

# Digital Solutions Guidebook

Student Network Information

**gotafe**

[gotafe.vic.edu.au](https://gotafe.vic.edu.au)

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## First Login – Usernames and Passwords

Before following any other steps in this guide, such as accessing your student email or the student Wi-Fi network you will be required to change your password. Follow these steps to get started:

When you enrol with GOTAFE, you receive a GOTAFE **Student Number (eg. 300012345)** and an email address. For this section you need this **Student Number**.

If you are a returning student, your password remains the same as it was previously. If you have forgotten your password, please proceed to Step 6.

1. Turn on a GOTAFE computer. If you are not in a computer lab, please ask your teacher where you can find an available computer.
2. At the login screen, enter your student number in the "User Name" field
3. In the password field, enter your password, your default initial password is made up of:
  - a. Your full surname (no hyphens, spaces or apostrophes). The first letter is capitalised.
  - b. The month of your birthday (3 characters – e.g. Jan, Oct, Mar, etc.). The first letter is capitalised.
  - c. The year of your birth as 4 digits (e.g. 2004)
  - d. For example, if your name is John Smith, and you were born in October 1998, your password would be:

**SmithOct1998**

4. If this is successful you will be prompted to change your password.
5. Your new password must:
  - a. Be at least 8 characters long
  - b. Contain uppercase, lower case, numbers and/or symbols.
  - c. NOT include your name
6. If you are still having problems logging in, please ask your teacher to contact Digital Solutions for assistance.

# Student Email

At GOTAFE all students are provided with an email account with which to communicate with teachers.

Your student email account is your student number, followed by **@student.gotafe.vic.edu.au**

**Example: 10020100@student.gotafe.vic.edu.au**

Your password can also be changed at first login if you are an off-campus student using the steps from Page 4. Please go from Step 3 onwards. (Note – You must use your student email address as the username on the office 365 portal as described below further down this page).

## On Campus or Off Campus

To access, just open an internet browser window and you should be at the Office365 portal. Alternatively, open your browser and go to <http://portal.office.com>

You may be prompted to provide further information. This is a way to secure your account and allow you to easily get back in if you have forgotten your password.

When prompted you can choose one of the following options:

1. Setup a recovery email address
  - a. This will involve you entering a personal email address, accessing it and entering the code that has been provided
2. Setup security questions
  - a. This is the easiest step if you do not have access to your personal email address now. You will choose a few security questions and provide some answers.

Once these steps are completed you can press finish and continue to the Office365 Portal.



From here click on the "Outlook" button. Follow the prompts and your email account will be setup.

# Student Email

## BYOD / Off Campus

Accessing your email while not on campus is very simple, provided you have set your username and password on a GOTAFE computer.

1. Open your internet browser and go to <http://portal.office.com>
2. Enter your full GOTAFE email address

**NOTE:** This is different from your GOTAFE computer login and looks like this:

**[studentnumber@student.gotafe.vic.edu.au](mailto:studentnumber@student.gotafe.vic.edu.au)**

3. Click next, then enter your password and you will be shown the Office 365 Portal Page.



4. Click on "Outlook" and follow the prompts if required.

## Email Password Resets

If you've forgotten your password, you can go to the following link to reset your password.

You can only do a password reset if you've setup a recovery email address or security questions.

**<http://passwordreset.microsoftonline.com>**

The below screen is the password reset page. Input your Office365 email address along with the capture characters. Then press "Next" to continue.

### Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

**Next** Cancel

# Office 365

As well as email, all students can use web versions of Office. When at home, you can also install a copy of the Office Suite on your own PC which includes Word, Excel, Powerpoint and OneDrive.

## On Campus

While on a GOTAFE computer, all Office Products are installed and can be accessed through the start menu (Windows icon on the lower left of your screen).

If you are using a BYOD device, or are Off Campus, please follow the instructions in the next section.

