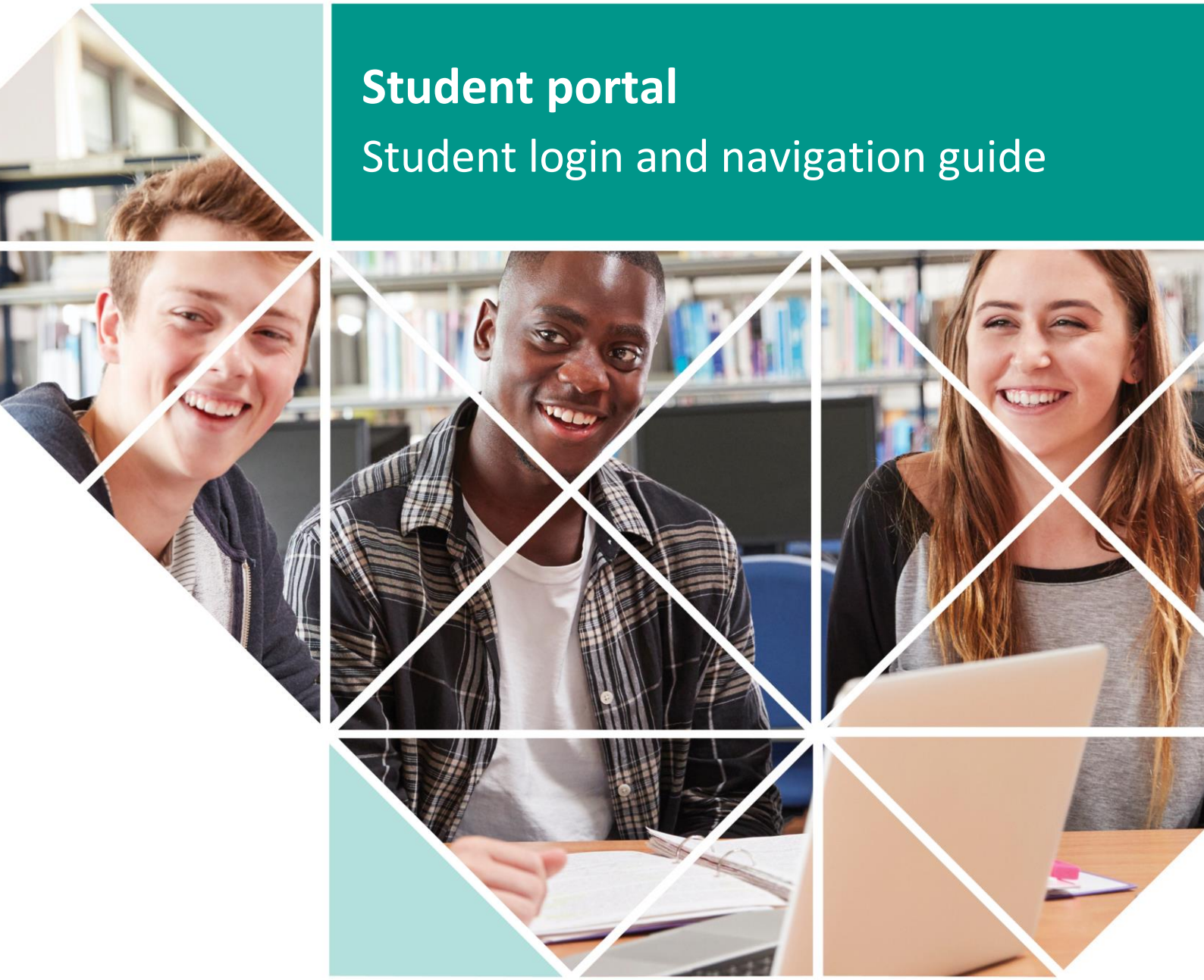
School Curriculum and Standards Authority

# Student portal

## Student login and navigation guide



UPDATED
7/12/2023

**Acknowledgement of Country**

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

© School Curriculum and Standards Authority, 2019

This document – apart from any third-party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that the School Curriculum and Standards Authority (the Authority) is acknowledged as the copyright owner, and that the Authority's moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the Authority. Copying or communication of any third-party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the Creative Commons Attribution 4.0 International licence.

