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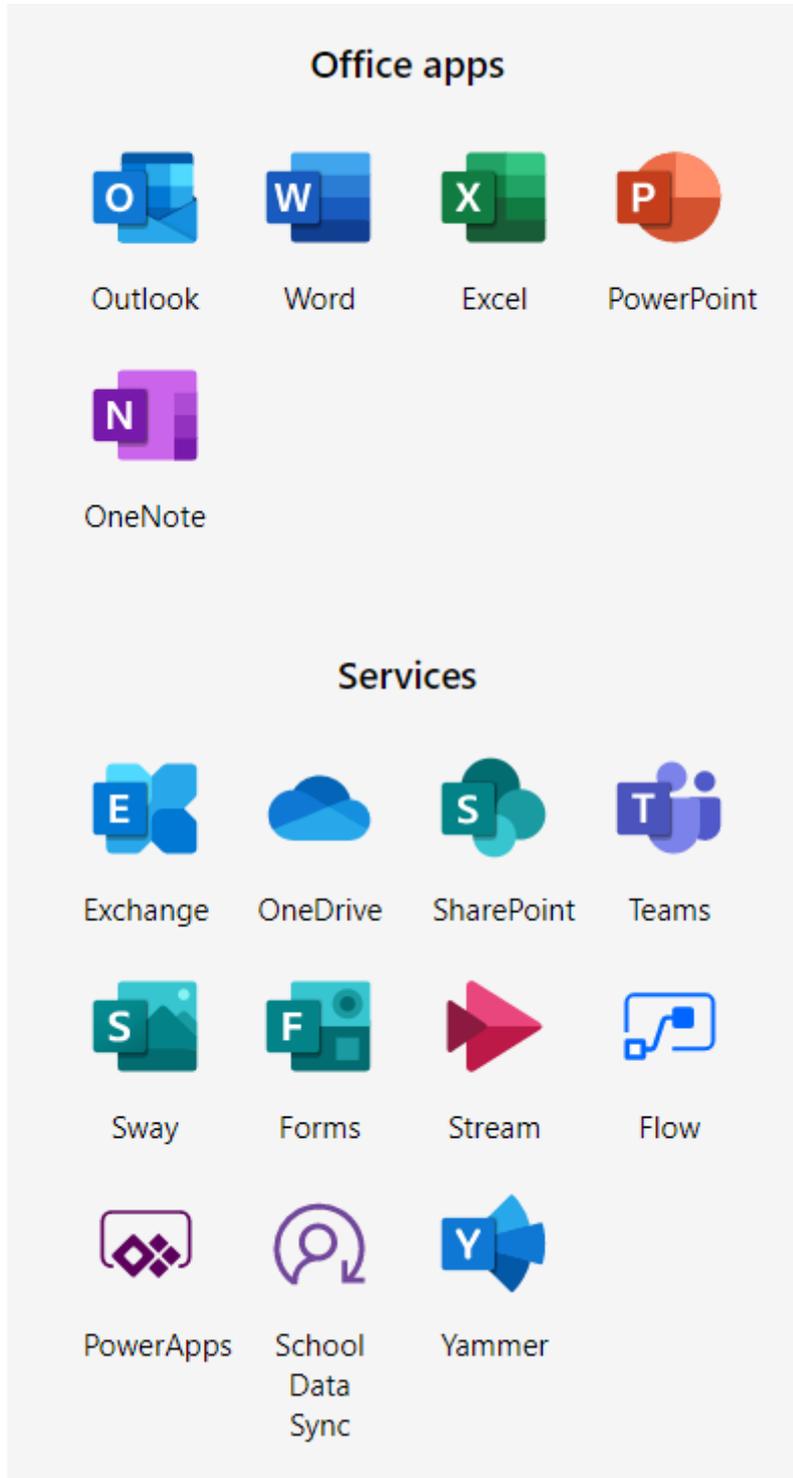
Detailed instructions for each system are outlined in the rest of this manual.

