

CATHOLIC EDUCATION COMMISSION NSW NETID GENERAL USERS

June 26, 2017

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1 Creating a New Account – personal details and selecting your organisation

Netid is a portal used to access a variety of applications hosted by CECNSW
 Assistance can be sought from itissues@cecnsw.catholic.edu.au

Try This Yourself:

- 1 Go to the netid website at <https://netid.cecnsw.catholic.edu.au> or to the CECNSW website and follow the link

Select **Create new account**

- 2 Enter your personal details.

NB you need to use the Calendar to enter your date of birth.

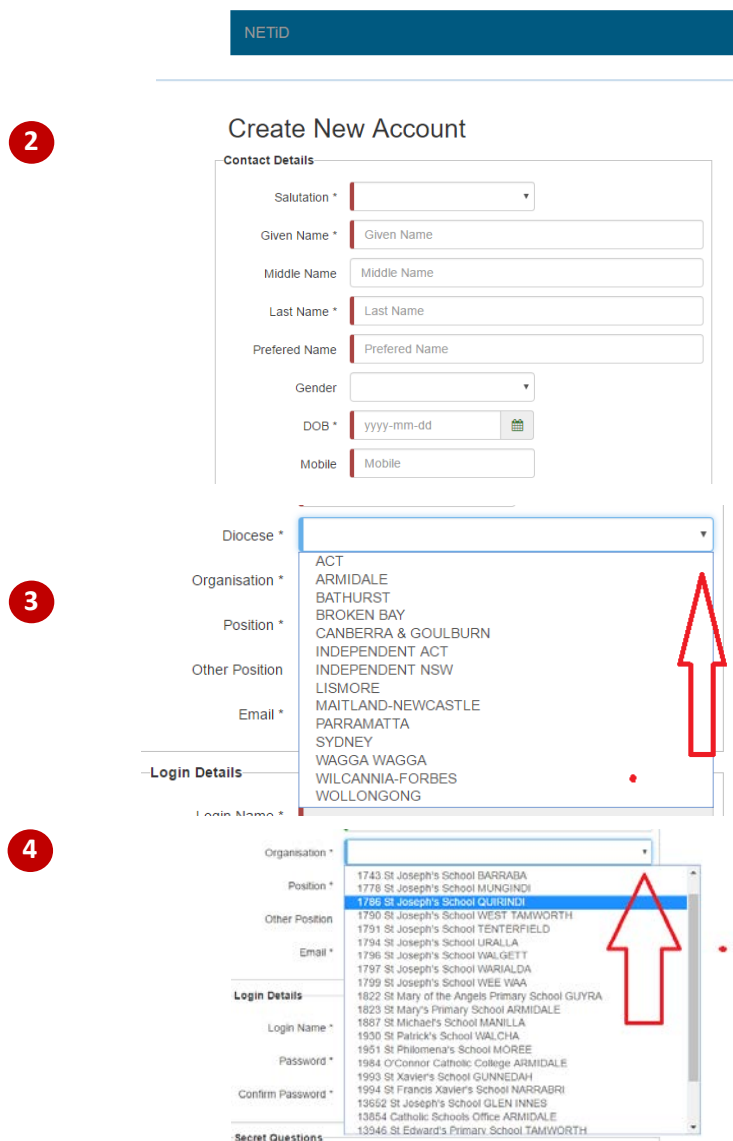
The application will validate at this stage to determine if an account with these details already exists. If you have an existing account, use the forgotten password feature to recover it.

- 3 Expand the Diocese selection by using the drop down arrow.

Select your Diocese

- 4 Once you have selected your Diocese – the schools and Head Office associated with that Diocese will load in external ID order.

Select your organisation



For Your Reference...

A red bar next to the heading indicates it needs to be completed.

A green bar next to the heading indicates it is complete

Handy to Know...

2 Creating a new account –position and password

A number of pre-defined positions have been entered for your selection. If your role is not displayed, use other.

Try This Yourself:

- 1 Use the drop down arrow next to Position and select an option.

If your position is not displayed select other and enter your title in the **Other Position** field

Enter your email address for this organisation.

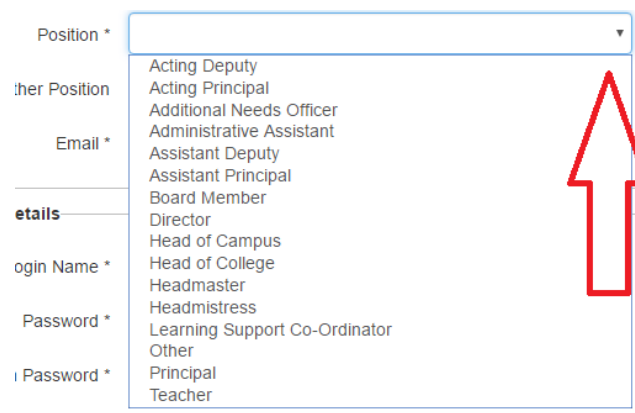
- 2 Your login name is determined by the application.
Enter a password

- 3 Select and answer three secret questions to enable you to retrieve your account if you forget your password.

You cannot answer these with your first or last name.

- 4 Accept the privacy statement

- 5 **Create Account**



Position *
Other Position
Email *
Details
Login Name *
Password *
Confirm Password *

- Acting Deputy
- Acting Principal
- Additional Needs Officer
- Administrative Assistant
- Assistant Deputy
- Assistant Principal
- Board Member
- Director
- Head of Campus
- Head of College
- Headmaster
- Headmistress
- Learning Support Co-Ordinator
- Other
- Principal
- Teacher

1

2

3

4

5

Login Details

Login Name *
Password * Password
Confirm Password * Confirm Password

Secret Questions

Question 1 *
Answer 1 * Answer to selected secret question 1
Question 2 *
Answer 2 * Answer to selected secret question 2
Question 3 *
Answer 3 * Answer to selected secret question 3

Privacy Statement

Applications accessed via the CECNSW NETID site may contain confidential information collected to promote the welfare and development of students enrolled by NSW Catholic schools. This information is only collected to the extent

I have read and accepted the above privacy statement.

