Introduction to StudentWeb

What is StudentWeb?

StudentWeb is your access point to:

- Your learning – access class learning materials and activities
- Your communications – communicate with your teacher, students, and others
- Your information – view your weekly timetable, calendar, results, and email, and manage your personal ePortfolio
- Student services and support - access the Library, Student Support, student administration, the Student Activities and Representative Council (SARC), employment services and the bookshop.

Logging into StudentWeb

A. Type into your web browser: http://studentweb.bhtafe.edu.au/cae

B. Type in your Username and Password, and then click “Login”.

1. Your username
   Your username is your 6 or 7 digit Learner ID, as shown on your student card
   - if your student card shows seven digits - use all seven digits. E.g. 6286977.

2. Your password
   Your initial password is the same as your username

Note: Your computer will need an Internet connection with the following requirements:

Web Browser: IE 8.0+, Firefox 3, Safari 3, Google Chrome 4
Your personal ePortfolio

What is my ePortfolio?
Your ePortfolio lets you build an online collection of experiences, achievements and evidence of learning. You can store documents, videos, and photos, create blogs, build a résumé, track your goals, collaborate in groups, and present selected items to teachers, employers and friends. When you finish your course you can continue to use your ePortfolio by taking a copy with you.

Using your ePortfolio
1) To access your ePortfolio, click on the My ePortfolio link in the My Stuff section of StudentWeb.
2) The two main tabs that you will use in your ePortfolio include:
   a) the Profile tab – update your personal information, add a photo, and build an online resume.
   b) the My Portfolio tab – create views (i.e. web pages) to share items from your ePortfolio, upload files including images and documents, create a blog, and export your ePortfolio.

Your CAE learner email
To access your email account type the following address in the location bar of your web browser:
http://webmail.cae.edu.au/owa

Your CAE email address will be your student ID number followed by @learner.cae.edu.au

For example: 6286977@learner.cae.edu.au
Enter your student ID number in the User name AND Password boxes.

If you are logging on whilst at the CAE you only need to enter your student ID number. If you are logging on external to CAE you need to include the domain name cae, as well as your student ID number in the User name box.

When accessing the webmail for the first time set the time zone and language.

Email view

Options

Select the OPTIONS button in the top right hand corner of the webpage to see further tools that you can use with your email account. Do not change your password as this is the link to your accounts here at CAE.