

NATIONAL ART SCHOOL

Welcome to 2021 and the National Art School technology ecosystem

Information about accessing your NAS Office365 account, printing at NAS, NAS Student Wifi and accessing the NAS Student Portal can be found on the NAS websites student handbook (<https://nas.edu.au/student-handbook/>).

To begin, at your first possible opportunity, you should activate your NAS Office365 account by clicking on the following link <https://portal.office.com> or typing the link into your favourite browser. Then entering in your username which is your NAS Student ID followed by "@student.nas.edu.au" (ie 123456789@student.nas.edu.au) followed by the password that has also been provided to you. Then simply proceed with the activation process.

With your NAS Office365 account activated you will have access to all the resources in the NAS Technology Ecosystem.

NAS Email is delivered via Microsoft Office365

<https://outlook.office.com>

Username: NAS Student ID followed by "@student.nas.edu.au" eg 123456789@student.nas.edu.au

Password: The password that was used in the NAS Office365 account activation process

NAS Microsoft Office365 Products ie Word, Excel, Powerpoint, Teams, Sharepoint and Onedrive

<https://portal.office.com>

Username: NAS Student ID followed by "@student.nas.edu.au" eg 123456789@student.nas.edu.au

Password: The password that was used in the NAS Office365 account activation process

NAS Student Wifi

SSID: NAS-STUDENT-WIFI

Username: NAS Student ID eg 123456789

Password: The password that was used in the NAS Office365 account activation process



Printing at NAS with PaperCut

More information can be found in the student handbook, to begin you must pair your student card with PaperCut. This can be completed at any of the Fuji Xerox printers on campus. Simply tap your student card at the specified location on the printer and enter in your username and password.

Username: NAS Student ID eg 123456789

Password: The password that was used in the NAS Office365 account activation process

To add credit to your printing account

<https://print.nas.edu.au/user>

Username: NAS Student ID eg 123456789

Password: The password that was used in the NAS Office365 account activation process

NAS Student Portal

<https://nas.edu.au/online-student-learning-portal/>

Username: NAS Student ID followed by “@student.nas.edu.au” eg
123456789@student.nas.edu.au

Password: The password that was used in the NAS Office365 account activation process

Should you have any questions or queries your first stop should be the student handbook. If what you are looking for isn't there, please reach out to the friendly Student Services team who will be able to assist you further.

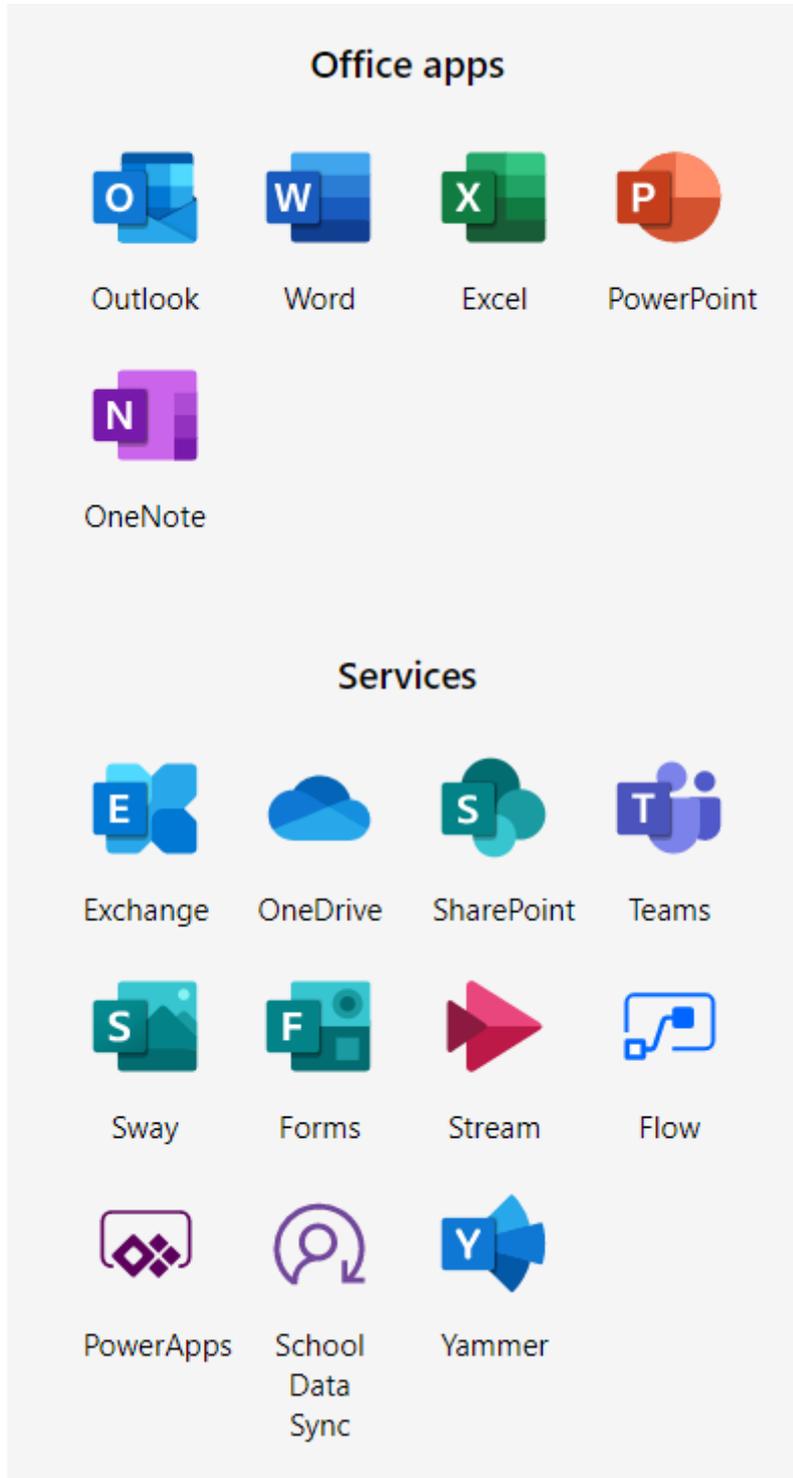
Detailed instructions for each system are outlined in the rest of this manual.