Cancel Create Account

3 Login to an Existing Account

Try This Yourself:

- 1 Go to the netid login screen at <https://netid.cecnsw.catholic.edu.au> or access via the CECNSW website link
- 2 Enter your username and password And select **Login**
- 3 The landing page shows what applications you currently have access to.

If you have access to multiple organisations, the applications may differ from organisation to organisation, depending on what your Principal has provisioned you to access.

Use the drop down arrow at Organisation to toggle between schools.



1

NETiD Login

User name:

test teacher

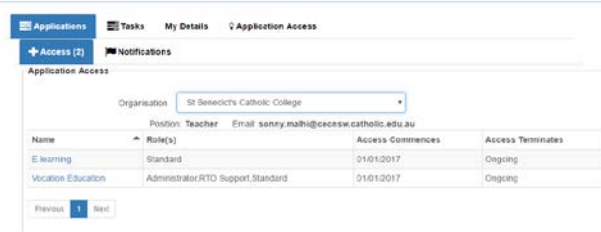
Password:

Login

Forgotten password

2

3



Name	Role(s)	Access Commences	Access Terminates
E-learning	Standard	01/01/2017	Ongoing
Vocational Education	Administrator RTO Support Standard	01/01/2017	Ongoing

For Your Reference...

If you cannot see an application in either your Applications list or the Application Access tab, then you have already requested it and it is waiting approval by your Principal.

4 Forgotten password

Try This Yourself:

1 Go to the netid login screen at <https://netid.cecnsw.catholic.edu.au> and click the **Forgotten password**

2 Enter your username. This is generally first.last but may include a numeral

3 Enter the answer to your first secret question. Please note any capitals as this must be entered exactly as shown on your account.

NB: Netid was upgraded in March 2017 and secret question answers were preset. If you cannot answer the secret questions, please contact itissues@cecnsw.catholic.edu.au for assistance

4 Enter your new password

NETID Login

User name:

Password:



Recover Credentials

Account Details

Login Name *

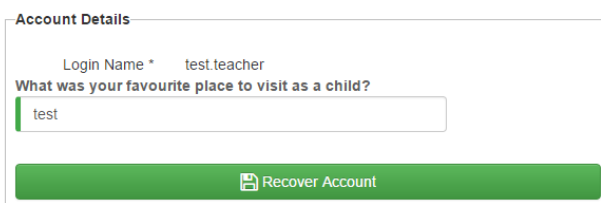


Recover Credentials

Account Details

Login Name * test.teacher

What was your favourite place to visit as a child?



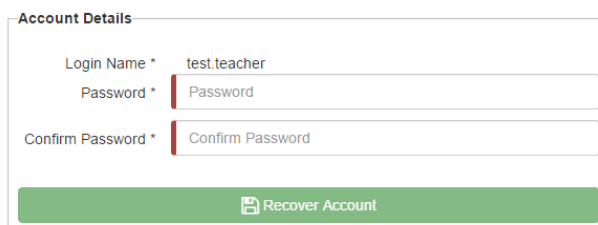
Recover Credentials

Account Details

Login Name * test.teacher

Password *

Confirm Password *



5 Requesting Access to an Application

Access to applications is by request.

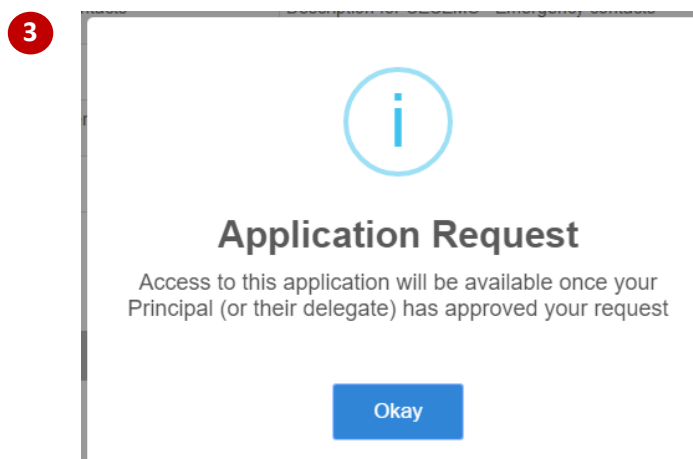
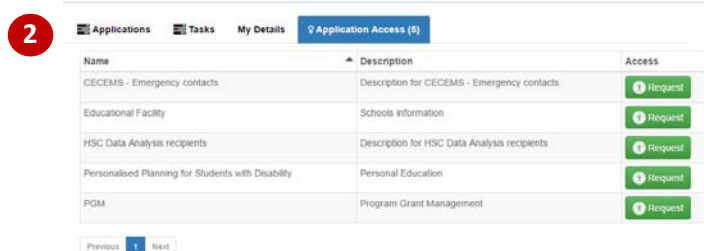
Try This Yourself:

1 On your landing page, select **Application Access**
Open your outlook calendar and create an appointment (as per usual)

2 A list of applications available for you to select is displayed.

Click the green **Request** icon

3 Once your Principal or their delegate has accepted your request, you will have access to the application you have selected.



For Your Reference...

You cannot request an application, until your Principal has accepted your account at their organisation

For Your Reference...

If you have access to more than one organisation, you will need to request application access at each of them