2024 CHSC Student @ CHEC
Technology Access Information Sheet

UPDATED: JANUARY 2024

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 Login Account (1st login for on-campus lab computers + print/copy/scan + DOE Internet To Edge Portal)
2. DOE Login Account (Proxy Login/Email/WiFi/Student Portal/Stile)

1. CHEC Login Account

Username: _____   Password:_____

To access the computer lab facilities, including printers/photocopiers & http://printpay.scu.edu.au website, you have an on-campus password.

✏ NOTE: THIS IS THE **FIRST** LOGIN BOX THAT YOU WILL BE PRESENTED WITH ON-CAMPUS COMPUTERS/PRINTERS PLUS 2ND LOGIN ON WiFi
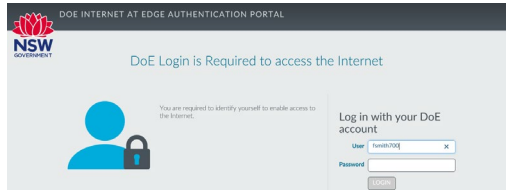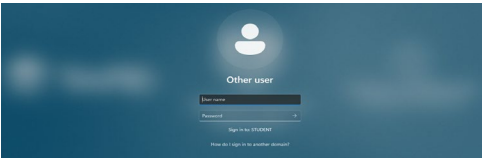
Username = first initial of your first name + first five characters of your surname + the number 700
e.g. John Smithville is jsmith700 or John Fox jfox700

NOTE: If you are the 2nd 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

To access the Proxy Internet/Email/WiFi/Student Portal/Stile

Username:_____   Password: _____

Email Address: @education.nsw.gov.au

Internet in Labs (Proxy) & 1st Login WiFi: @detnsw (see page 2)

✏ NOTE: ONLY YOUR PASSWORD IS CASE SENSITIVE

✏ 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.

How To Login To On-Campus Computers @ CHEC

✎ NOTE: YOU'LL NEED TO PERFORM THIS ON EACH COMPUTER YOU USE AT CHEC
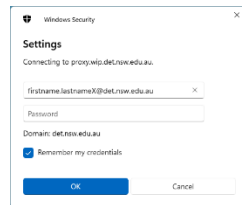
1. Type in your **CHEC Lab Login Account** details, e.g. jsmith700
2. Click on the **arrow** button
3. <u>FIRSTLY,</u> click on Search 🔍, type anything ◄
4. Login with **firstname.lastname@detnsw** for username & password
   (same as Stile, Student Portal, Email)
5. After this, you can then use any application, e.g. Chrome

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)

> You can also go to:
> Open Windows Credentials
> Click "Add a Windows credential"
> Type proxy.wip.det.nsw.edu.au
> **Go to Step 4**

Wireless (WiFi)

To connect to **<u>free</u>** on-campus WiFi;

<u>WINDOWS LAPTOP</u>

1. Connect to DETNSW
2. Username: Enter your DOE Account Username (firstname.lastnameX@detnsw)
   Password: Enter your DOE Account Password
3. Click on Connect
4. Launch a web browser, go to http://detnsw.net
5. Login using your CHEC username and Password (e.g. fsmith700)

<u>MACINTOSH LAPTOP</u>

1. Choose Apple menu > System Preferences and then select Network
2. Join DETNSW
3. Enter your DoE portal credentials (firstname.lastnameX@detnsw) and Select "Join"
4. Click on "Continue" when the authentication prompt appears
5. Enter the local administrator username and Password and click on "Update Settings"
6. Select "OK/Apply" the setup is now complete
7. Launch a web browser, go to http://detnsw.net
8. Login using your CHEC username and Password (e.g. fsmith700)

<u>MOBILE DEVICE</u>

1. Go to Settings, Tap on Wi-Fi, choose DETNSW
2. Enter the following:
   • Phase-2 authentication: Select MSCHAPV2
   • Identity: Enter your DOE Account Username
     (e.g. john.smithville1@detnsw)
   • Password: Enter your DOE Account Password
3. Tap Connect
4. Launch a web browser, go to http://detnsw.net
5. Login using your CHEC username and Password (e.g. fsmith700)

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
   e.g. john.smithville1@detnsw
5. Tap Join button
6. Click Accept/Trust
7. Launch a web browser, go to http://detnsw.net
8. Login using your CHEC username and Password (e.g. fsmith700)

✎ NOTE:

• YOU WOULD HAVE TO CHANGE YOUR CHEC LOGIN ACCOUNT FROM YOUR DOB TO SOMETHING BEFORE GOING TO http://detnsw.net
• IF YOU CAN'T BROWSE THE INTERNET CLOSE YOUR BROWSER AND LOGIN TO http://detnsw.net AGAIN
• IF YOU ARE USING <u>CHROME</u> AND LOGIN DOESN'T APPEAR OPEN EDGE/SAFARI LOGIN, THEN CHROME
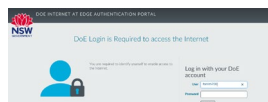
Student Email

From the Student Portal (http://student.det.nsw.edu.au), click on the Email link (top right corner).

What is my email address? It is your DOE Login Account username followed by @education.nsw.gov.au e.g. john.smithville1@education.nsw.gov.au

DOE Student Portal

The Student Portal (http://student.det.nsw.edu.au), allows you to 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.

https://stileapp.com/login

Sign in with Microsoft using your DOE email account

ie john.smithville1@education.nsw.gov.au

This will then take you back to the DOE portal to enter your DOE username and password.

Extra class access codes will be provided by your teacher.

CHSC Student Portal

If you go to https://portal.education.nsw.gov.au/, you can 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.

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 the 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

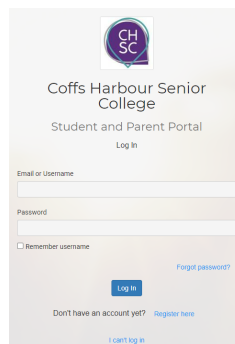The Technology Service Desk supports various technologies and computer systems while also having a wide range of portable equipment available for loan e.g. laptops, cameras, recorders and projectors.

Location: E.G.19 (Under Library – Student Learning Centre)

Phone: 02 6659 3080 (1800 111 890 ask for CHEC Service Desk)

Email: coffs.servicedesk@scu.edu.au

WebChat: scu.edu.au/tschsc

Hours: Support Officer Available: Monday to Friday 9:00am - 3:30pm

HOURS CAN BE SUBJECT TO CHANGE
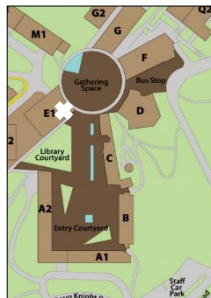
Centre Access: Monday to Friday 7:30am - 11:00pm*
*After 5:00pm requires a swipe card

Phone & WebChat Support: Monday to Friday 8:00am - 5:00pm

CLOSED – Public Holidays & Christmas to New Year

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.G.19 (under Library) in E1 Block.

* You can also book (http://libcal.scu.edu.au) a study room on Level 2 of the Library. These rooms have no permanent computers, but you can borrow a laptop from the Library desk. Each room has a wall-mounted monitor for connecting your own or Library laptops.

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 Technology 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.

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), min 20c + a change machine is 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

Other Information

- Loan Laptops – available for 48-hour loan from the Technology Service Desk/SLC
- 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 Tech Service Desk/SLC in E.G.19