Office 365

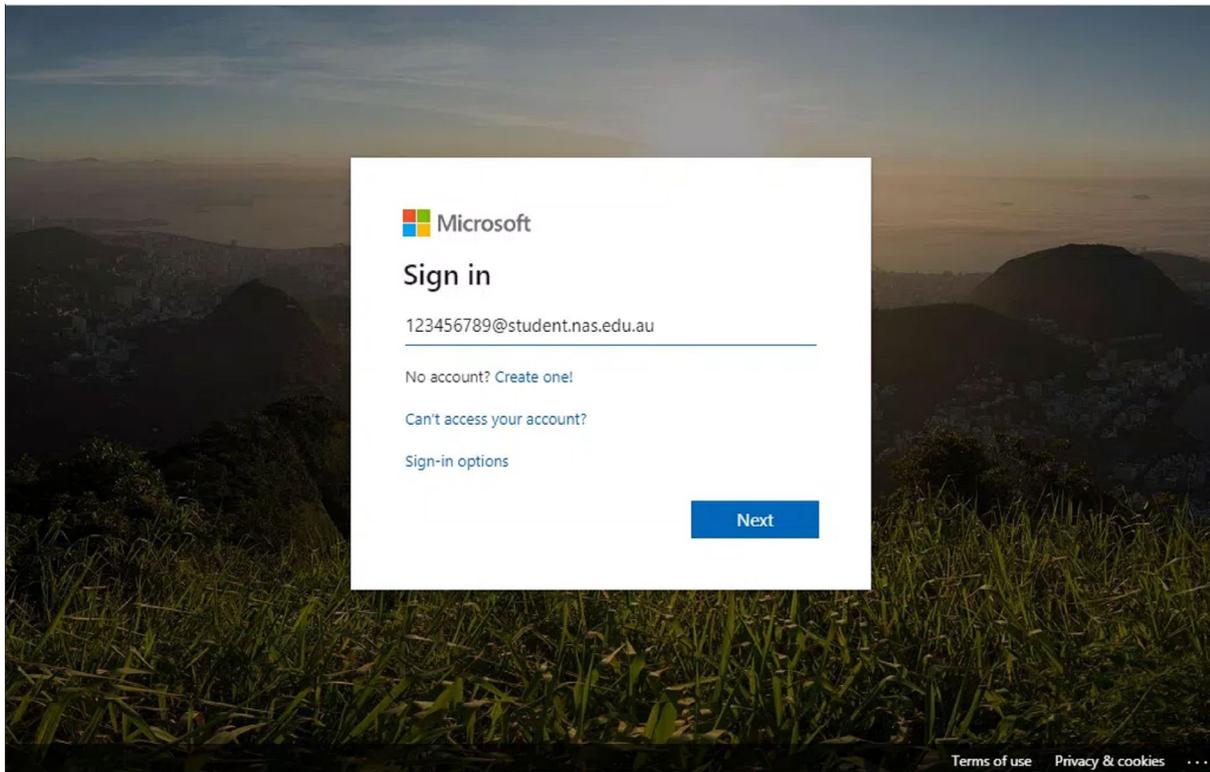
All students are provided with access to the Education Licensing of Microsoft Office365. This includes the following web apps and services:



