

USERNAME AND PASSWORDS

A Guide for TAFE Western Staff

TAFE Western username and passwords

Some of the observed login protocols for our systems

- To gain access to the TAFE Western network you must have an employee number
- Once you have an employee number, 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
Teacher with a School profile	Username: john.smith4@detnsw, Password
Educational Computer (in a computer classroom)	Option 1: Username and password (listed in classroom) Domain: Western Option 2: Username: jsmith4, Password
If this fails, ask Campus Administration staff for assistance	
Institute Laptop	Option 1: Username: jsmith4, Password (If you have previously logged onto the laptop whilst connected to the TAFE network) Option 2: Username: localuser, Password: knowing
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.

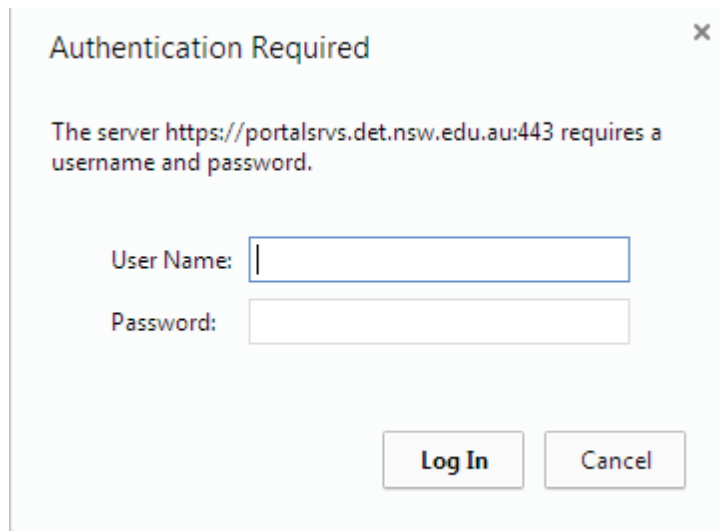
Private Devices can access the internet via wireless (TAFE-guest) see the [‘connecting to the TAFE Western wireless service’ user guide](#).

Accessing the portal outside of DEC

Username: john.smith4

Portal address: <https://staff.det.nsw.edu.au>

If prompted by server proxy1.det.nsw.edu.au enter jsmith4 and password twice



Authentication Required

The server <https://portalsrvs.det.nsw.edu.au:443> requires a username and password.

User Name:

Password:

Log In Cancel

What the Portal looks like

The screenshot displays the DEC insight portal interface. At the top left is the 'DEC insight' logo. A navigation menu includes 'Home', 'School administration', 'Department resources', 'A-Z of DEC', 'TAFE & community education Policies & procedures', 'Curriculum resources', 'The Buzz', and 'Employee essentials'. A user profile for 'Fiona Watts' is shown with options to 'Update your profile', 'Change password', and 'Logout'.

The main section is titled 'Essentials' and contains a grid of application icons such as Staff mail, SAP PORTAL (NEW), TAFE SALM ebs Agent, TAFE SALM ebs Client, Moodle 2, EQUELLA, ICT service desk, Policies and procedures, ASQA - Australian Skills, Bridgit, EMU, Google, Learning systems, NLT Wikispaces, eCommunities, Western Intranet, CIDO - Course Information, SkillsLocker, A-Z DEC, TAFE Staff e-services, Premier's Reading, Internet Filtering - Web Filter, TAFE WIT Learner Portal, Lynda Training, Sharepoint, and an 'Add more' button.

Below the Essentials grid are tabs for 'My applications', 'My websites', 'My training', 'My learning tools', and 'Add tab'. The lower section features several widgets: 'Employment - TAFE' with links to advertised positions, Jobs@TAFE, pay and leave, TAFE Gazette, and Working for NSW; 'Policies and procedures' with a search box and filters; 'My files' with links to U Drive, Shared Drive, Oclandi Drive, and dropbox; 'TAFE websites' with links to intranets, websites, and portfolios; 'Staff directory' with a search box; and 'DEC LATEST' with articles on 'Accessibility' and 'Mandatory anaphylaxis e-learning'.

In your portal you will access your emails, SAP, EBS, iPlan, TAFE Western Intranet (see overleaf) 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 homepage of all staff computers.

