ACTIVATING YOUR STUDENTS ONLINE ACCOUNT

If you have not yet activated your NESA Students Online
account, follow these steps to do so.

1. Access the NESA website at https://educationstandards.nsw.edu.au/wps/portal/nesa/home or just search NESA on your preferred search engine and select the NESA homepage.
2. Click on 'Students Online' in the list on the very bottom of the NESA home page (under "Log in").
3. In the Login section on the right hand side of the page, click on 'Activate your account now'.
4. Enter your SCHOOL NAME, FULL NAME (as it appears on school records) and your DATE OF BIRTH.
5. Select a security question from the options and provide an answer to this question. Click 'Submit'. This security feature will be useful if you ever forget your password.
6. Write down your NESA number and check that your e-mail address is correct.
7. Open your school / department email and locate the email sent to you by NESA.
8. Open the activation link provided in the email.
9. Enter your NESA number (also posted outside A4) and you will be asked to create your own 6 digit pin. This can be in the form of numbers and/or letters.

Access your Students Online account at any time by going through the NESA website and the Students Online link on the right hand side of the page. Use your NESA number and PIN to gain access.

Use Students Online to:
- *Check Personal Details*
- *Check Enrolment Details*
- *Check Results*
- *Download your Personal HSC Timetable (available from Term 2)*
- *Change your email address (and other information).*

If at any time you notice that any of your personal, enrolment or results details are incorrect, see Mr Costa IMMEDIATELY.

If ANY of your details change at ANY time, you MUST see Mr Costa immediately. This includes address, phone number, name or courses.