

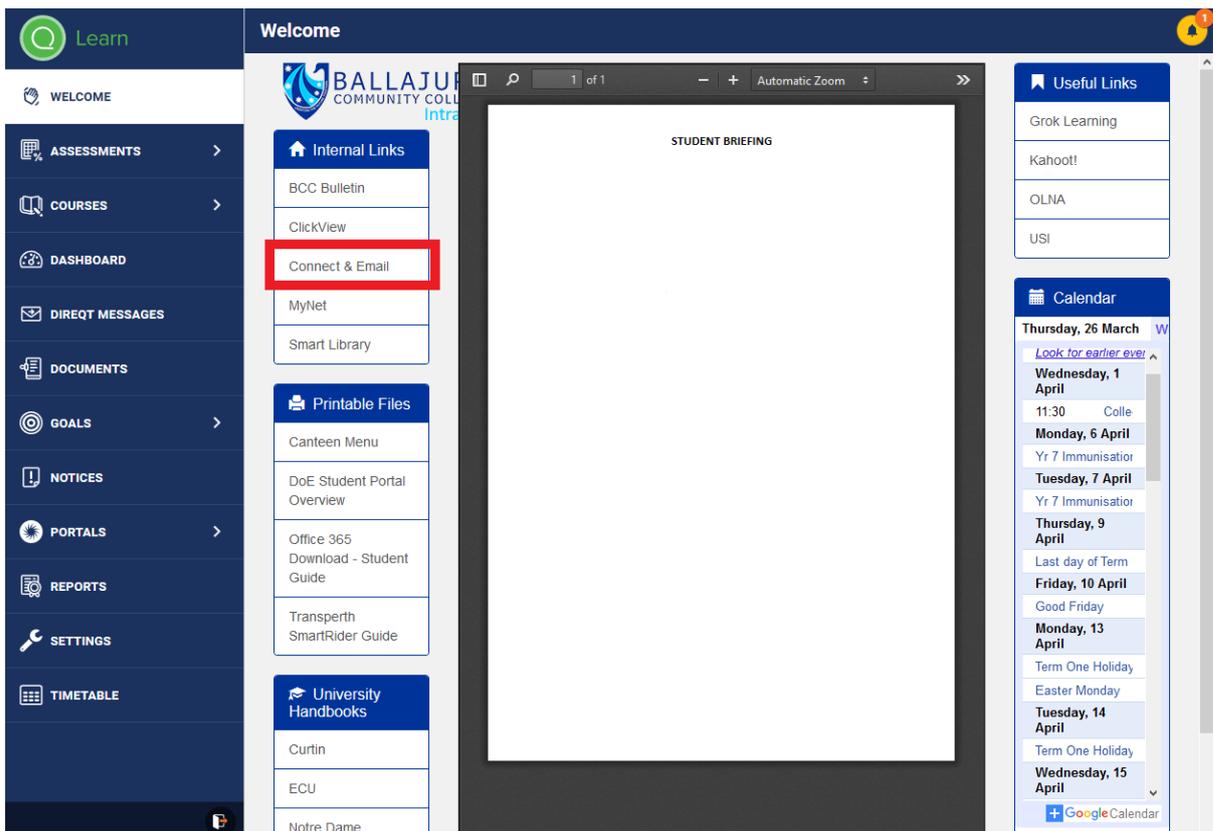
# Department of Education Portal- Student login guide

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## How to Log In

1. You can access the Department of Education (DoE) Portal & Email via <http://portal.det.wa.edu.au/> or SEQTA Learn. See image below.



2. Once there, enter your user name and password. Your user name is the **firstname.lastname** section of your DoE email address and the password is the **DoE Password**.

{Please note that all existing username and passwords for the DoE Portal have been reset for students. The new login details have been posted to your home and you should receive this by **Tuesday, April 7**. The details will look similar to the following.}

## Login Details

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**Student:** Jonny Example **Home Room:** 7A  
**DoE Password:** 12345678  
**DoE Email Address:** jonny.example@student.education.wa.edu.au

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In this example, the username is **jonny.example** and the password is **12345678**.