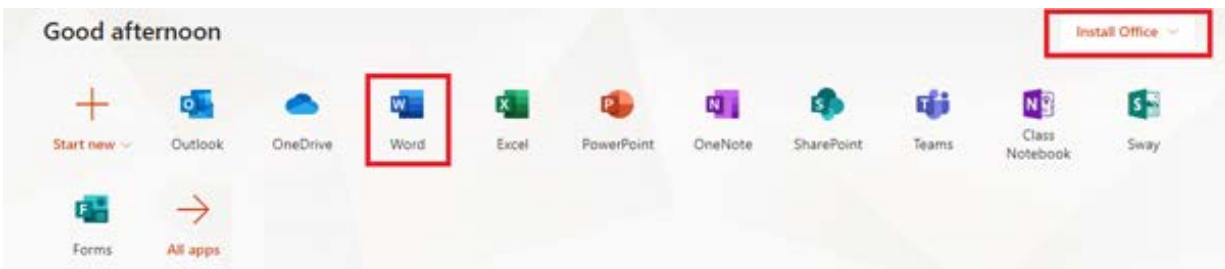
## BYOD / Off Campus

To access or install Word and the office suite of products from home:

1. Open your internet browser and go to <https://portal.office365.com>
2. Login using your student email address and password

**e.g. studentnumber@student.gotafe.vic.edu.au**

3. You should now be shown the Office 365 Portal. In the top right-hand corner, click "Install" if you would like to install Office to your computer, or the name of the app if you would like to use the Web Version.



4. If you've chosen to Install Office, then a file will download. Run this, follow the prompts and you will now be able to access the full Office Suite on your own device.

# Office 365

## OneDrive

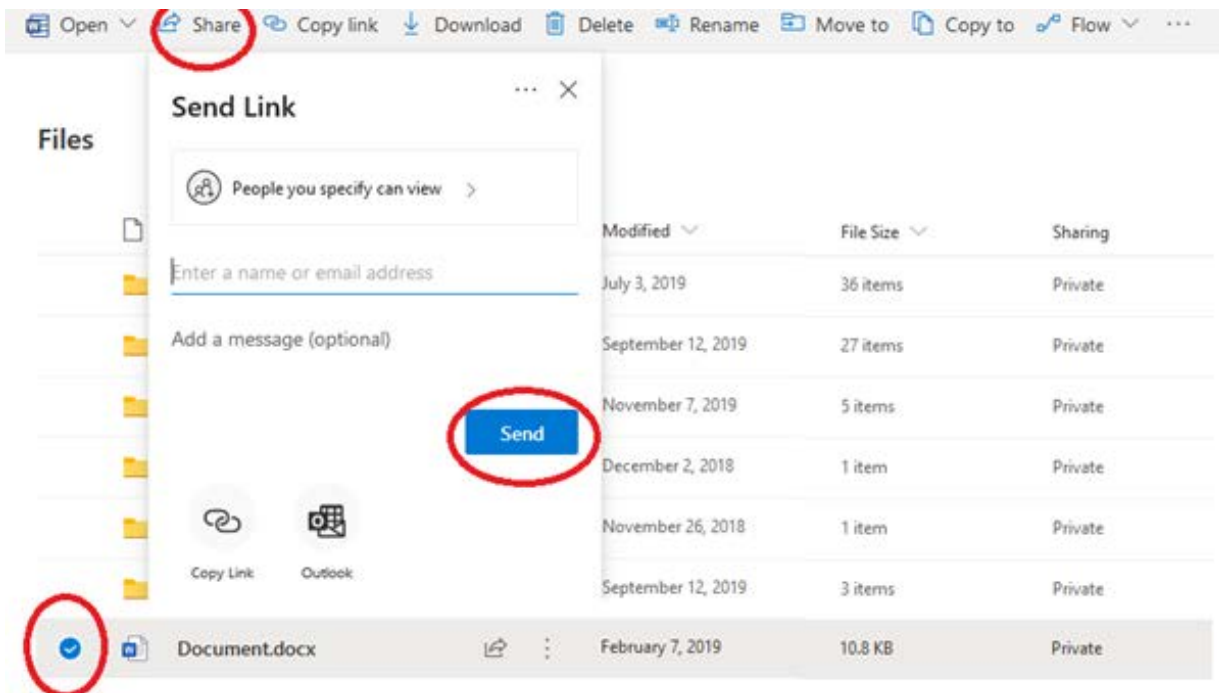
OneDrive is a piece of Microsoft Software that provides you with 1 Terabyte of cloud storage.

