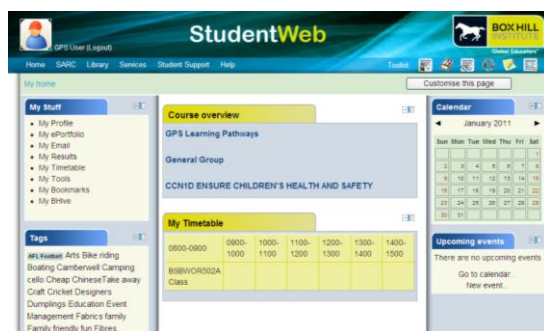


Introduction to StudentWeb

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

- 1) Type into your web browser: <http://studentweb.bhtafe.edu.au>
- 2) Type in your Username and Password, and then click "Login".
 - (a) Your username
Your username is your 7 digit Student ID, as shown on your student card with the prefix "bhi":
 - if your student card shows seven digits - use all seven digits. E.g. **bhi1178001**.
 - if your student card has a number starting with X, for example **X0507594009** - use the first 7 digits that directly follow the X.
 - (b) Your password
Your initial password is your date-of-birth (DOB) entered as YYYYMMDD. For example, if you were born on 31st April 1987 – your password would be 19870431
- 3) Once logged in, you will be prompted to change your password. Choose a *strong password* - one that is difficult for others to determine by guessing e.g. use a combination of letters, numbers, and special characters like + \$ %.
- 4) Click "Save changes".

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

Web Browser: IE 7.0+, Firefox 3, Safari 3, Google Chrome 4
Adobe Flash Player: V10 Visit: <http://get.adobe.com/flashplayer/>

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 Box Hill Institute student email

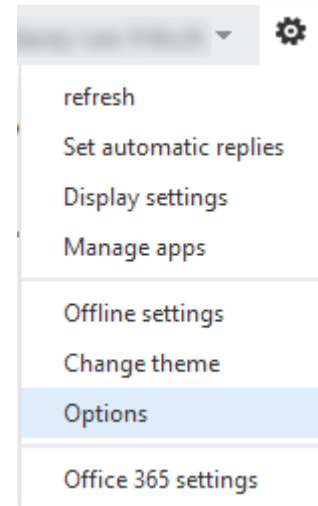
Your student email account uses an ad-free version of hotmail called Windows Live. Check this account daily or redirect all emails to your normal email account to receive all communications from your teaching centre.

Accessing your student email account

- 1) Type <http://outlook.com/student.bhtafe.edu.au> into your web browser.
Login to hotmail using the following information:
 - E-mail address: bhixxxxxxx@student.bhtafe.edu.au (xxxxxxx is your student ID).
 - Password is your studentweb password. If you've never logged in, this is your date of birth as yyyymmdd ie year, month, day For example, 4 June 1995 would be written as 19950604
- 2) Answer the required questions about location and time.

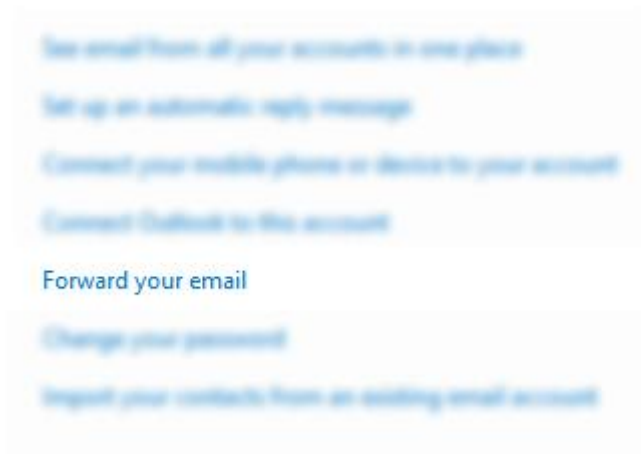
Redirecting your student email to another email account

1) Login to your Box Hill Institute email. Click "Options".



2) In the "shortcuts to other things you can do" section click the "forward your email" option

shortcuts to other things you can do



3) Type in an email address that you would like to forward your email to. Click **start forwarding**.

forwarding

Forward my email to:

email@gmail.com

Keep a copy of forwarded messages in Outlook Web App

start forwarding