## Login Details

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**Student:** Jonny Example **Home Room:** 7A  
**DoE Password:** 12345678  
**DoE Email Address:** jonny.example@student.education.wa.edu.au

---

3. Enter these details onto the 'Sign In' page. You will be able to change this password if needed by following the instructions on page 5. *Contact your teacher/school if you have issues with this logon.*

Department of Education Single Sign-On

### Sign In

Enter your Single Sign-On user name and password to sign in

User Name: jonny.example

Password: 12345678

Remember Me

Services information. [Appropriate Use of Online](#)

[Forgot Your Password?](#) | [What is this?](#)

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

**Appropriate Use of Online Services**

All Departmental online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services at the [Our Policies website](#).

[Students Online Policy](#) | [Telecommunications Use Policy](#)  
[Parents/responsible persons - Appropriate Use](#)

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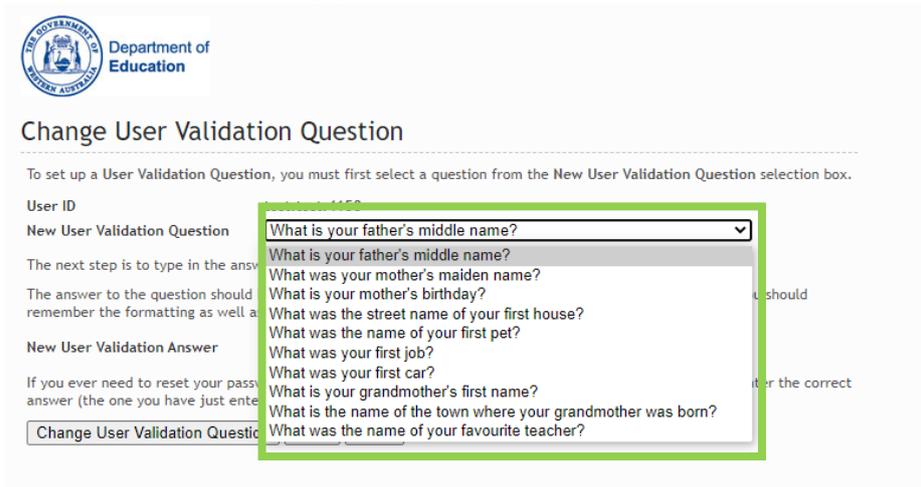
4. Make sure you have selected the check box and click "Login".

## How to set User Validation Question

1. Next set your “User Validation Question”. This will be used to help reset your DoE password in case you have forgotten it or have been locked out.
2. Click “Change User Validation Question”

3. You should be directed to the following page. Enter your User ID **firstname.lastname** only and current password and click next.

4. Select one of the following questions from the list.



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### Change User Validation Question

To set up a User Validation Question, you must first select a question from the New User Validation Question selection box.

User ID

New User Validation Question

The next step is to type in the answer to that question in the New User Validation Answer field.

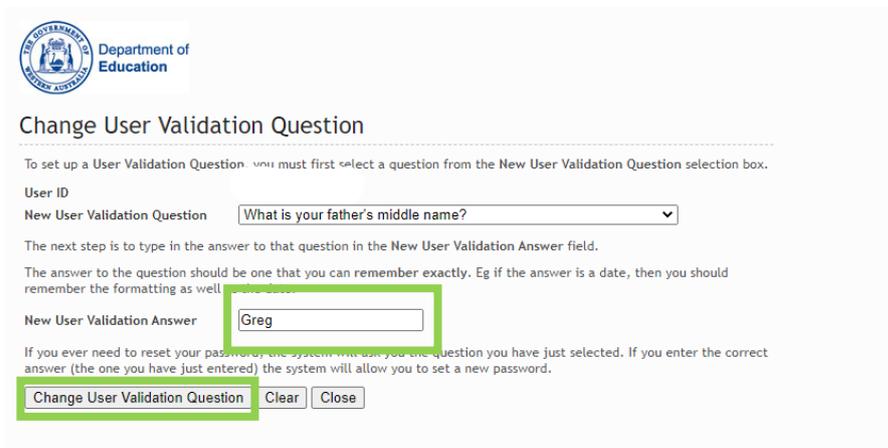
The answer to the question should be one that you can remember exactly. Eg if the answer is a date, then you should remember the formatting as well.