School Curriculum and Standards Authority
Street address: 303 Sevenoaks Street CANNINGTON WA 6107
Postal address: PO Box 816 CANNINGTON WA 6987
Phone: (08) 9273 6300
General email: info@scsa.wa.edu.au
Web: www.scsa.wa.edu.au

Cover photo credit: monkeybusinessimages via iStock

2019/26118v5

# Contents

**How do I log in to the student portal? ..... 1**

Set up your personal email address ..... 2

Set up your new password ..... 3

Complete your Student Declaration and Permission ..... 3

Enter your mobile number ..... 5

Change your contact details ..... 5

Change your password ..... 6

Returning to the student portal ..... 7

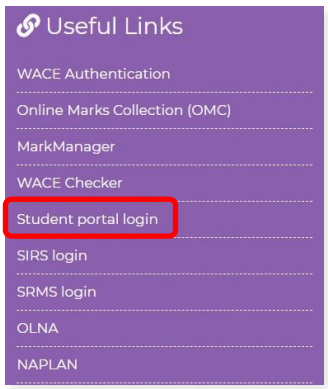
Forgotten password ..... 7

**What will I see in the student portal? ..... 9**

# How do I log in to the student portal?

Click on the link to the student portal (https://studentportal.scsa.wa.edu.au).

You will find this link on the home page of the School Curriculum and Standards Authority (the Authority) website (https://scsa.wa.edu.au/). Click on the **Student portal login** link in the purple **Useful Links** panel (highlighted below).

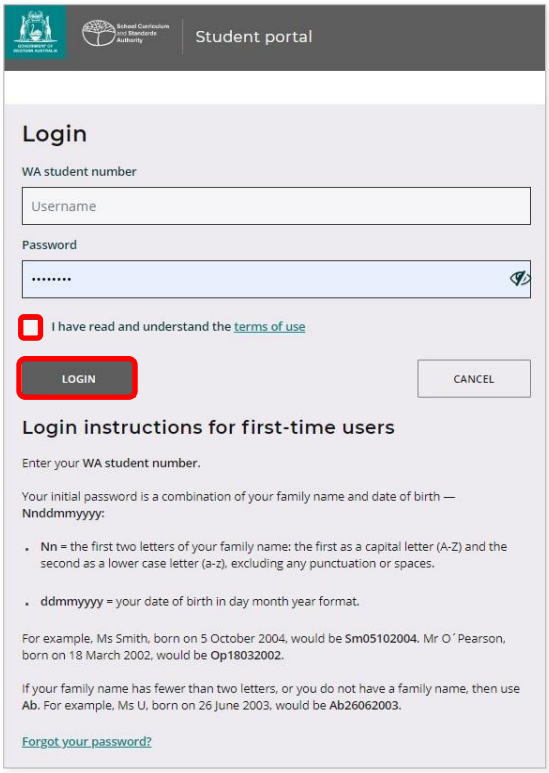



Enter your **WA student number**, which is on your school report/s. It may also be on your SmartRider.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower case letter (a–z), excluding any punctuation or spaces
- **ddmmyyyy** = your date of birth in day-month-year format.

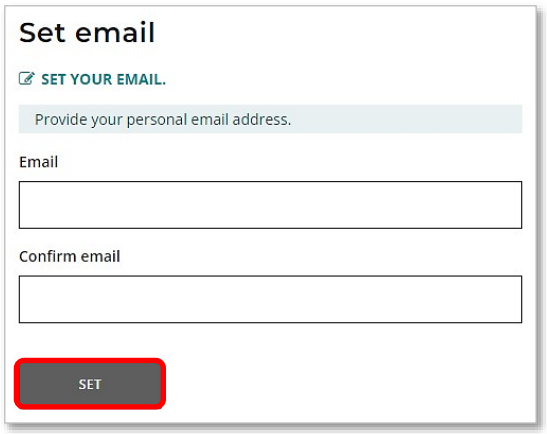
Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.