Office 365

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

Office apps

Outlook   Word   Excel   PowerPoint

OneNote

Services

Exchange   OneDrive   SharePoint   Teams

Sway   Forms   Stream   Flow

PowerApps   School Data Sync   Yammer

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;
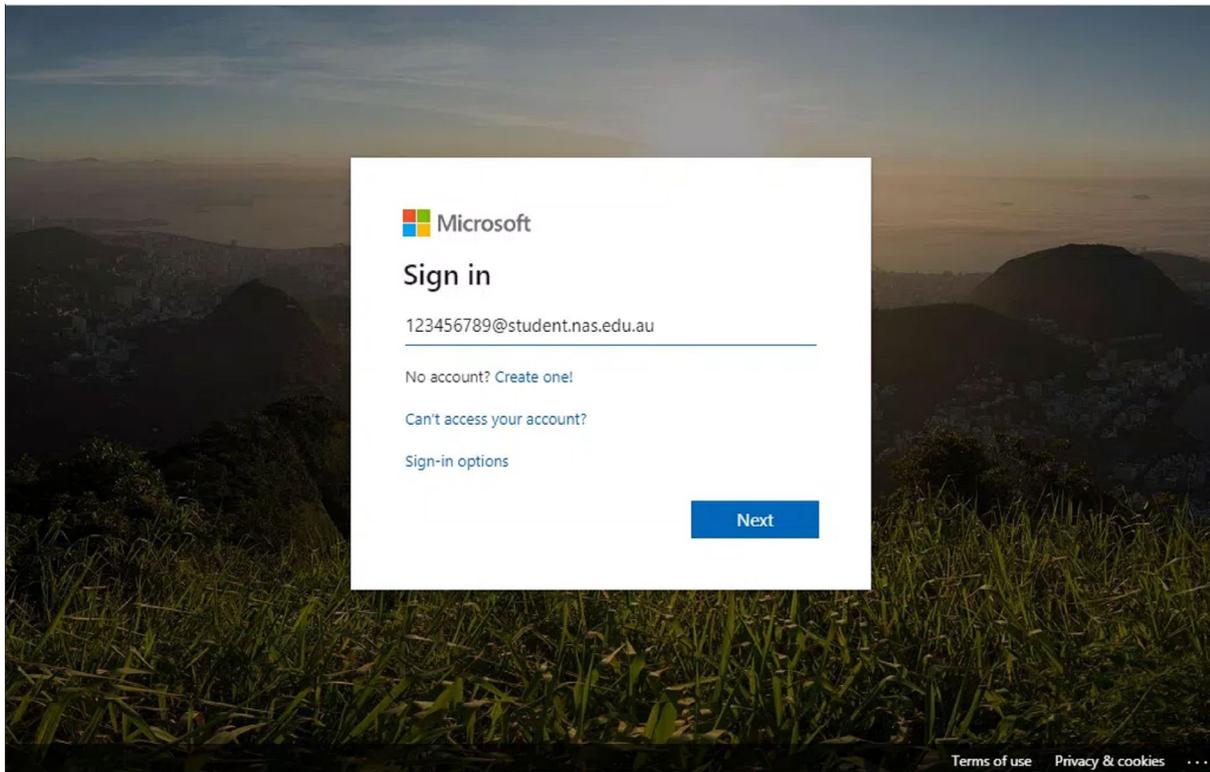
