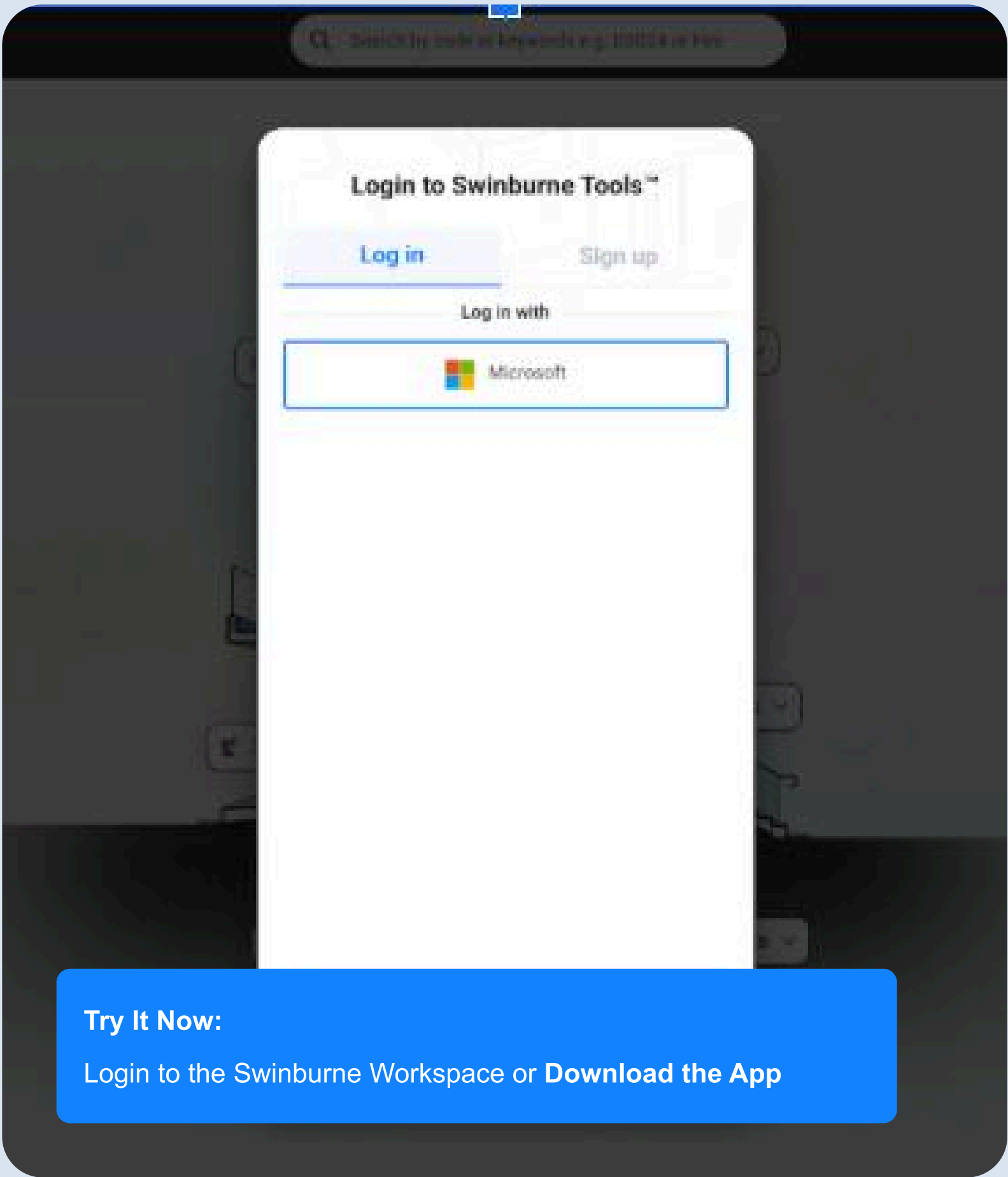


Competency 1: How To Access Tools™

This is a step-by-step guide for teachers logging into Tools™. Follow each instruction carefully to ensure a smooth login process. Let's get started!