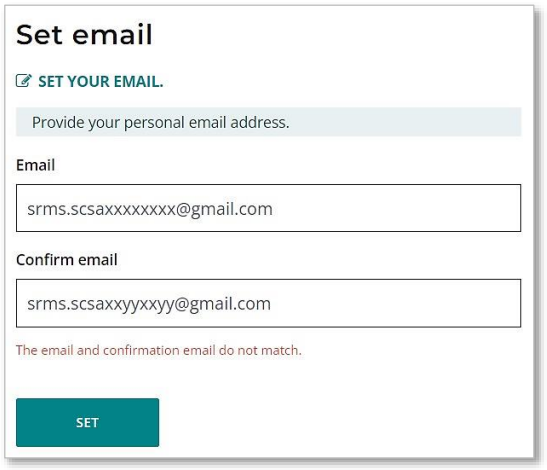
## Set up your personal email address

Enter your personal email address, then re-enter it to confirm it. Click on the **Set** button (highlighted below).

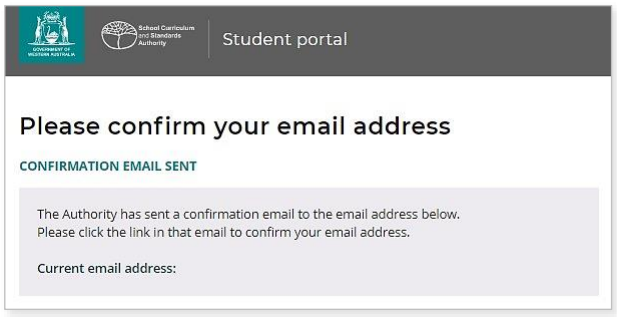
Note: use your personal email address so that you can receive emails after you have left school and your school email address has expired.




You will see an error message if your email and confirmation email do not match.




A confirmation email will be sent to this email address.




Go to your personal email account and click on the link in the email to confirm your email address and complete your registration. If you cannot log in to your personal email account, contact your school or the Authority's Help Desk at wacehelp@scsa.wa.edu.au.

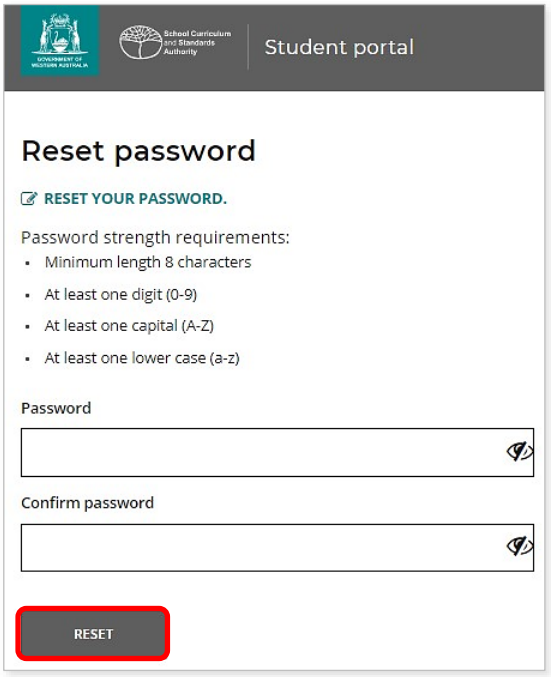
## Set up your new password

When you have confirmed your email address, you will be prompted to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it.

Click on the **Reset** button (highlighted below) to reset your new password.