Saving your work in OneDrive means you no longer need a USB stick to transport your files, and any files saved to OneDrive are available from any device on campus or at home.

Upon leaving GOTAFE you will continue to have access to your OneDrive files indefinitely.

To access OneDrive, go to <http://portal.office.com> as you did to access student email, then click on the "OneDrive" icon.

When using Word, Excel or any other application you can choose to save directly to the OneDrive location, or drag and drop your files into here yourself.





# Office 365

## Office 365 Password Resets

If you've forgotten your password, you can go to the following link to reset your password.

You can only do a password reset if you've setup a recovery email address or security questions.

<http://passwordreset.microsoftonline.com>

The below screen is the password reset page. Input your Office365 email address along with the capture characters. Then press "Next" to continue.

### Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

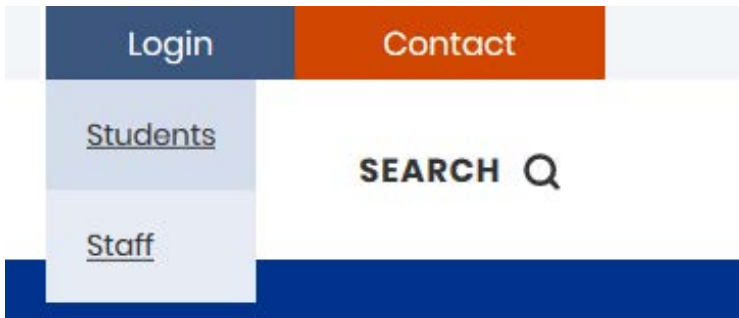
# goLearn (Moodle)

goLearn is the primary location for course delivery.

## Logging In

To access goLearn first go to [www.gotafe.vic.edu.au](http://www.gotafe.vic.edu.au)

In the top right-hand corner, hover over login, then click on “Students”



Further down the page is a box titled “goLearn – GOTAFE Online Campus”, inside that box click the “Login to goLearn (Moodle)” link.

At the login screen using your Student ID Number. Your password will be your date of birth as 8 digits. For instance, if you were born on the 8th of February 1997, your password would be 08021997



# goLearn (Moodle)

## Forgotten Password

If you have forgotten your goLearn password, please click the “Forgot Password” link beside the “Log In” button.

This will present you with a screen with two ways to retrieve your account.

### Search by username

**Username**

### Search by email address

**Email address**

If you know your student ID, type it into the top box and press “Search”. If entered correctly it will send an email with details on how to reset your password.

If you are unsure of your student ID, please enter your email address in the bottom box and press “search”.

**Note: This will only work with your GOTAFE email address. If you have not yet set that up, please refer to the “Student Email” section of this guide.**

**If neither of these options work, please ask your teacher to contact the eLearning Department (note that this is not Digital Solutions, but instead the goLearn team)**

# Library

## Accessing Library Online Resources

Students wishing to access online books, films or journals will need to access via the [Library Online Resources/eBooks website](#).

After choosing an online resource to access a login is required and looks like the following.



**Username for students:** student identification number

**Username for staff:** network login name

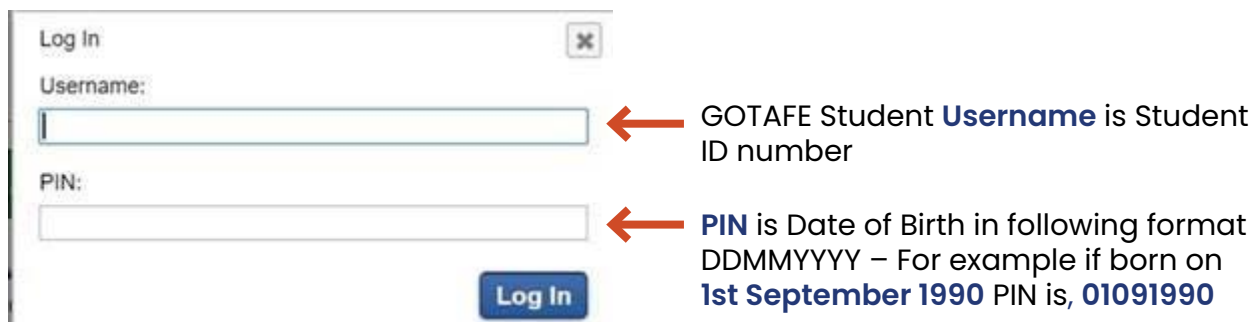
**Password:** same password as emails (Office365)

