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

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

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

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

④ Accept the privacy statement

⑤ *Create Account*

Position *

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

ther Position

Email *

etails

ogin Name *

Password *

Password *

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:

● Go to the netid login screen at https://netid.cecnsw.catholic.edu.au or access via the CECNSW website link

● Enter your username and password And select *Login*

● 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.

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:

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

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

● 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

1

NETiD Login

User name:
User name is required

Password:
Your password is required

Login

Forgotten password

2

Recover Credentials

Account Details

Login Name * User id   Find Account

3

Recover Credentials

Account Details

Login Name *   test.teacher
What was your favourite place to visit as a child?

test

Recover Account

4

Recover Credentials

Account Details

Login Name *   test.teacher
Password *   Password

Confirm Password *   Confirm Password

Recover Account