## Complete your Student Declaration and Permission

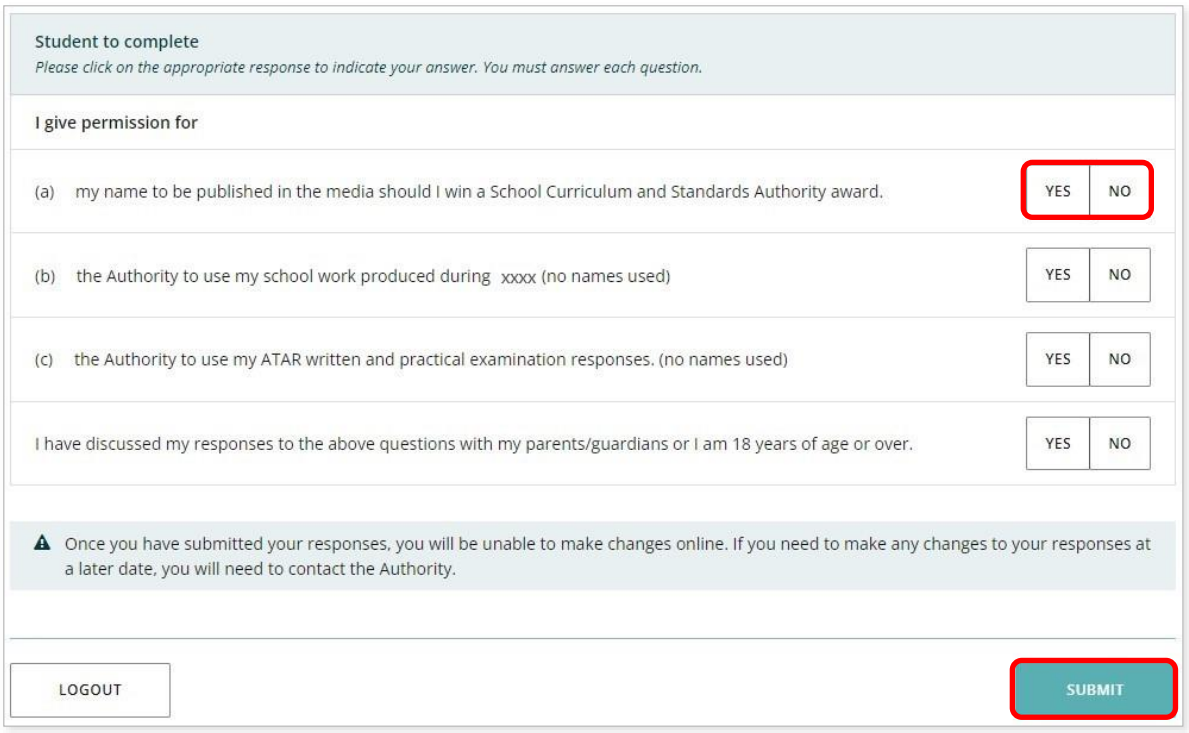
If you are in Year 12, or in Year 10 or Year 11 and enrolled in an Australian Tertiary Admission Rank (ATAR) course, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the Western Australian Certificate of Education (WACE) requirements and rules as set out in the *Year 12 Information Handbook*.

Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).

The Authority also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

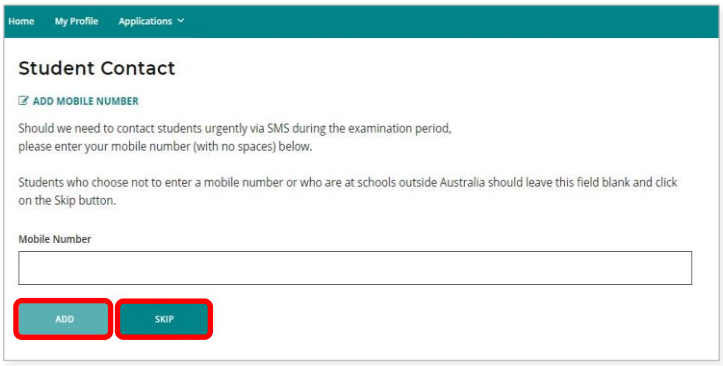


## Enter your mobile number

Year 12 students and ATAR course examination candidates will be prompted to provide a mobile number. While this step is not compulsory, the Authority encourages you to provide a mobile number so that we can notify you via a group SMS should there be any changes to the examination timetable/s and/or venue/s during the examination period.