Enter your Student ID with @student.nas.edu.au and click on Next.
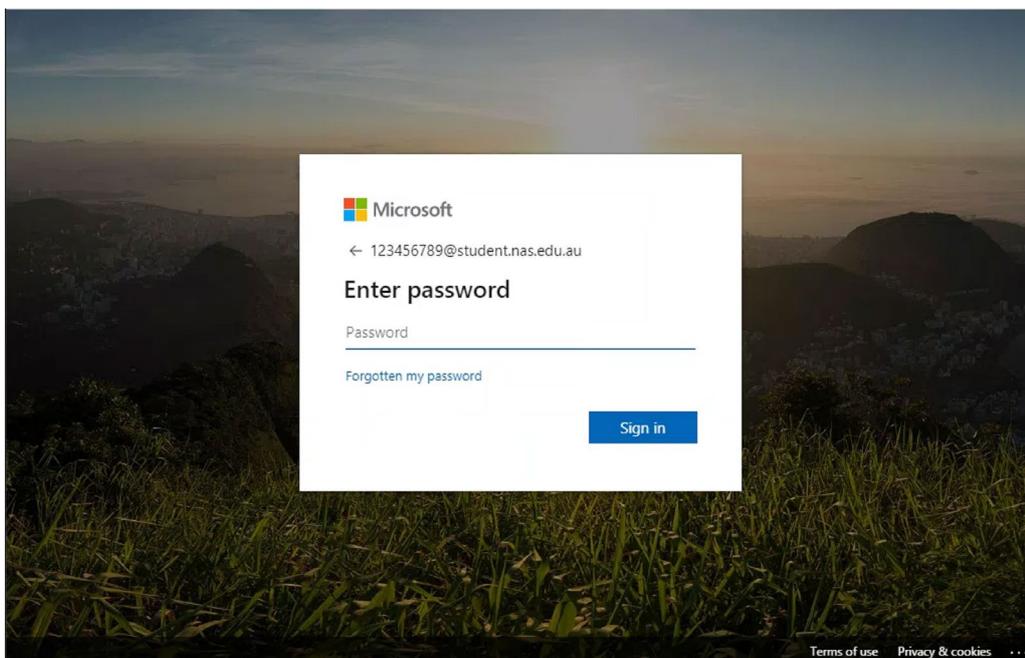
You will then be prompted for your password, enter it and click on Sign in.
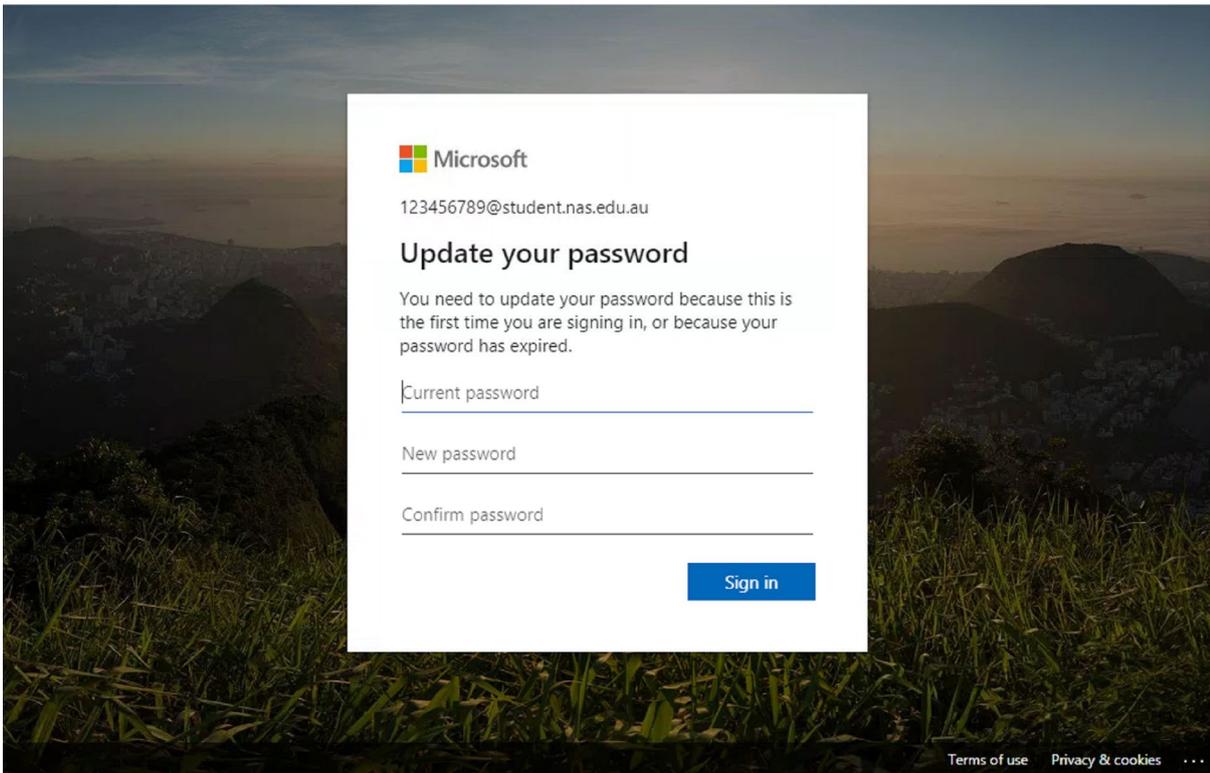
As this is the first time that you are logging into the account you will be prompted to change your password. Enter in the current password followed by your new password twice.

