

Welcome to Students Online

✓ **Activate your Account!**

Make sure your school has added an email to your NESA record or else you cannot activate your account.

- Go to <https://studentsonline.nesa.nsw.edu.au/>
- Click on – 'Activate account'
- Have your school give you your NESA number – you will need it to activate and log on

✓ **PERSONAL DETAILS** - Check your name, address and contact details

You can add/change your address, email and phone number

ONLY your school can update your name. Your name in Students Online MUST be the same as your legal documentation (for example, birth certificate or passport).

✓ **ENROLMENTS/RESULTS** - Check your courses

Are you in the right courses? If not, go to your school and get that fixed.

Check the messages down the bottom of the page – Are there any errors in **red**? Check with your school.

✓ **MESSAGES** – Where all your PDF results will go that you order through Results Services AND your Minimum Standard Results can be viewed here.

✓ **CERTIFICATES/eRecord** – Click here if you want to get a free PDF of your eRecord/RoSA/VET certificates or HSC package when you are eligible

Final tips:

- Get your NESA student number from your school (it is on your Confirmation of Entry) and save it somewhere you can access any time (e.g. phone)
- If it says it does not recognise the number – You may need to Activate your Account
- Once you activate your account save your NESA 6-digit PIN in a secure place
- As soon as you activate – log in – go to Personal details – fix your email to your personal email