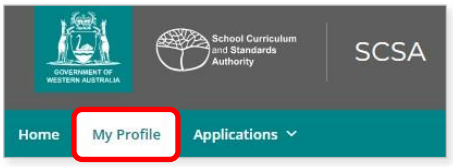
Enter your mobile number, then click on the **Add** button (highlighted below) to save this number.

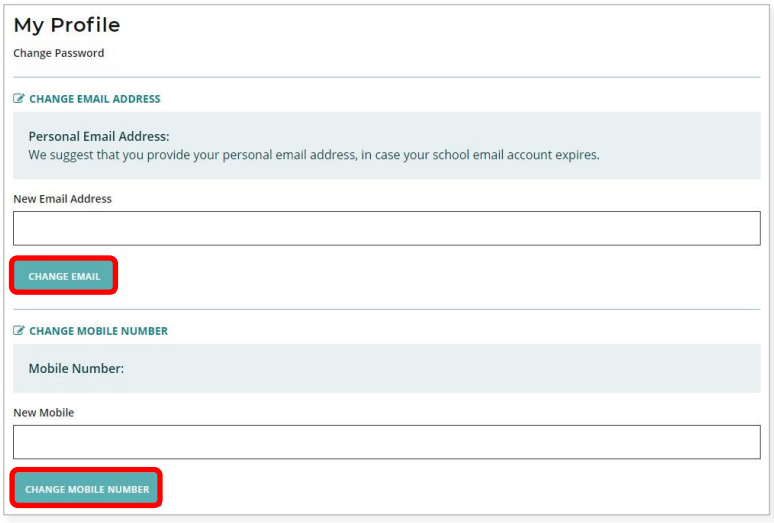
If you choose not to enter a mobile number, or if you are a student at a school outside Australia, click on the **Skip** button (highlighted below).




## Change your contact details

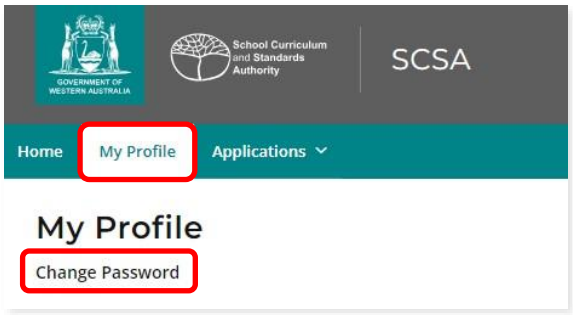
If you want to change your email address or mobile number, select **My profile** (highlighted below) from the green horizontal navigation bar. Enter your new email address and click on the **Change email** button or enter your new mobile number and click on the **Change mobile number** button (both highlighted below) to save these details.



## Change your password

If you want to change your password, select **My profile** (highlighted below) then click on **Change password**.