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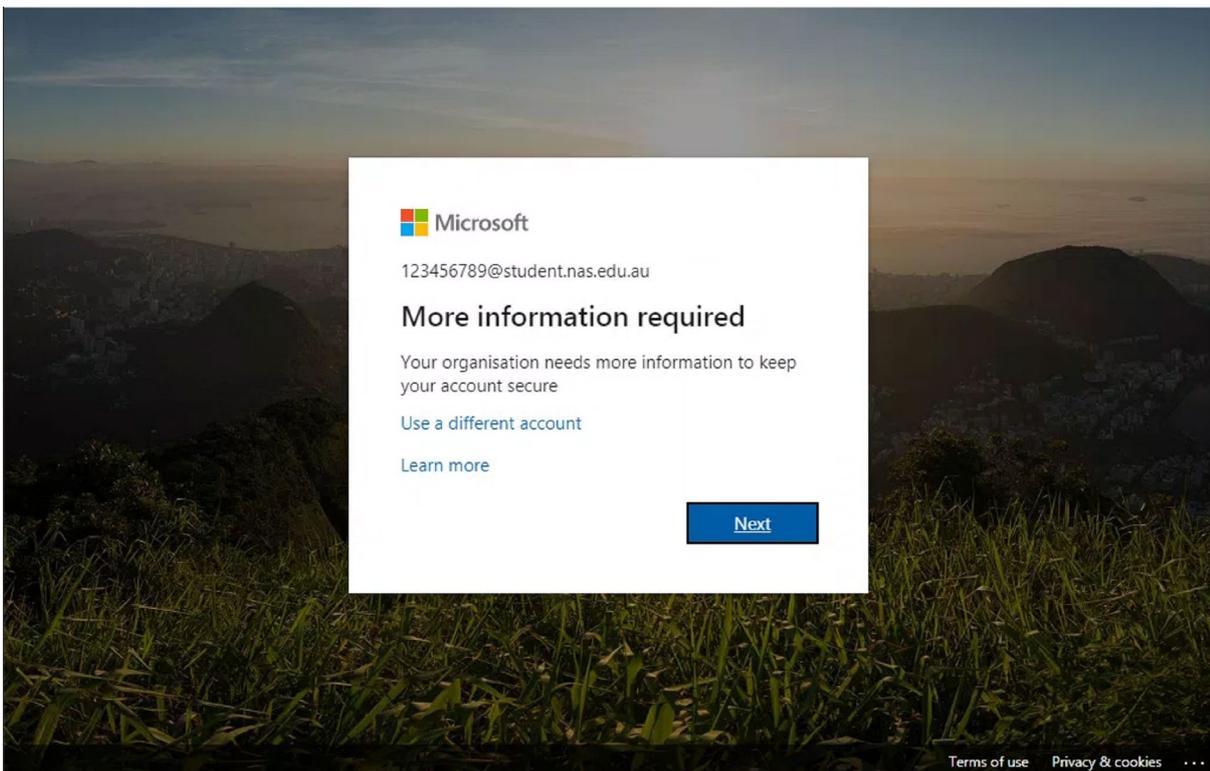
Click on Next