(Login will only work for currently enrolled student for access to GOTAFE online resources)

If you are still having problems logging into GOTAFE online library resources please contact library via email [infoaccess@gotafe.vic.edu.au](mailto:infoaccess@gotafe.vic.edu.au) or call **03 5833 2641**

## Accessing Library Loans & Renewal Record

To access a list of your current loans from the GOTAFE Library (Shepparton & Seymour Campus collection) Go to [Library website](#) and select **Log In** at top of page.



← GOTAFE Student **Username** is Student ID number

← **PIN** is Date of Birth in following format DDMMYYYY – For example if born on **1st September 1990** PIN is, **01091990**

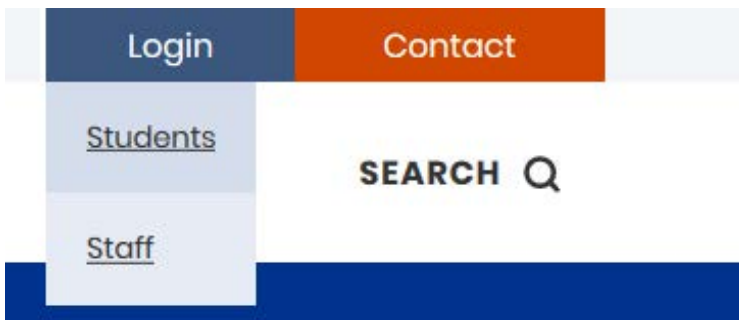
# eStudent

eStudent is the portal that allows you to update your personal details, check your results, make a payment and more.

## Logging In

To access eStudent first go to [www.gotafe.vic.edu.au](http://www.gotafe.vic.edu.au)

In the top right-hand corner, hover over login, then click on “Students”



Further down the page you will see a link titled “Login to EStudent”.

Here you will need to use your username and password that has been provided to you upon enrolment.

Note: Your computer password and eStudent password are not synchronised, so any changes to one do not impact the other.

## Forgotten Username/Password

If you have forgotten your login information, please call 1300 GOTAFE (1300 468233) during business hours or email [enquiry@gotafe.vic.edu.au](mailto:enquiry@gotafe.vic.edu.au) after business hours.

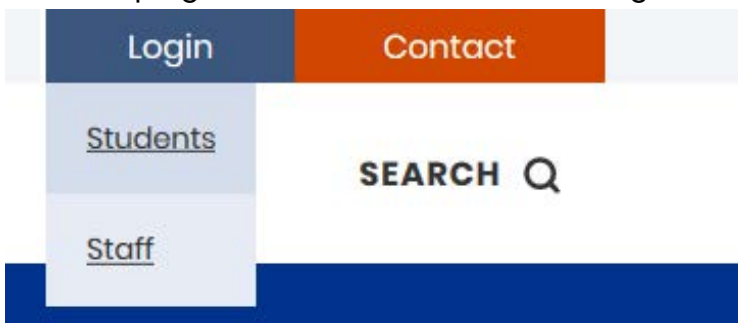
## Wi-Fi Access

**NOTE: Before you can access the Wi-Fi, you must have changed your initial default password. Refer to page 2 of this document – First Login – Usernames and Passwords.**

Due to the length of the Wi-Fi guides they are not included in this document.

Copies of the Wi-Fi guides are available on the GOTAFE website at [www.gotafe.vic.edu.au](http://www.gotafe.vic.edu.au)

In the top right-hand corner, hover over login, then click on “Students”.



Then scroll down the page until you find the heading “Accessing GOTAFE’s Wi-Fi Network” and click the link for your device type.