

# 2019 CHSC Student @ CHEC

## Technology Access Information Sheet

HINT: TAKE A PHOTO OF THIS PAGE WITH YOUR PHONE OR KEEP IN YOUR WALLET/PURSE

### Student Computer Accounts

Generally within 48 hours of attending your first day at CHSC, you will be able to access the computer resources at the Coffs Harbour Education Campus. There are two main computer accounts you require to be able to login (they have SEPARATE usernames/passwords):

1. CHEC Lab Login Account (1<sup>st</sup> login for on-campus lab computers + print/copy/scan)
2. DOE Login Account (2<sup>nd</sup> login for Internet/Email/WiFi/Student Portal/Style)

#### 1. CHEC Lab Login/Account

Username: \_\_\_\_\_ Password: \_\_\_\_\_

To access the computer lab, library and SLC facilities.

 NOTE: THIS IS THE **FIRST** LOGIN BOX THAT YOU WILL BE PRESENTED WITH ON-CAMPUS COMPUTERS/PRINTERS.



Username = first initial of your first name + first five characters of your surname + the number 700  
e.g. John Smithville is jsmith700 or John Fox jfox700

NOTE: If you are the 2<sup>nd</sup> student with the same name then your number will increase by one eg. Jane Smith jsmith701, etc

Initial Password = your 8 digit DOB (ddmmyyyy)

#### 2. DOE Account

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Email Address:  
Internet in Labs & WiFi:

} @education.nsw.gov.au  
} @detnsw (see page 2)

 NOTE: IF YOU PREVIOUSLY ATTENDED A GOVERNMENT SCHOOL, THIS IS THE SAME. IF YOU ATTENDED A NON-GOVERNMENT SCHOOL, YOU WILL NEED THIS TO BE RESET BY A STAFF MEMBER.



To access the Internet/Email/WiFi/Student Portal/Style

## How To Login To On-Campus Computers @ CHEC

1. Type in your **CHEC Lab Login Account** details (see page 1)  
eg jsmith700
2. Click on **arrow** button

### **Sign Out (Log Off)**

1. Make sure all programs and windows are closed
2. Hold CTRL + ALT + DELETE on the keyboard
3. Click on the **Sign Out** option
4. Wait until the screen appears with the date & time before leaving the computer  
*(This ensures that it has logged off correctly and you can login to another computer)*



### Wireless (WiFi)

To connect to **free** on-campus WiFi;

#### LAPTOP

1. Connect to **DETNSW**
2. Enter the following:  
Username: Enter your DOE Account Username (see page 1) with @detnsw  
Password: Enter your DOE Account Password
3. Click on Connect

#### MOBILE DEVICE

1. Go to Settings, Tap on Wi-Fi, switch Wi-Fi ON and choose DETNSW
2. Enter the following:
  - Phase-2 authentication: Select MSCHAPV2
  - Identity: Enter your DOE Account Username (eg john.smithville1@detnsw)
  - Password: Enter your DOE Account Password
3. Tap Connect
4. Tap and hold DETNSW and select Modify Network
5. Proxy Setting:
  - Tick Show Advanced Options
  - Proxy = Manual
  - Proxy Hostname = proxy.det.nsw.edu.au Proxy Port = 8080



1. Go to Settings
2. Tap on Wi-Fi
3. Switch Wi-Fi ON and choose DETNSW
4. Enter your DOE Login Account Username & Password  
eg. john.smithville1@detnsw
5. Tap Join button
6. Click Accept/Trust
7. Tap on the blue ⓘ
8. Scroll to be bottom, under HTTP PROXY select Automatic
9. Tap <WiFi



## You may need to power off & on the device & try again  
##

## Student Email

From the Student Portal (<https://sso.det.nsw.edu.au/sso/UI/Login>), click on the Email link (top right corner).

**What is my email address?** It is your DOE Login Account followed by @education.nsw.gov.au  
eg [john.smithville1@education.nsw.gov.au](mailto:john.smithville1@education.nsw.gov.au) sha.a

## DOE Student Portal

The Student Portal allows you set up your timetable. It also allows you to access your student email, links to both Microsoft 365 and Google Drive. You are also able to access downloads available free from Adobe.

## Stile

Access your online classroom and learning materials.