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"
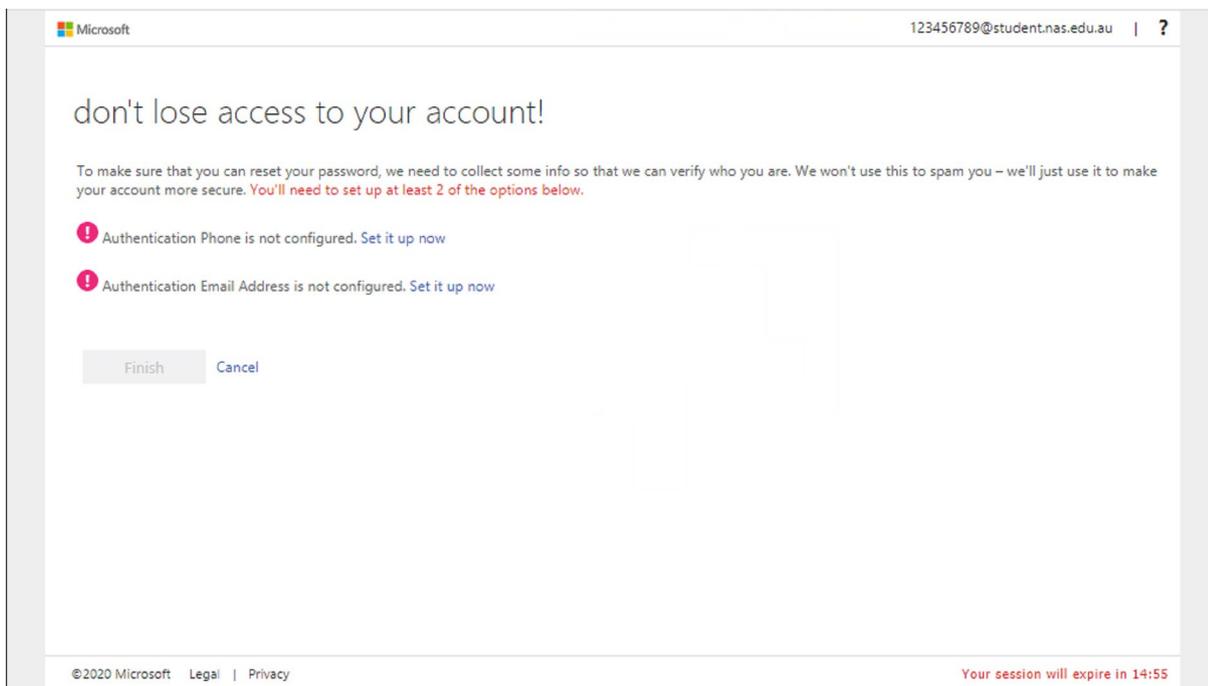
Add your mobile phone number in the text box as per the following screen shot and click on text me. A text message will be sent to the phone number.
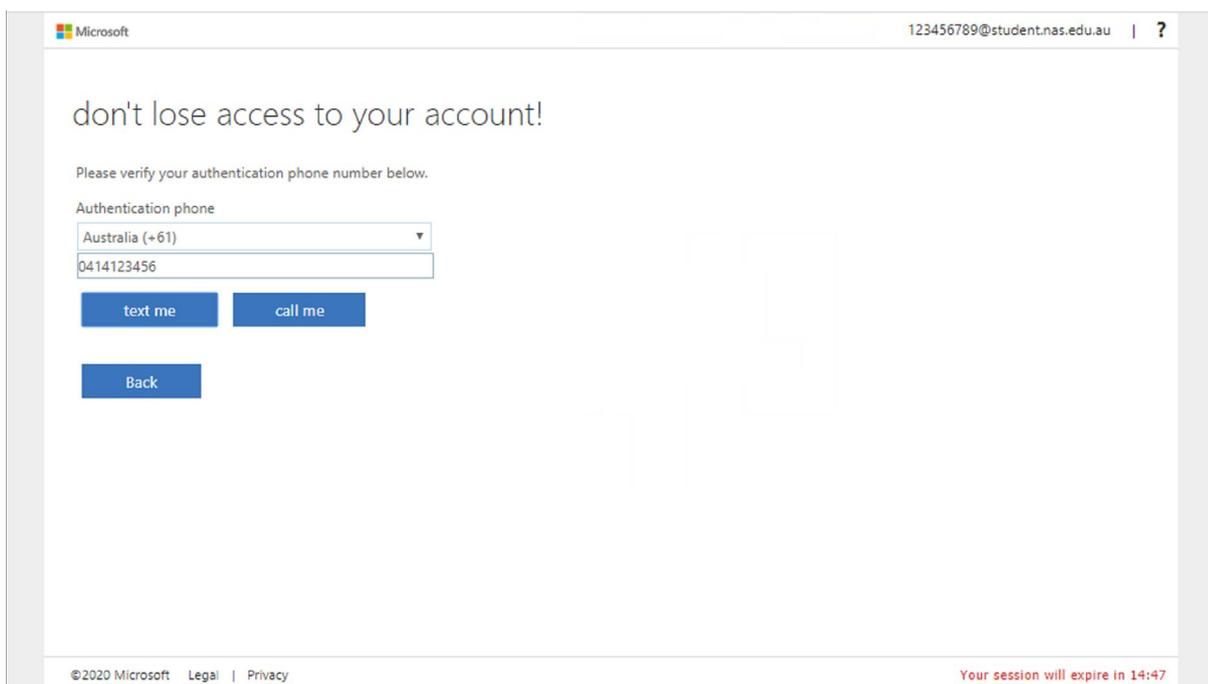
Enter the verification code into the text box as per below and click on verify.