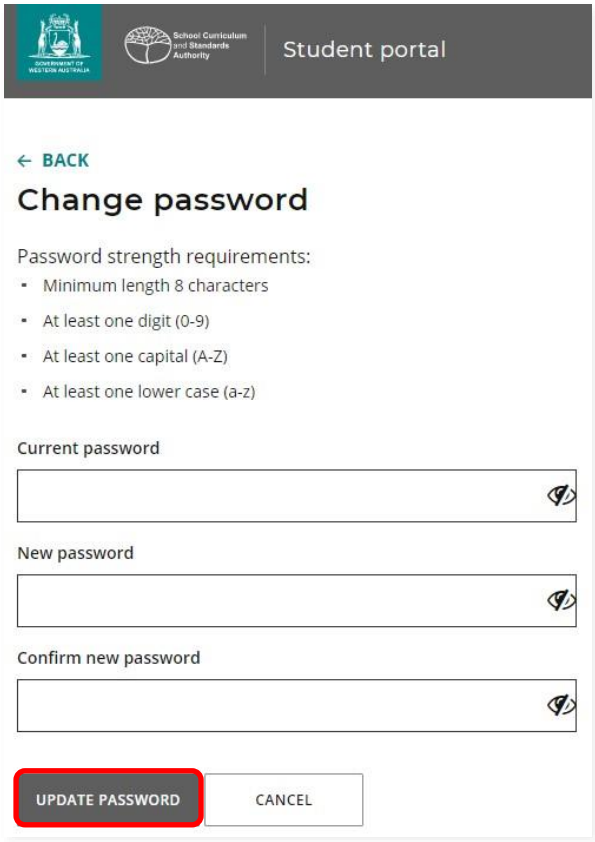

The **Change password** panel will open. Enter your current password in the **Current password** field.

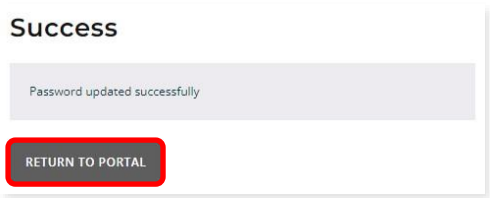
Enter a new password in the **New password** field.

The new password must contain a minimum of eight characters and include at least one digit (0–9), at least one capital letter (A–Z), and at least one lower case letter (a–z).

Re-enter this new password in the **Confirm new password** field, then click on the **Update password** button (highlighted below) to save this password to your profile.

You will see the following message when you have updated your password successfully. Click on the **Return to portal** button (highlighted below) to go back to the **Home** screen.



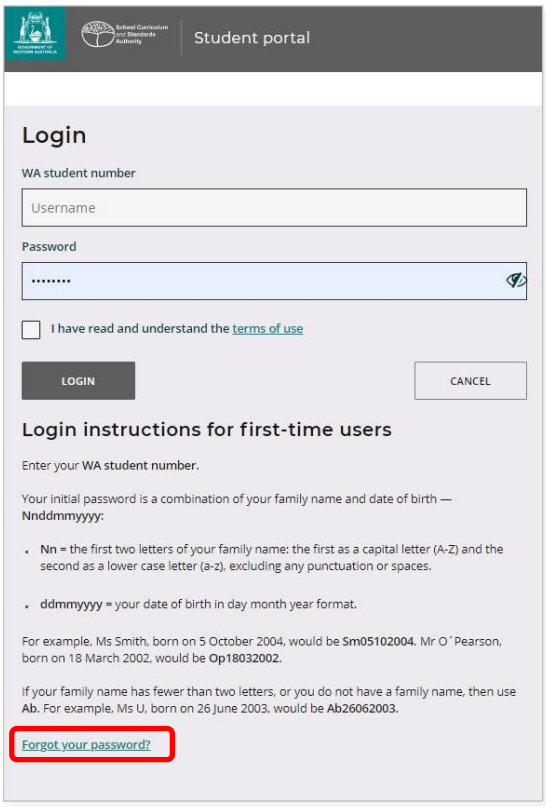



## Returning to the student portal

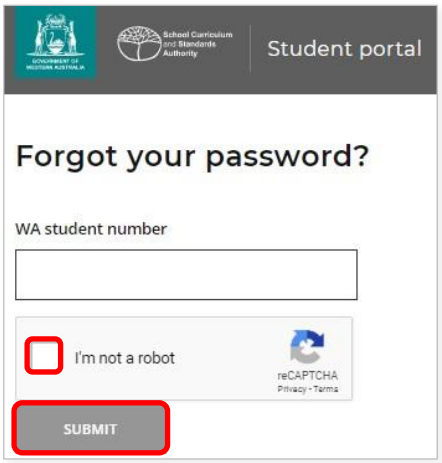
The next time you log in to the student portal, you will need to enter your **WA student number** and your **new password** in the login panel.