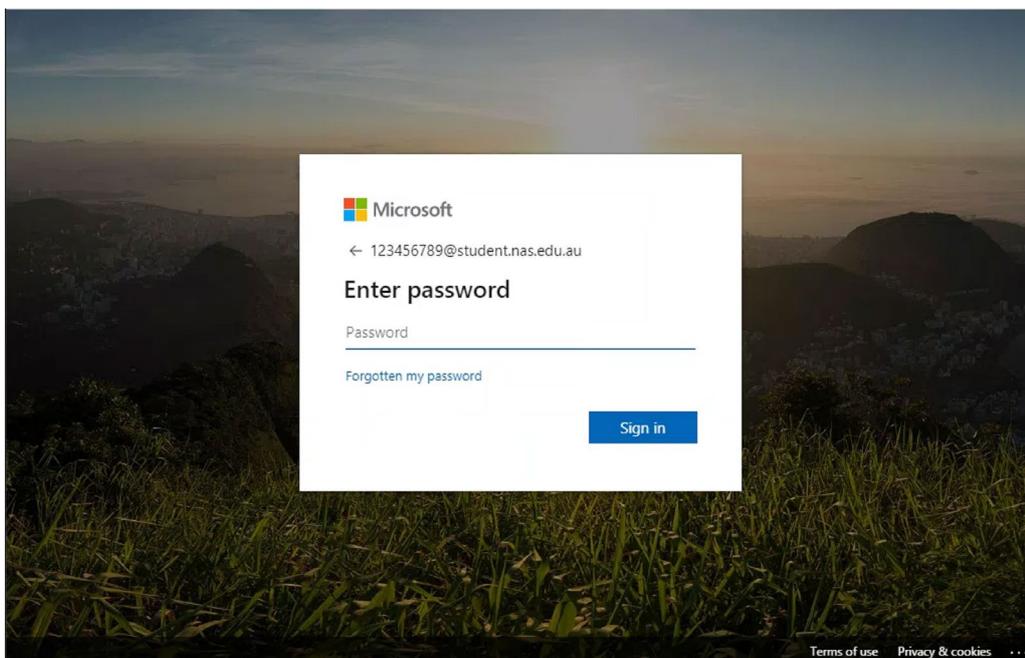


These are accessed from the Microsoft site at <https://portal.office.com>

The first time that you access the site you will be asked to sign in;

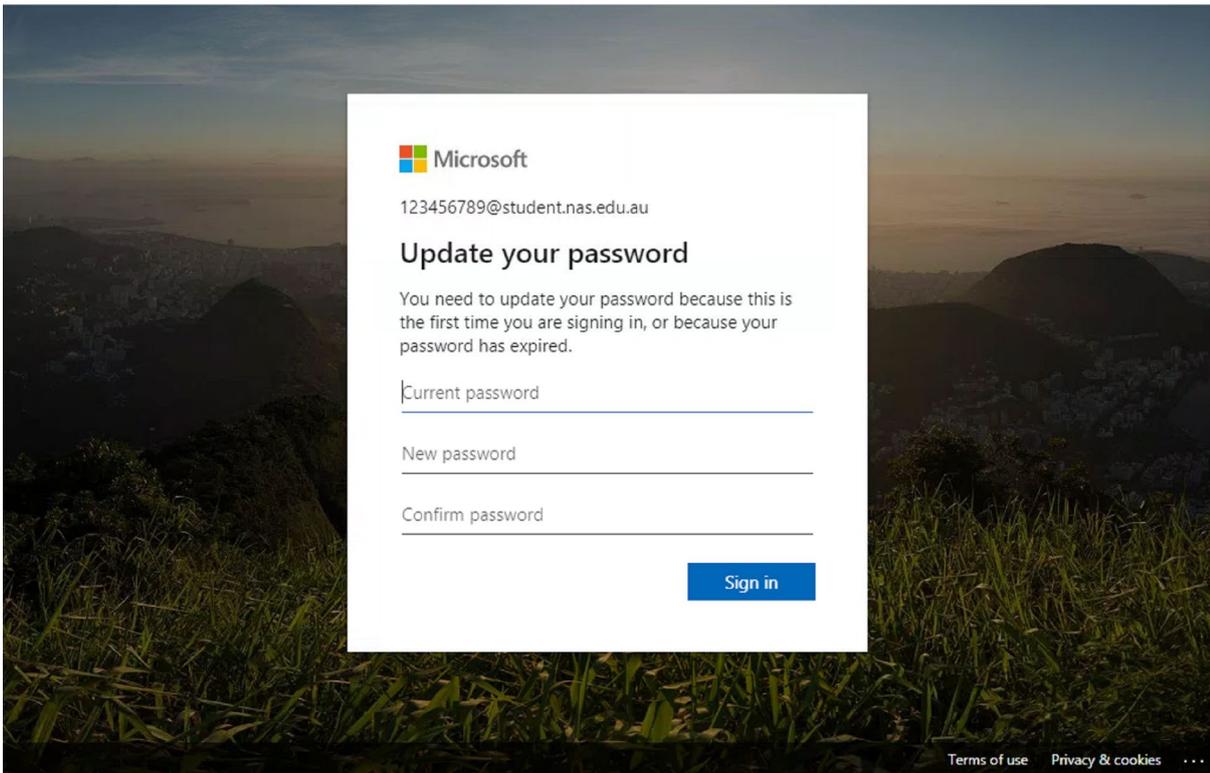


Enter your Student ID with @student.nas.edu.au and click on Next.