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.

154303   verify   Try again

Back

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

National Art School account email verification code

M msonlineserviceteam@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.
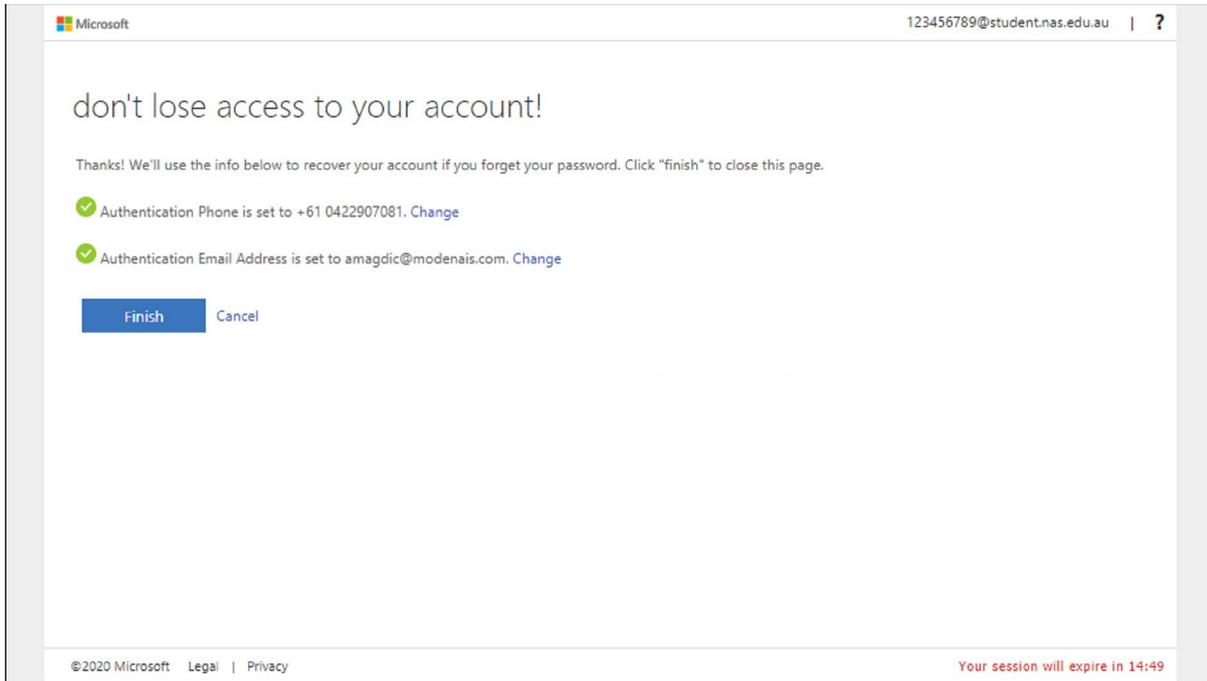
The next screen will ask you whether you would like to