New User Validation Answer

If you ever need to reset your password, the system will ask you the question you have just selected. If you enter the correct answer (the one you have just entered) the system will allow you to set a new password.

- What is your father's middle name?
- What was your mother's maiden name?
- What is your mother's birthday?
- What was the street name of your first house?
- What was the name of your first pet?
- What was your first job?
- What was your first car?
- What is your grandmother's first name?
- What is the name of the town where your grandmother was born?
- What was the name of your favourite teacher?

5. Enter an answer in the “New User Validation Answer” box and click “Change User Validation Question”.



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### Change User Validation Question

To set up a User Validation Question, you must first select a question from the New User Validation Question selection box.

User ID

New User Validation Question

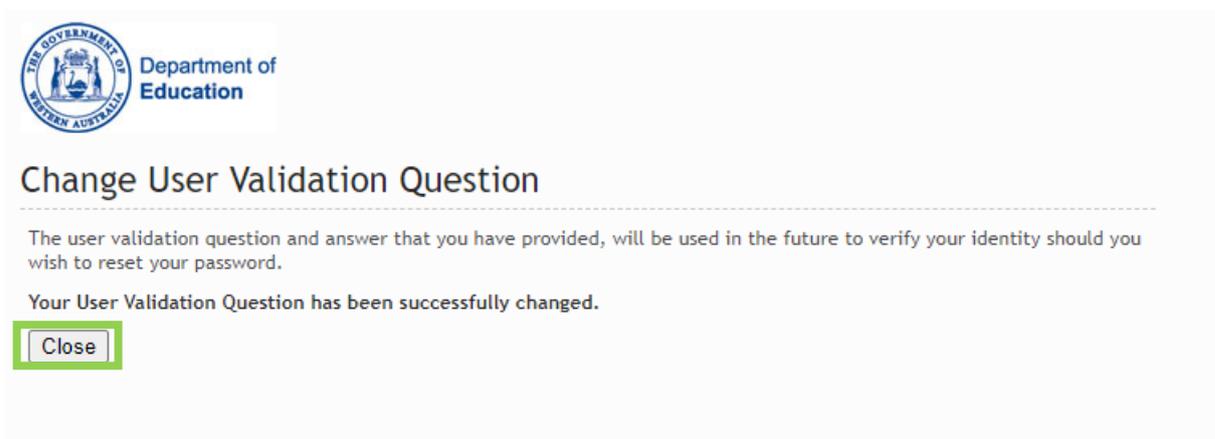
The next step is to type in the answer to that question in the New User Validation Answer field.

The answer to the question should be one that you can remember exactly. Eg if the answer is a date, then you should remember the formatting as well.

New User Validation Answer

If you ever need to reset your password, the system will ask you the question you have just selected. If you enter the correct answer (the one you have just entered) the system will allow you to set a new password.

6. You should now get the following screen, click “close”.



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### Change User Validation Question

The user validation question and answer that you have provided, will be used in the future to verify your identity should you wish to reset your password.

Your User Validation Question has been successfully changed.