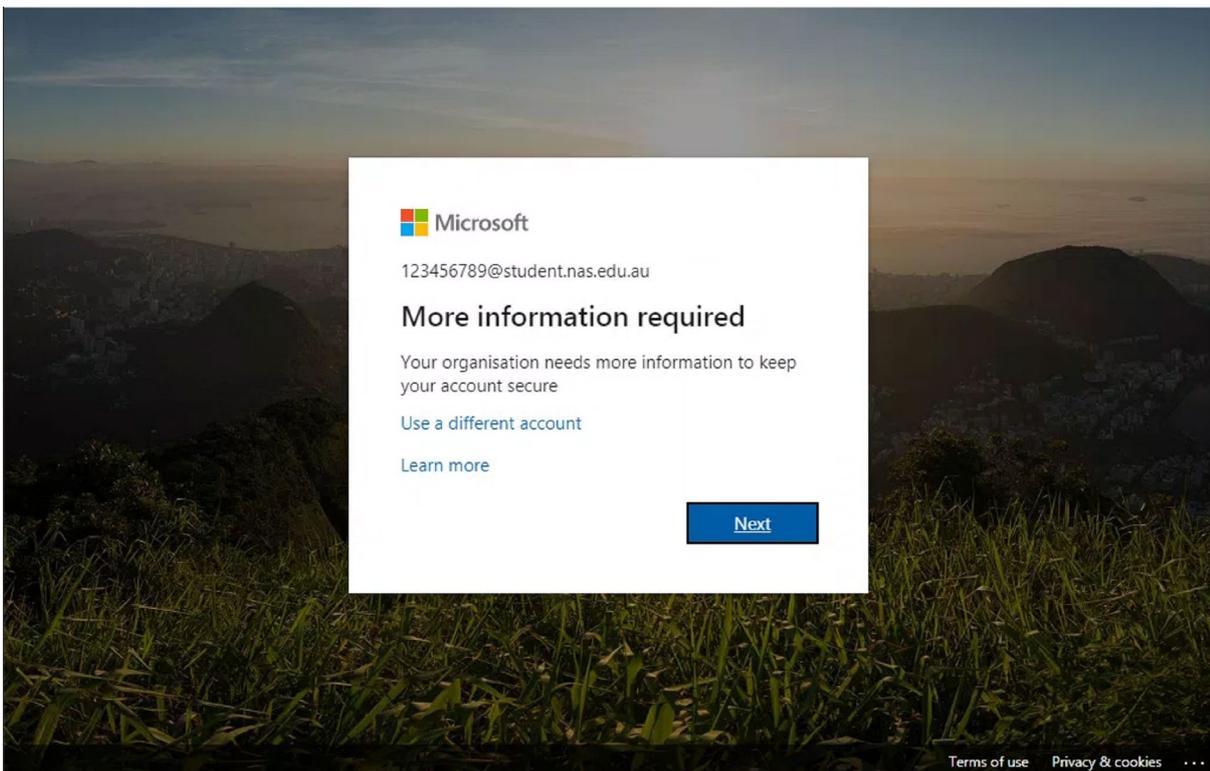
You will then be prompted for your password, enter it and click on Sign in.





As this is the first time that you are logging into the account you will be prompted to change your password. Enter in the current password followed by your new password twice.

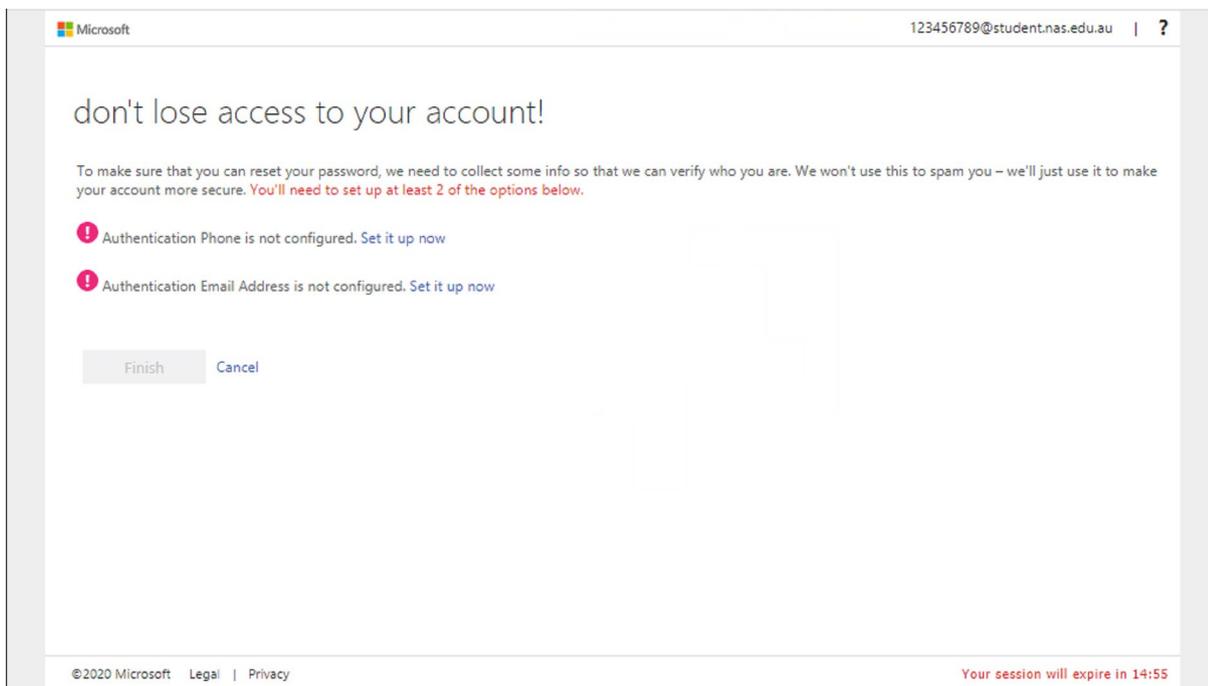
With the passwords entered in we then need to configure the Multifactor Authentication



