CATHOLIC EDUCATION COMMISSION NSW
NETID GENERAL USERS

March 1, 2017

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1 Requesting Access to an Application

Access to applications is by request.

Try This Yourself:

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

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

  Click the green *Request* icon

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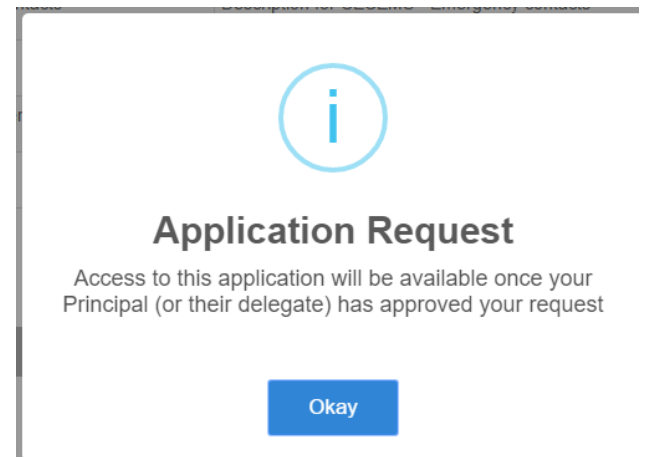

For Your Reference…

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

2 My Details – Edit name, password, secret question

PERSONAL DETAILS: You can edit a number of your account details on this screen

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Try This Yourself:

- Go to the *My Details* tab
  The account details are displayed but cannot be edited
  a. type of account
  b. Status – either active/inactive

- Use the green *Edit* button if you wish to change any of your contact details

- To Edit your password, use the Login Details section

- To reset your *Secret Questions* use the green *Edit* icon reset each question in turn.

1

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4

Applications   Tasks   My Details   Application Access

Personal Details   Organisational Details

Account Details
NETiD Account Type :   NETiDUser
Status :   Active

Contact Details
Salutation :   Ms
Given Name :   Test
Middle Name :
Last Name :   Teacher
Prefered Name :   Test Teacher
DOB :   01/01/2014
Mobile :   0400 000 000
Edit

Login Details
Login Name :   test.teacher
Password :   **********
Edit

Secret Questions
Question 1 :   What was your favourite place to visit as a child?
Answer 1 :   Test
Question 2 :   Who is your favourite actor, musician, or artist?
Answe 2 :   Test
Question 2 :   What street did you grow up on?
Answe 3 :   Test
Edit

For Your Reference…

If you had an existing account in February 2017, the answer to your secret questions is your first name

3   My Details – Organisation Details – add a new school

ORGANISATIONAL DETAILS: You can add another organisation to your existing account so that you have multiple schools, or you can change schools.

Try This Yourself:

- On the *My Details* tab, select *Organisational Details*

- Click on *Add Organisation*

- Using the arrows to expand each selection, choose your
  a. Diocese
  b. Organisation
  c. Position you will hold at the new organisation

  Enter your Email address

- You may be entering this information in anticipation of a move. If this is the case, enter the date you commence at the new organisation.

  If it is an Acting Position, enter the date range.

  Save

For Your Reference…

You must always have one valid organisation selected.
This means you cannot remove an organisation until you have added a new one.

For Your Reference…

If you have a termination date on your organisation, Netid will automatically remove that organisation from your account on that day.

This will only be effective if you have multiple organisations

4   Tasks and Notifications

Try This Yourself:

Go to *Tasks*
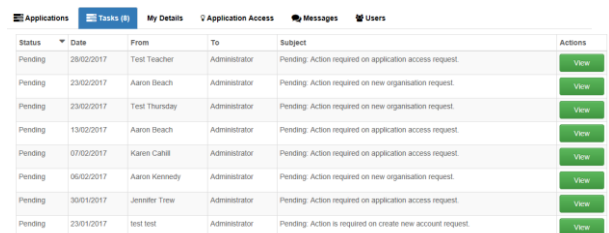This displays the requests you have made and the status of them.

Pending indicates it is still waiting action.

Notifications is found on the Applications Tab.
This will display messages from CECNSW in relation to the status of an application – ie if it is going to be offline for any period of time