Sign in with Microsoft using your DOE email account ie [john.smithville1@education.nsw.gov.au](mailto:john.smithville1@education.nsw.gov.au) This will then take you back to the DOE portal to enter your DOE username and password.



Log in

school email

password

[Lost username/password](#)

Extra class access codes will be provided by your teacher.

## CHSC Student Portal

If you go to [students.seniorcollege.com.au](http://students.seniorcollege.com.au), you are able to sign in to the college student portal using your DOE username and password. From here you will have access to your college timetable, daily notices and reports when published.

The image is a screenshot of the Coffs Harbour Senior College Student and Parent Portal login page. It features the college's logo at the top, followed by the text 'Coffs Harbour Senior College Student and Parent Portal'. Below this, there is a prompt 'Please enter your username and password below' and two input fields for 'Username' and 'Password'. A 'Sign in' button is positioned below the password field, and a 'Forgot Password?' link is located at the bottom right of the login area. The page is framed by an orange border and has the 'CENTRAL EDUCATION' logo at the bottom.

## Microsoft Office For Home

Enrolled DOE students can access **free** Microsoft Office for personal/home use on their own personal devices (up to 5 devices tablets & laptops).

- Sign in to OneDrive <https://onedrive.live.com/about/en-us/signin/> using your DOE email address
- You will be taken through verification process you will be asked to provide your DOE username and password
- Then you will be able to download & install the software.

## Technology Service Desk

Location: E.G.19 (Under Library – Student Learning Centre)  
Phone: 02 6659 3080  
Email: [coffs.servicedesk@scu.edu.au](mailto:coffs.servicedesk@scu.edu.au)  
Hours: Monday to Friday – 8:00am to 5:00pm (Support Officer Available)  
Monday to Friday – 7:30am to 7:00pm (Centre Access)  
CLOSED – Public Holidays & Christmas to New Year



The Service Desk provide support for various technologies and computer systems whilst also having a wide range of portable equipment available for loan. For more information about loan equipment, please visit <http://chec.scu.edu.au/index.php/44>

## Computer Labs

The labs are located on the first two levels of A2 Block (timetables are on each door). There are also computers in the Library + E.G19 (under Library) in E1 Block.

- You can book study rooms in the Library (<http://libcal.scu.edu.au/>)

### **A Block Computer Lab Hours**

7:30am – 5:00pm            Monday to Friday  
5:00pm – 11:00pm        Monday to Friday via swipe card  
8:00am – 5:00pm        Saturday & Sunday via swipe card

- Ensure you organise swipe card (after-hours) access to the computer labs.
- Application forms are available from the Service Desk (E.G.19)  
You will need to complete one of these forms at the beginning of each year.
- The after-hours labs are A.G.6-A.G.8.

### **Lab Software**

A full listing is available from <http://checit.scu.edu.au> > Computer Labs and Locations > Lab Software

### **Print/Copy/Scan**

To be able to print/copy/scan you will need to do the following first:

1. Obtain a CHEC student ID card from Admin
2. Login to a CHEC Lab Computer (A2/E1 Block) & if prompted, change the password
3. Register card at the printer/copier username = student\xxxxx700 – CHEC Lab Account (see page 1)
4. Add credit to your print card @
  - a. Equitrac Pay Station (Library), a change machine is also available at this location
  - b. From on-campus computers (A2/E1 Block) go to “Add Print Credit” (desktop shortcut) (PayPal/Credit or Debit Card \$5 to \$50) – CHEC Lab Account (see page 1)



Printing:            Select FollowYou printer queue and release/collect your printing **within 3 hours**

Instructions:        Detailed instructions are available at the locations

Locations:            A.G.5-8 Foyer, A.G.9-12 Foyer, Outside A.1.24 and Library 1st + 2nd Floor, E.G.19

Cost Per Page:      A4 B&W \$0.09, A4 Duplex B&W \$0.16, A4 Colour \$0.60, A4 Duplex Colour \$0.90

More Info:            <http://checit.scu.edu.au> > Print/Copy/Scan

## Other Information

- Loan Laptops and other IT equipment – available for short term loan from the Service Desk
- Backup – store your files in at least two separate locations i.e. U drive, USB device or Cloud storage
- USB Devices – please note that these devices can corrupt easily. Saving assignments only to these devices is not a recommended practice. Please return any lost USB devices to Service Desk in E.G.19