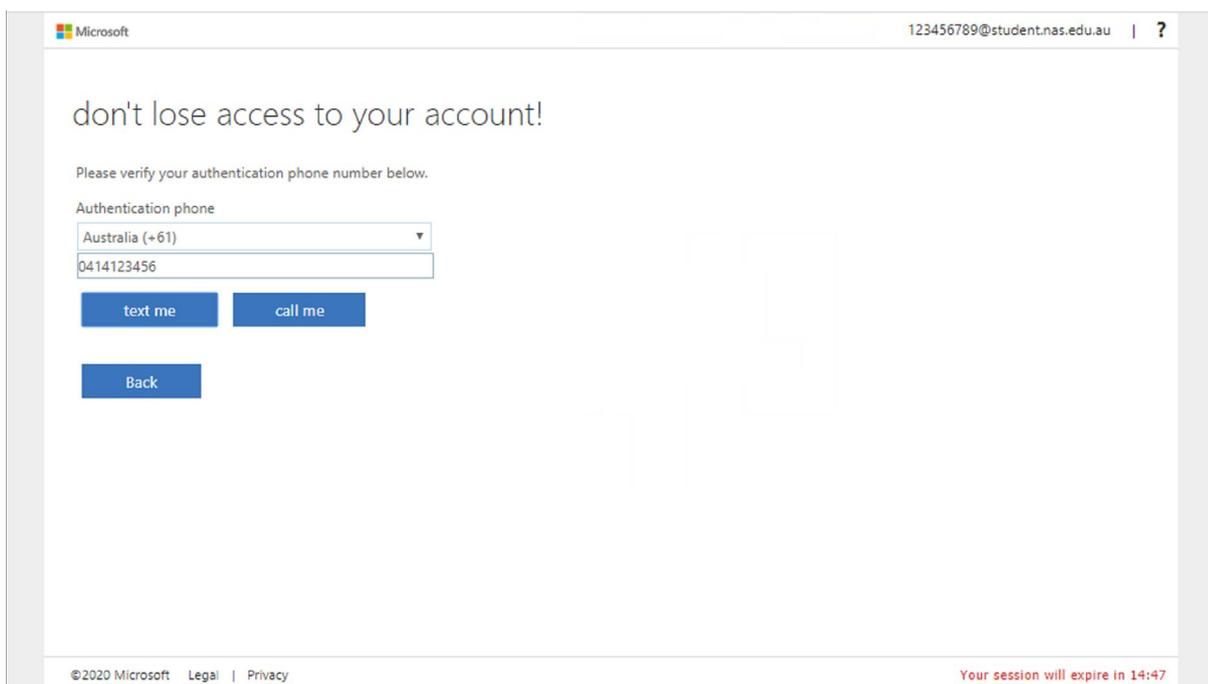


Click on Next

The following page will be presented. This is where we configure and verify our Multiple Factor authentication. This will be used to log into the facility in future. Click on the “Set it up now” link next to the “Authentication Phone is not configured”



Add your mobile phone number in the text box as per the following screen shot and click on text me. A text message will be sent to the phone number.





Enter the verification code into the text box as per below and click on verify.

We are then returned back to the Multi Factor Authentication page to complete the email verification process. Click on the “Set it up now” link next to the “Authentication Email is not configured”

Enter in the verification email that you would like to use as another verification method and click on the email me. An email will be sent with the verification code. Enter this code into the textbox and click on verify.





Microsoft 123456789@student.nas.edu.au | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

email me

We've sent an email message containing a verification code to your inbox.

 Try again

© 2020 Microsoft Legal | Privacy Your session will expire in 14:51

National Art School account email verification code



msonlineservicesteam@microsoftonline.com

To



3:16 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Verify your email address

Thanks for verifying your 123456789@student.nas.edu.au account!

Your code is: 154303

Yours sincerely,
National Art School

Microsoft Corporation | One Microsoft Way, Redmond, WA 98052-6399, United States

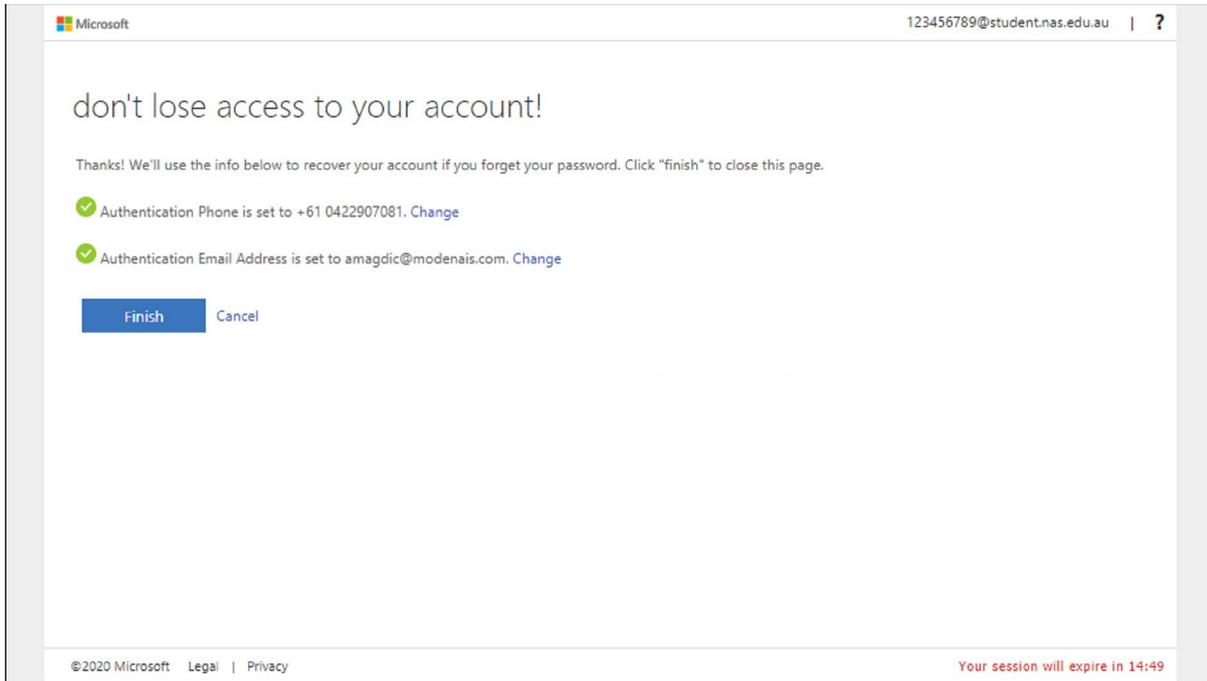
This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