## Forgotten password

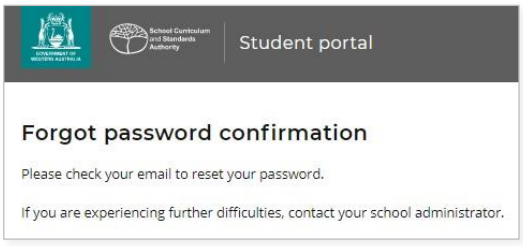
If you have forgotten your new password, click on **Forgot your password?** in the login panel (highlighted below).



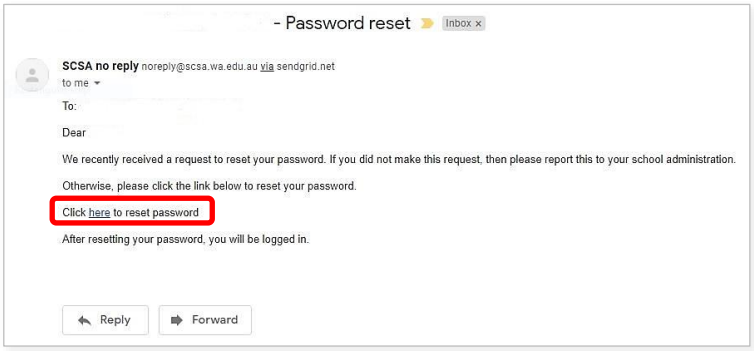

Enter your **WA student number** in the text field and select the **I'm not a robot** check box then click on the **Submit** button (both highlighted below).



An email will be sent to the email address you entered during your registration.




Click on the link in the email (highlighted below) to reset your password.

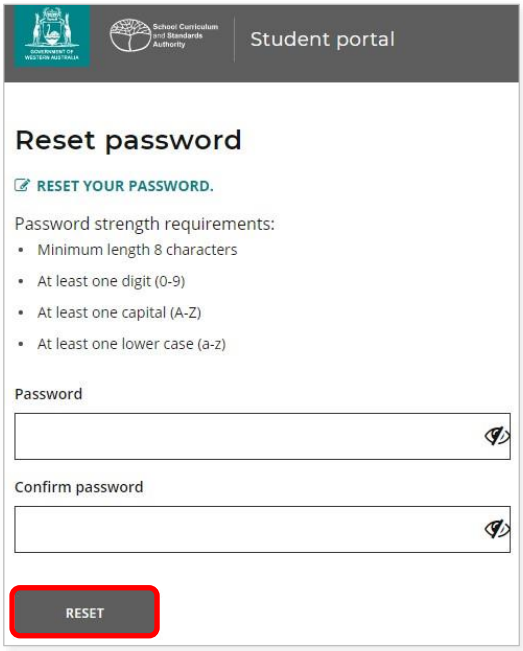



Enter a new password in the **Password** field.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z).

Re-enter your new password to confirm it.

Click on the **Reset** button (highlighted below) to reset your new password.




You will then be taken into the student portal.

# What will I see in the student portal?

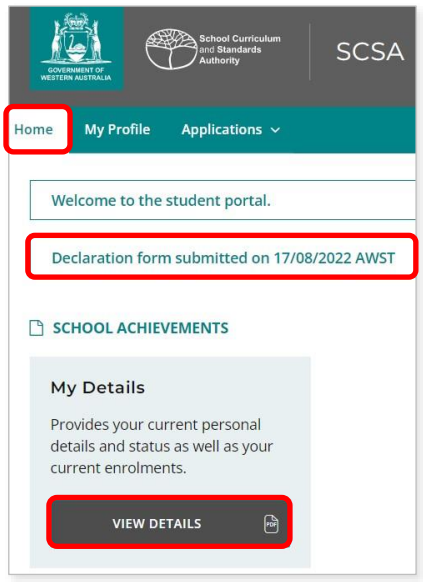
The **Home** screen will display your personal details and any senior secondary achievements that have been reported to the Authority so far, under **School achievements**.