1: Logging In

STEP 1:

Log in to the Swinburne workspace

LOG IN

This workspace is accessible to anyone with a Swinburne email address

- ✉ student.name@student.swin.edu.au
- ✉ teacher.name@swin.edu.au

OTHER LOG IN OPTIONS:

Log in using Microsoft

Smart Tip:

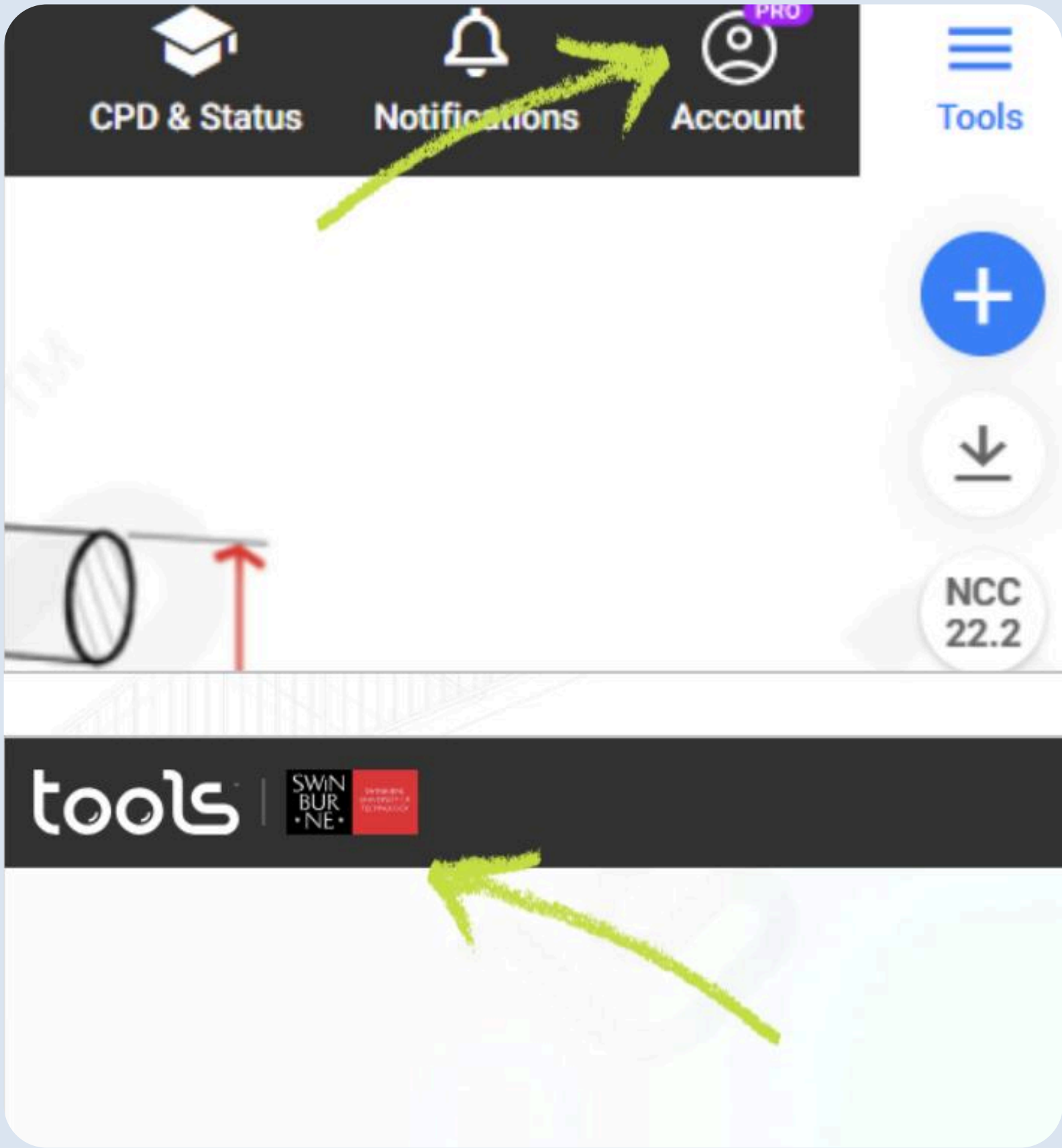
Download the mobile app - Search “building tools” on Google / Apple app stores. The **Web platform** has full functionality vs. the **mobile app**, which was designed mainly for viewing Tools.

2: Pro Access

- Teachers have PRO by default
- PRO enables access to All Tools & All Features
- After logging in, you should see;
 - ✓ Purple PRO badge (top-right)
 - ✓ Your organisation's logo (top-left)

Smart Tip:

Not in the right workspace? Go to swinburne.buildingtools.co



Competency 1 Achieved: You Have Logged In

Now it's time to unlock the full potential of Tools™. Use the following knowledge base resources and instructional videos to get familiar with the platform and start integrating its powerful features into your building management workflow. Whether you're sharing content, accessing code citations, or creating playlists, these guides will help you make the most of Tools™ from day one.