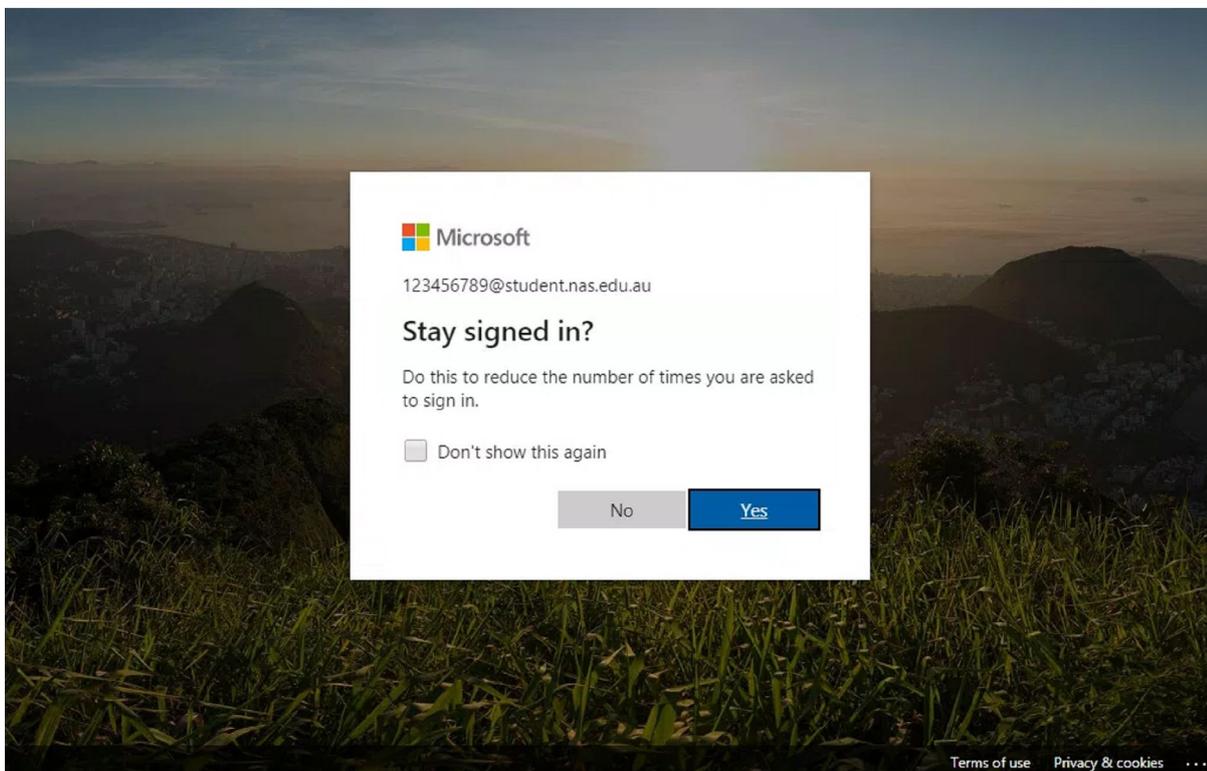




With the verification complete, click on the finish button and we are all done.

