Services if they cannot resolve your access issue.

Be aware, your student password expires every 90 days so you need to update it through your portal regularly.

Disclaimer

TAFE NSW makes every effort to ensure that its network environment is safe and secure, but takes no responsibility for the configuration or security of privately owned devices. Staff and students of TAFE who use privately owned devices to access the TAFE network do so at their own risk

Change password

You can change your password at any time to something different. Click the **Help** button to get tips on choosing a new password.

The screenshot shows a web form titled "Change password and secret question". The form has a close button (X) in the top right corner. It contains the following fields and buttons:

- Your current password:** A text input field with a callout box pointing to it: "1. Enter the password you are now using."
- Your new password:** A text input field with a callout box pointing to it: "2. Enter your new password. It must be at least 4 characters."
- New password (again):** A text input field with a callout box pointing to it: "3. Repeat your password."
- Set your secret questions:** A section with a "Close" button and an "OK" button. A callout box points to the "OK" button: "4. Click OK. You will get a message, 'Your password has been changed successfully.'"
- A "Close" button at the bottom left with a callout box: "5. Click the Close button to return to the portal."
- A "Help" button at the bottom right with a callout box: "6. Click here to set or change your secret question and answer."

REMEMBER - you must type a password exactly the same way every time you log in. For example, if you choose "Britney8" as your password, with a capital 'B' at the start, you must always type it in the same way - you cannot type it as "britney8" with a small 'b'.
Don't tell anyone in your class what your password is. If you do, they could log in under your name and read your emails.



Secret questions and answers (optional)

It is a good idea to set a secret question and answer. If you forget your password, answering your secret question correctly will allow you to reset your password so you can login with a new password. Or you can ask your teacher to reset your password for you.

Click the **Help** button to get tips on choosing a new secret question and answer.

1. You must have your password entered here.

Change password and secret question (optional)

You can set up three Secret Question and Answer combinations if you want to be able to reset your DET password yourself.

Your password

Your current password:

2. Select from these questions.

Your first secret question

Select a question:

Select a question

- Who is your most memorable villain?
- Who is your favourite sportsperson?
- Who is your favourite historical character?
- Who is your favourite artist or musician?
- Who is your favourite actor?
- Who is your favourite fictional character?
- What would your superhero be?
- What was your grandfather's occupation?
- What was the name of your second grade teacher?
- What was the name of your first stuffed toy?
- What time were you born (HH:MM)?
- What street did you live on in third grade?

Your answer

(4 to 32 numbers or letters)

Your answer (again)

(4 to 32 numbers or letters)

3. Repeat for your second and third secret questions.

Your second secret question

Select a question:

Select a question

Your answer

4. Type your answer here and here. The answer must be between 4 characters and 32 characters.

Your third secret question

Select a question:

Select a question

Your answer

(4 to 32 numbers or letters)

Your answer (again)

(4 to 32 numbers or letters)

5. Click OK.

