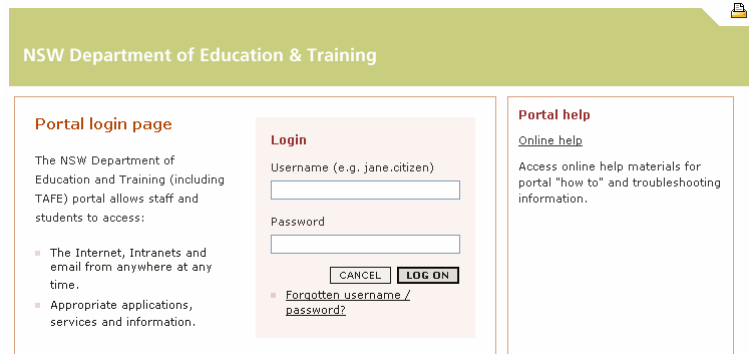


Accessing **KIDSPACE** and student email accounts

Students (K – Year 6) can access **KIDSPACE**, and their email account, from any computer connected to the Internet both at school and remotely (from home, libraries etc.).

1. Type **portal.det.nsw.edu.au**
NB: Do not type http:// or www
2. Type your Username and Password
3. Click **LOG ON** button

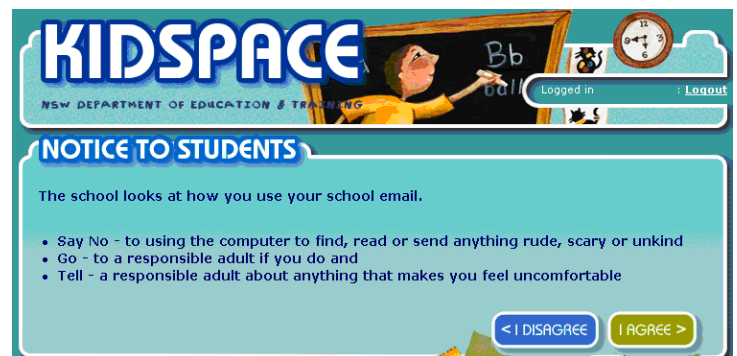


4. Read the **NOTICE TO STUDENTS**

The school looks at how you use your school email.

- Say No - to using the computer to find, read or send anything rude, scary or unkind
- Go - to a responsible adult if you do and
- Tell - a responsible adult about anything that makes you feel uncomfortable

5. Click to agree to the **NOTICE TO STUDENTS**



KIDSPACE includes links to:

- **YOUR EMAIL** - click on this link to open your email in **Outlook Web Access** in a new window
- **CHANGE MY PASSWORD**
- **CHANGE MY SECRET QUESTION**
- **COOL WEBSITES**
- **SEARCH** the web using **GOOGLE**

NB: If you are not asked to change your password when you **first** login to **KIDSPACE**, you should click on **CHANGE MY PASSWORD** and change your password anyway. You should also **CHANGE MY SECRET QUESTION** if you have not set one already.