automatically be logged in the next time you go to this site. Clicking No or Yes is a personal preference.
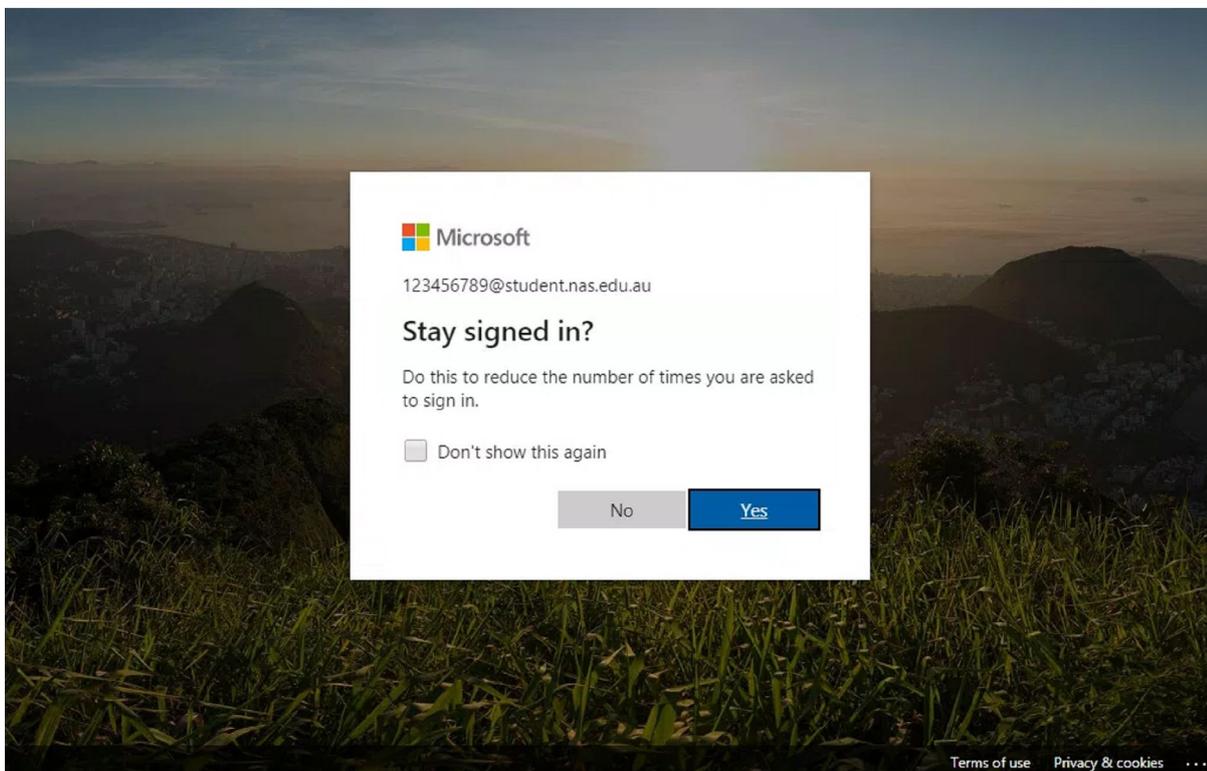
Once you have finished the set up you will be able to access the applications.
Simply click on the application you would like to access and you are off and running!
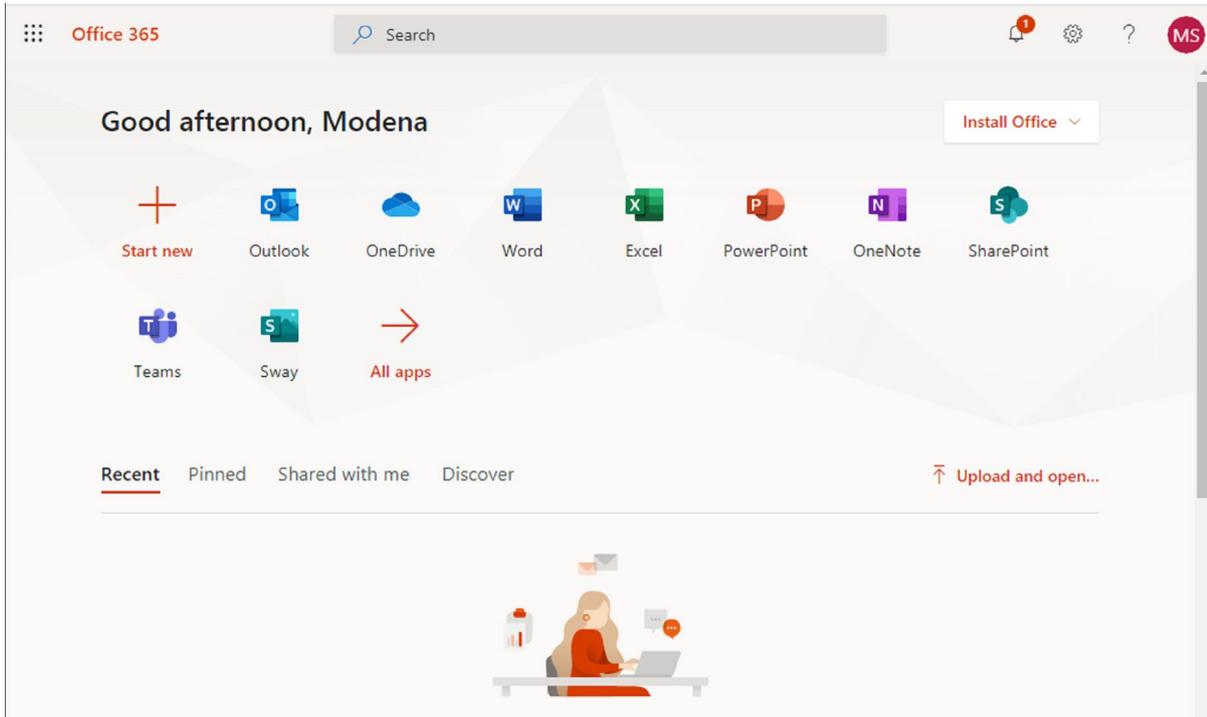
Student Online Portal