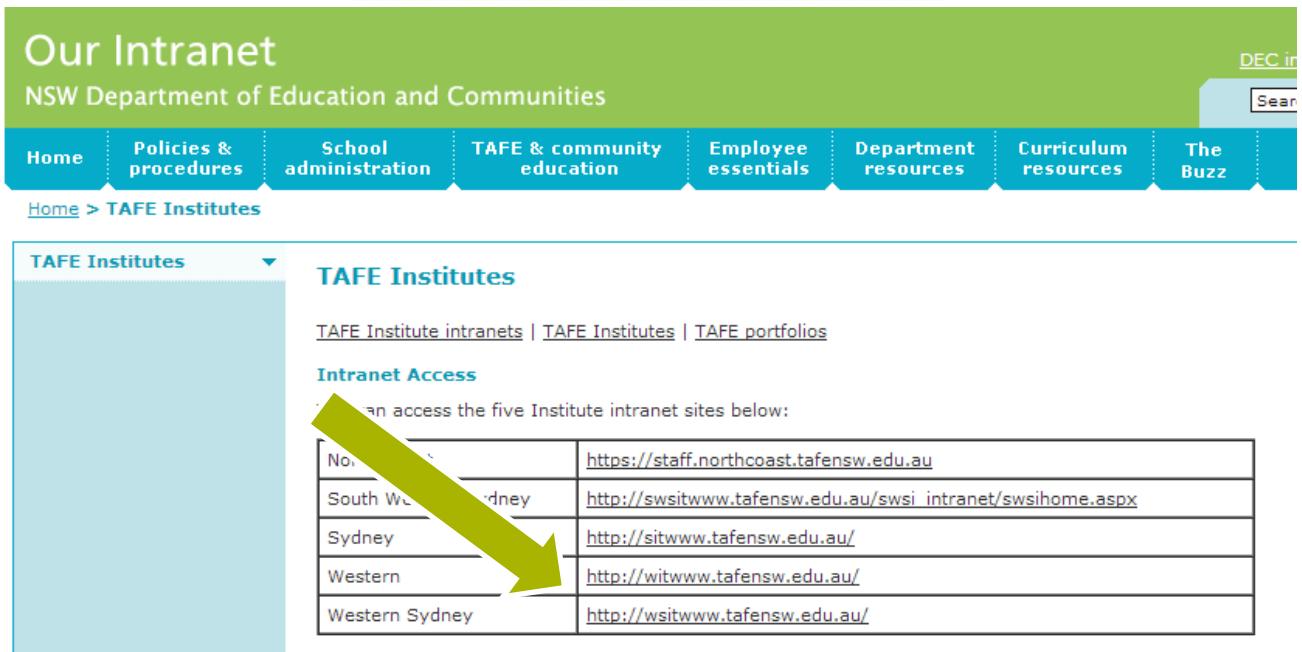
SMART Board and Connected Classroom computers have the TAFE Western **Internet** site as the homepage click on 'Portal' at the top of the screen to progress.

Educational Laptops – go to TAFE Western **Internet** and then click on 'Portal' at the top of the screen to progress.

Accessing the Intranet from home

Go to your portal at <https://sso.det.nsw.edu.au/sso/UI/Login> or via the TAFE Western webpage

Go to TAFE Websites – **Institute Intranets** – TAFE NSW Western Institute Intranet.

Our Intranet
NSW Department of Education and Communities

Home | Policies & procedures | School administration | TAFE & community education | Employee essentials | Department resources | Curriculum resources | The Buzz

Home > TAFE Institutes

TAFE Institutes

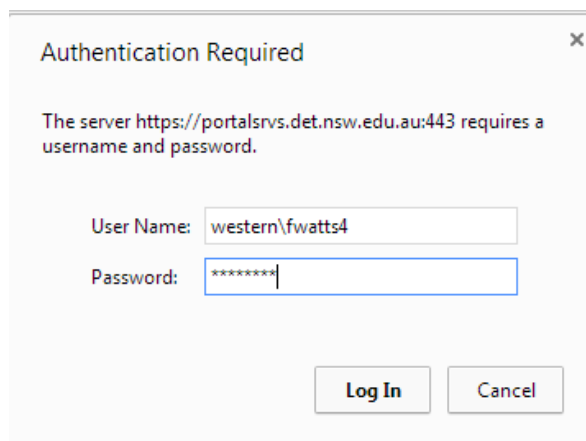
TAFE Institute intranets | TAFE Institutes | TAFE portfolios

Intranet Access

You can access the five Institute intranet sites below:

North Coast	https://staff.northcoast.tafensw.edu.au
South Western Sydney	http://swsitwww.tafensw.edu.au/swsi_intranet/swsihome.aspx
Sydney	http://sitwww.tafensw.edu.au/
Western	http://witwww.tafensw.edu.au/
Western Sydney	http://wsitwww.tafensw.edu.au/

You will be prompted to enter western\jsmith4 Password



Authentication Required

The server <https://portalsrvs.det.nsw.edu.au:443> requires a username and password.

User Name:

Password:

Software applications

Portal login	Username: john.smith4, Password
Moodle login	Username: john.smith4, Password
SharePoint login	western\jsmith4, Password (you will be prompted to enter this twice)
Adobe connect	Username john.smith4@detnsw, Password
Skills Locker	Username john.smith4, Password
Equella	Username john.smith4, Password
CLAMS	(through 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
LYNDA Training	whatever you used when you created your account if you do not have a LYNDA account you can Request a logon and set up your online account here
TAFE eCommunities	Username john.smith4, Password

To reset your password

Your password expires every two months so you need to keep it up to date.

To reset your password go to your **PORTAL** and select 'Change password' – follow the prompts



If you are completely locked out contact the ICT service desk (02) 6885 7555 (option 4) or email servicedesk.western@tafensw.edu.au