

# CATHOLIC EDUCATION COMMISSION NSW NETID GENERAL USERS

March 1, 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](mailto:itissues@cecnsw.catholic.edu.au)

## Try This Yourself:

- 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**

- Enter your personal details.

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

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

Select your Diocese

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

Select your organisation

1

NETID Login

User name:  
Your name is required

Password:  
Your password is required

Login

Forgotten password

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2

NETID

### Create New Account

Contact Details

Salutation \*  
Given Name \*  
Middle Name  
Last Name \*  
Preferred Name  
Gender  
DOB \*  
Mobile

3

Diocese \*

ACT  
ARMIDALE  
BATHURST  
BROKEN BAY  
CANBERRA & GOULBURN  
INDEPENDENT ACT  
INDEPENDENT NSW  
LISMORE  
MAITLAND-NEWCASTLE  
PARRAMATTA  
SYDNEY  
WAGGA WAGGA  
WILCANNIA-FORBES  
WOLLONGONG

4

Organisation \*

1743 St Joseph's School BARRABA  
1778 St Joseph's School MUNGINDI  
1786 St Joseph's School QUIRINDI  
1790 St Joseph's School WEST TAMWORTH  
1791 St Joseph's School TENTERFIELD  
1794 St Joseph's School URALLA  
1796 St Joseph's School VALGETT  
1797 St Joseph's School VARIALLA  
1799 St Joseph's School WEE WAA  
1822 St Mary of the Angels Primary School GUYRA  
1823 St Mary's Primary School ARMIDALE  
1887 St Michael's School MANILLA  
1930 St Patrick's School WALCHA  
1951 St Philomena's School MOREE  
1984 O'Connor Catholic College ARMIDALE  
1993 St Xavier's School GUNDEDAH  
1994 St Francis Xavier's School NARRABRI  
13652 St Joseph's School GLEN INNES  
13854 Catholic Schools Office ARMIDALE  
13946 St Edward's Primary School TAMWORTH

## 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:

- 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.

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

- Accept the privacy statement

- **Create Account**

1

Position \* 

Other Position

Email \*

Details


Login Name \*

Password \*


Confirm Password \*

3


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

4

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.

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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.



Catholic Education  
Commission NSW

NETID

Create new account

Login

#### NETiD Login

User name:

test.teacher

Password:

\*\*\*\*\*

Login

Forgotten password

Applications Tasks My Details Application Access

+ Access (2) Notifications

Application Access				
Organisation: St Benedict's Catholic College				
Position: Teacher Email: sonny.math@cecnsw.catholic.edu.au				
Name	Role(s)	Access Commences	Access Terminates	
E-learning	Standard	01/01/2017	Ongoing	
Vocation Education	Administrator, RTO Support, Standard	01/01/2017	Ongoing	

#### For Your Reference...

If you had a valid account prior to February 2017, we have ported your username and password into the new application.

## 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: If your account was ported from Netid V1.0 the answer to each question is your first name.

Please setup your own secret questions.

4 Enter your new password

### NETID Login

User name:

Password:

[Forgotten password](#)

### Recover Credentials

#### Account Details

Login Name \*

### Recover Credentials

#### Account Details

Login Name \*

What was your favourite place to visit as a child?

### Recover Credentials

#### Account Details

Login Name \*

Password \*

Confirm Password \*