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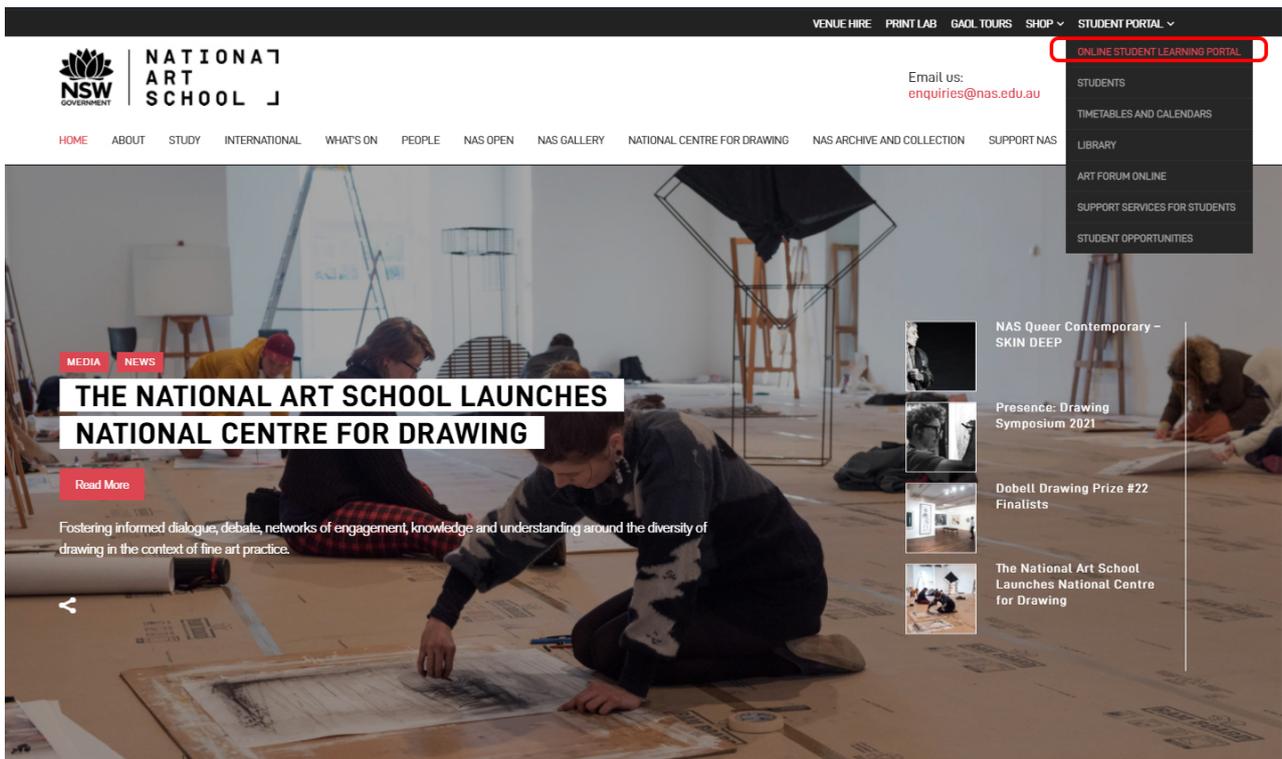
Or type in this URL: https://nas.edu.au/online-student-learning-portal/

(we strongly suggest bookmarking this URL for easy access)

SELECT COURSE

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
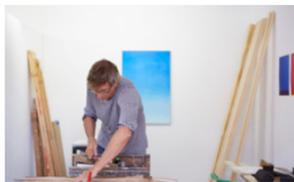
Master of Fine Art

Doctor of Fine Art

Library

SELECT YOUR YEAR GROUP

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

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.

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**

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**

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.

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.

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.