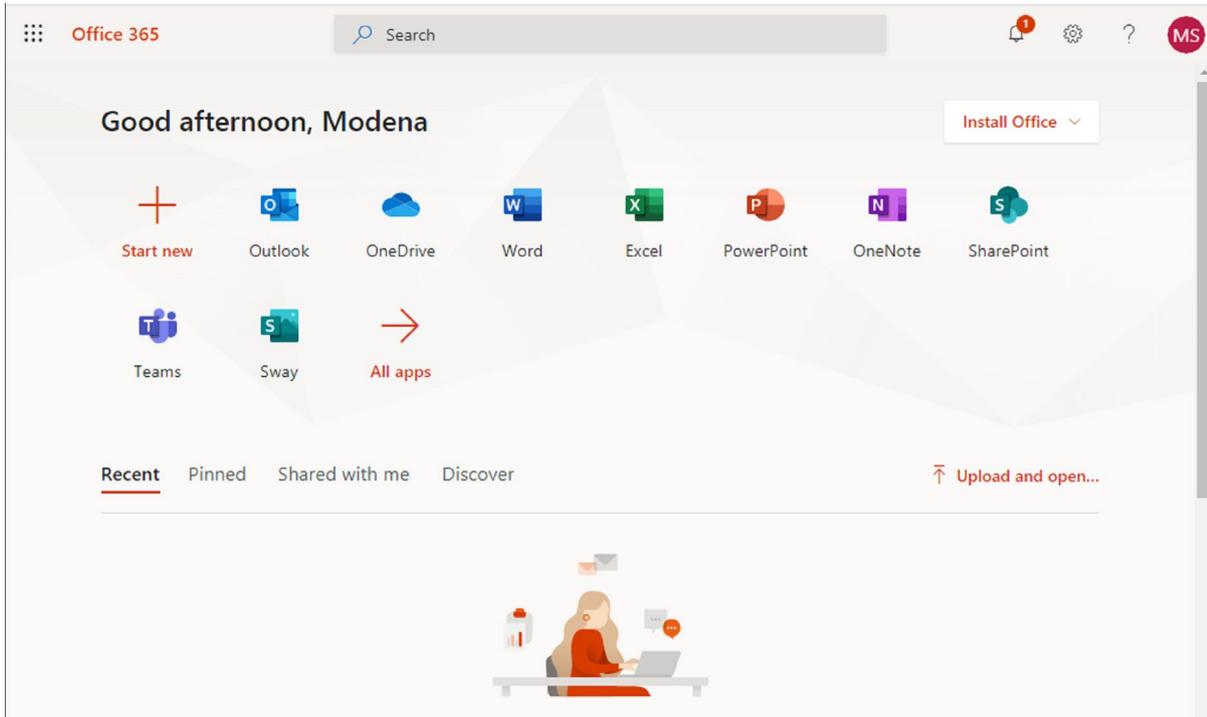


The next screen will ask you whether you would like to automatically be logged in the next time you go to this site. Clicking No or Yes is a personal preference.





Once you have finished the set up you will be able to access the applications.
Simply click on the application you would like to access and you are off and running!



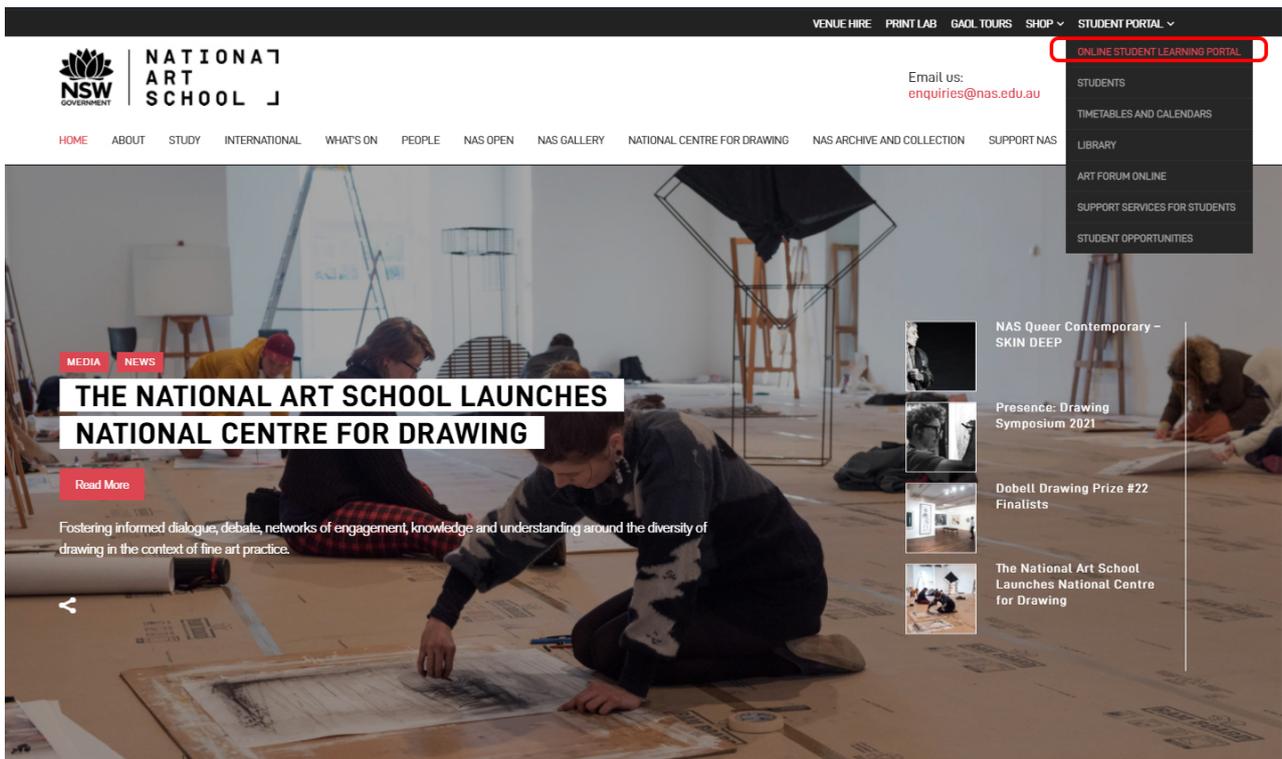


Student Online Portal

The student online portal is a section of the NAS website that is only accessible to enrolled students. Here you will find your timetables, course documents, AH&T readings and other materials for your course. *The online portal is also where your access to the Library catalogue is.*

How to access:

Navigate through the NAS website



Or type in this URL: <https://nas.edu.au/online-student-learning-portal/>

(we strongly suggest bookmarking this URL for easy access)





SELECT COURSE

VENUE HIRE PRINT LAB GAOL TOURS SHOP ▾ STUDENT PORTAL ▾

**NATIONAL
ART
SCHOOL**

Email us:
enquiries@nas.edu.au

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ONLINE STUDENT LEARNING PORTAL

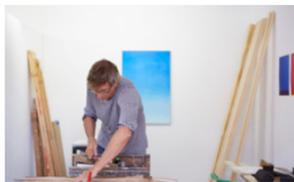
MESSAGE FROM STEVEN ALDERTON, DIRECTOR AND CEO

Welcome to the Student Online Portal, this is where you can find all the information and resources you need for the 2021 academic year, and beyond – you can download your timetable, view lectures, download readings and project instructions.

SELECT YOUR COURSE



Bachelor of Fine Art



Master of Fine Art



Doctor of Fine Art



Library

SELECT YOUR YEAR GROUP

**NATIONAL
ART
SCHOOL**

Email us:
enquiries@nas.edu.au

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Home » Online Student Learning Portal » Bachelor Of Fine Art

BACHELOR OF FINE ART



SELECT YEAR AND SEMESTER

YEAR 1

Semester 1





YEAR GROUP LANDING PAGE



Email us:
enquiries@nas.edu.au

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Home » Online Student Learning Portal » Bachelor Of Fine Art » Year 1 | Semester 1

BACHELOR OF FINE ART | YEAR 1 | SEMESTER 1

TIMETABLES

[YEAR 1 - BLACK](#)

[YEAR 1 - YELLOW](#)

[YEAR 1 - BLUE](#)

[YEAR 1 - PURPLE](#)

[YEAR 1 - PINK](#)

[YEAR 1 - SIENNA](#)

[YEAR 1 - RED](#)

[YEAR 1 - OCHRE](#)

[YEAR 1 - GREEN](#)

[YEAR 1 - GREY](#)

[YEAR 1 - ORANGE](#)

[YEAR 1 - WHITE](#)

ORIENTATION

[View recorded presentation](#)

2021 ACADEMIC CALENDAR

[View / download the 2021 academic calendar](#)

STUDENT HANDBOOK

[View the student handbook](#)

SUBJECT SELECTOR

[BFA - YEAR 1 - CORE SUBJECTS](#)

[BFA - YEAR 1 - STUDIO INTRODUCTIONS](#)





NAS Student Wifi

SSID: NAS-STUDENT-WIFI

Username: NAS Student ID eg 123456789

Password: The password that was used in the NAS Office365 account activation process

Printing at NAS with PaperCut

To print directly from your own laptop or mobile device, log in to Papercut (<https://print.nas.edu.au/user>) with your student username and password

1. Select **Web Print** from the left hand menu, followed by **Submit a Job** in the centre screen.

PaperCutMF
Username
Password
Language English
Log in

PaperCutMF

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Change Details
Web Print
Add Credit
Log Out

NOTE: Students using mobiles will not have **Web Print** available in mobile view. Mobile users must select **View Desktop Site** which is located at the bottom of the mobile screen after login.

2. Select the number of copies you require, then **Upload Documents**





Web Print

- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Change Details
- Web Print
- Add Credit
- Log Out

1. Printer	2. Options	3. Upload
Options		
Copies: <input type="text" value="1"/>		
« 1. Printer Selection		
3. Upload Documents »		

- From here you will be prompted to upload files from your computer or device. You may **Drag Files** into the grey square, or select **Upload From Computer** to open a file menu.
- Once you have selected your documents, select **Upload & Complete**





PaperCutMF

Web Print

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Change Details
Web Print
Add Credit
Log Out

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options Upload & Complete »

- Submitting your document for printing may take a minute or two. Once the upload is successful you should see a message advising that your document was successfully submitted.

PaperCutMF

✓ Your document was successfully submitted. See the table below to track its status.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Mar 7, 2019 3:05:35 PM	nas-pcs-01student	Library 001.jpg			Submitting
	Mar 7, 2019 3:04:49 PM	nas-pcs-01Student	Library 001.jpg	1	\$0.80	Held in a queue

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Change Details
Web Print
Add Credit

Please note: It is possible that the **Status** may display as **Submitting** even after your document has been successfully uploaded. To check the job status, click on **Jobs**





Pending Release in the sidebar. This will display all items that have been successfully submitted to the print system.

PaperCutMF

Jobs Pending Release

2 jobs pending release with cost **\$1.60** Auto refresh (42) [Refresh Now](#)
Your balance: **\$0.00**
[Release All](#) [Cancel All](#)

	<u>Submit Time</u> ▼	<u>Printer</u>	<u>Document</u>	<u>Client</u>	<u>Pages</u>	<u>Cost</u>	<u>Action</u>
🕒	Mar 7, 2019 3:05:40 PM	nas-pos-011Student	Library 001.jpg	Web Print	1	\$0.80	[print] [cancel]
🕒	Mar 7, 2019 3:04:53 PM	nas-pos-011Student	Library 001.jpg	Web Print	1	\$0.80	[print] [cancel]

6. To retrieve your job, go to the Xerox photocopier printers on the ground floor of the Library. Place your Student ID on the card scanner and follow the prompts on the printer screen to release your job.

