## NATIONA ART SCHOOL J

## 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 (<u>https://nas.edu.au/student-handbook/</u>).

To begin, at your first possible opportunity, you should activate your NAS Office365 account by clicking on the following link <u>https://portal.office.com</u> 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 <u>123456789@student.nas.edu.au</u>) 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 <u>123456789@student.nas.edu.au</u>

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 <u>123456789@student.nas.edu.au</u>

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



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 <u>123456789@student.nas.edu.au</u>

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.

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

Microsoft	
123456789@student.nas.edu.au	
Update your password	
You need to update your password because this is the first time you are signing in, or because your password has expired.	
Current password	
New password	
Confirm password	A CALLER CONTRACT
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

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	More information required	
	Your organisation needs more information to keep your account secure	a disast and
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#### 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"

Hicrosoft			123456789@student.nas.edu.au
don't lose access to yo	ur account!		
To make sure that you can reset your password your account more secure. You'll need to set up	ve need to collect some info so th at least 2 of the options below.	hat we can verify who you are.	We won't use this to spam you - we'll just use it to make
Authentication Phone is not configured. Set	t up now		
Authentication Email Address is not configu Authentication Email Address is not configu	ed. Set it up now		
Finish Cancel			
©2020 Microsoft Legal   Privacy			Your session will expire in 14:

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.

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don't lose decess to your decount.	
Please verify your authentication phone number below.	
Authentication phone	
Australia (+61) 🔻	
0414123456	
text me call me	
Back	

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

don't lose ac	cess to your	account!			
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Australia (+61)		Ŧ			
text me	call me				
	containing a verification co	ue to your priorie.			
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942092 Back		verify	Try again		
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942092 Back		verify	Try again		

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"

Microsoft	123456789@student.nas.edu.au
don't lose access to your account!	
To make sure that you can reset your password, we need to collect some info so that we can verify who you your account more secure. You'll need to set up at least 2 of the options below.	u are. We won't use this to spam you – we'll just use it to ma
• Authentication Email Address is not configured. Set it up now	
Finish Cancel	
©2020 Microsoft Legal   Privacy	Your session will expire in 1

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.	
154303 verify Try again	
Back	
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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.

Microsoft	123456789@student.nas.edu.au	T
don't lose access to your account!		
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.		
Authentication Phone is set to +61 0422907081. Change		
Authentication Email Address is set to amagdic@modenais.com. Change		
Finish Cancel		
©2020 Microsoft Legal   Privacy	Your session will expire in	n 14:

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!

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## 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

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HOME	ABOUT	STUDY	INTERNATIONAL	WHAT'S ON	PEOPLE	NAS OPEN	NAS GALLERY	NATIONAL CENTRE FOR DRAWING	NAS ARCHIVE	AND COLLEC	TION SUPP	ORT NAS	CONTACT	Q

## **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



Master of Fine Art

Doctor of Fine Art



Library

### SELECT YOUR YEAR GROUP





Home » Online Student Learning Portal » Bachelor Of Fine Art

## **BACHELOR OF FINE ART**



SELECT YEAR AND SEMESTER



## YEAR GROUP LANDING PAGE

NATIONAT ART School J			Email us: F enquiries@nas.edu.au	Follow us: ◎ f ¥
HOME ABOUT STUDY INTERNATIONAL	WHAT'S ON PEOPLE NAS OPEN NAS G	ALLERY NATIONAL CENTRE FOR DRAWING NAS AR	CHIVE AND COLLECTION SUPPORT NAS CONTACT	<b>₩</b> q
Home • Online Student Learning Portal • Bac	helor Of Fine Art » Year 1   Semester 1			
BACHELOR OF FIN	E ART   YEAR 1   SEM	IESTER 1		
TIMETABLES				
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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 academi	ic calendar			
STUDENT HANDBOOK				
View the student handbook				
SUBJECT SELECTOR				
	70			

## 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 (<u>https://print.nas.edu.au/user</u>) with your student username and password

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

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Username		
Password		
Language	English	•
		Log in

PaperCutMF						
	Web Print					
Summary Rates Redeem Card Transfers	Web Print is a servi users without the ne click Submit a Job b	ce to enable eed to install below.	printing for laptop, v print drivers. To uple	wireless an oad a docu	id unauth iment for <u>Submi</u>	nenticated printing, t a Job »
Transaction History	Submit Time	Printer	Document Name	Pages	Cost	Status
Recent Print Jobs						
Jobs Pending Release	No active jobs					
Change Details						
Web Print						
Add Credit						
Log Out						

**<u>NOTE</u>**: 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

PaperCutMF		
	Web Print	
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os Pending Release		
ange Details		
b Print		
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	« 1. Printer Selection 3. Upload Doct	uments

- 3. 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.
- 4. Once you have selected your documents, select Upload & Complete

PaperCutMF				
	Web Print			
Summary		1. Printer	2. Options	3. Upload
Redeem Card				
Transfers Transaction History Recent Print Jobs	Select documents to upload and print			
Jobs Pending Release Change Details Web Print				
Add Credit Log Out	Upload from computer The following file types are allowed:			
	Application / File Type File Extension(s)			
	PDF pdf			
	Picture Files bmp, dib, gif, jfif, jff, jpe, jpeg, jpg, png, tif, tiff			
	« 2. Print Options		Upload &	Complete »

5. 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										
Summary		Web Print									
Rates											
Redeem Card		Web Print is a service to enable printing for laptop, wireless and unauthenticated									
Transfers		users without the need to install print drivers. To upload a document for printing,									
Transaction History		click Submit a Job below.									
Recent Print Jobs	<u>Submit a Job »</u>										
Jobs Pending Release			Submit Time	Printer	Document Name	Pages	Cost	Status			
Change Details		•	Mar 7, 2019 3:05:35 PM	nas-pcs- 01\student	Library 001.jpg			Submitting			
Web Print			Mar 7, 2019	nas-pos-	Library 001.jpg	1	\$0.80	Held in a queue			
Add Credit			3.04.48 FM	onaudent							

<u>Please note:</u> 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										
Summary Rates Redeem Card	Z jobs pending release with cost \$1.60       Your balance: \$0.00       Card     Release All   Cancel All							n (42) <u>Refresh Now</u>			
Transiers		Submit Time 🔻	Printer	Document	<u>Client</u>	Pages	<u>Cost</u>	Action			
Transaction History	$\odot$	Mar 7, 2019 3:05:40 PM	nas-pcs-01\Student	Library 001.jpg	Web Print	1	\$0.80	[print] [cancel]			
Jobs Pending Release	$\odot$	Mar 7, 2019 3:04:53 PM	nas-pcs-01\Student	Library 001.jpg	Web Print	1	\$0.80	[print] [cancel]			
Change Details											
Web Print											

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.