## How to change a password

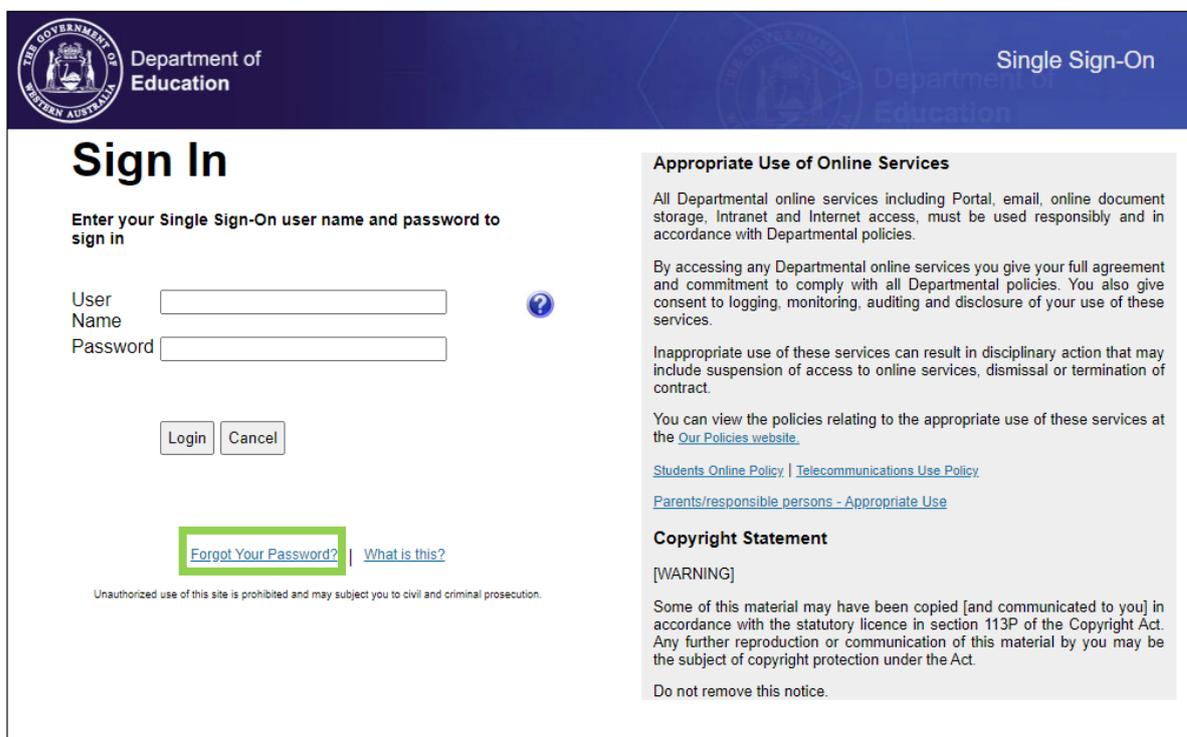
### Instructions: How to change a password

- Click the **Change Password** link in the Password Management portlet.
- In the **Change Password** screen enter the Student's User ID followed by the existing Password.
- Click the **Next** button.
- Type the new password.
- Confirm the new password by retyping.
- Click the **Change Password** button
- A confirmation message will be displayed.
- Click the **Close** button to return to the Portal.



## Forgot Your Password

1. To reset your password when you have forgotten it, click “Forgot Your Password?”



2. Enter your username (firstname.lastname) and click “next”.



3. Then enter the answer to your Validation Question and click “Next”.



The screenshot shows the 'Forgot Your Password' page for the Department of Education, Western Australia. The page includes the department's logo and name. Below the title, there is a instruction: 'Correctly answer the question below, then click Next.' The form contains the following fields:

- User ID: jonny.example
- User Validation Question: What is your father's middle name?
- User Validation Answer: Greg

At the bottom of the form, there are two buttons: 'Next' and 'Close'. The 'Next' button is highlighted with a green border.

4. Then create a new password following the minimum security requirements listed and click “Change Password”.



The screenshot shows the 'Forgot Your Password' page for the Department of Education, Western Australia. The page includes the department's logo and name. Below the title, there is a instruction: 'Please provide a new password below. Passwords must met the following minimum security requirements:'. The requirements are listed as follows:

- The password must contain at least 6 characters.
- The password must contain at least 1 digit.
- The password must contain at least 1 upper case character.
- The password must contain at least 1 lower case character.
- The password cannot contain your first name or last name.
- The password cannot contain your school or business unit name.
- You cannot use any of your previous 10 passwords.

The form contains the following fields:

- User ID: test-test-4158
- New Password: [Text Box]
- Confirm New Password: [Text Box]

At the bottom of the form, there are three buttons: 'Change Password', 'Clear', and 'Close'. The 'New Password' and 'Confirm New Password' fields are highlighted with a green border.

5. You will then get the following message on successful change. Click “Close”.



The screenshot shows the 'Forgot Your Password' page for the Department of Education, Western Australia. The page includes the department's logo and name. Below the title, there is a success message: 'Your password has now been successfully changed.' At the bottom of the message, there is a 'Close' button.