You will see when you submitted your **Student Declaration and Permission** (highlighted below). Year 12 students, and anyone enrolled in a Year 12 ATAR course, should do this before the due date.

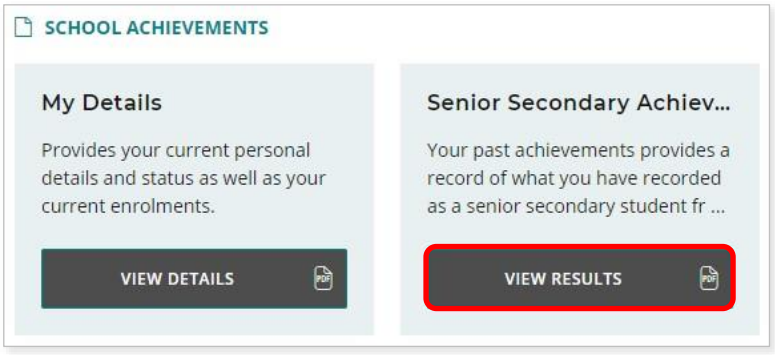
Click on the **View details** button (highlighted below) in the **My Details** section to see your personal information as provided to the Authority. You will see your answers to the **Student Declaration and Permission** that you completed as part of the login process. Your enrolments in course units, vocational education and training (VET) and endorsed programs will also be displayed.

If any of these details are incorrect, contact your school or the Authority's Data Services team at dataservices@scsa.wa.edu.au.

You can click on the **Home** button (highlighted below) to return to the **Home** screen at any time.

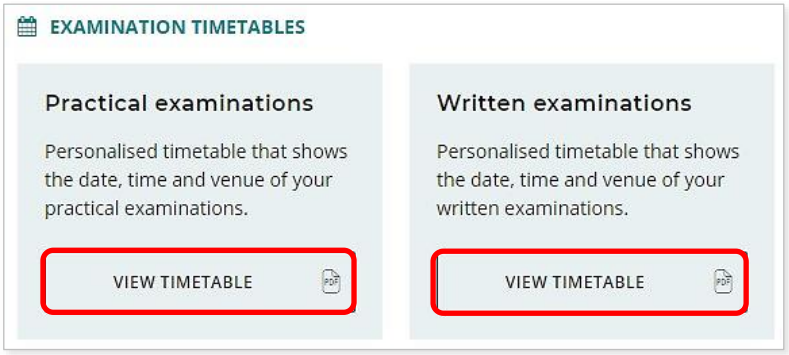



Click on the **View results** button (highlighted below) in the **Senior Secondary Achievements** section to see any results that your school has reported to the Authority. These may include course units, VET units of competency (UoC), workplace learning programs and endorsed programs. These results are reported at the end of the year. For any school-based marks, contact your school.

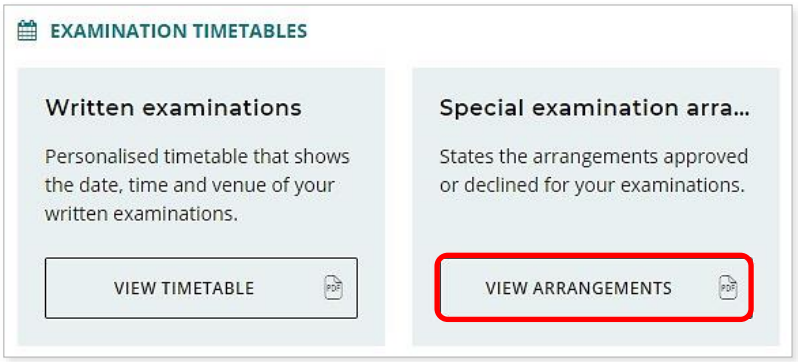


If you are enrolled in a Year 12 ATAR course, you can view and download your *Personalised written* and *practical examination timetables*.

Click on the **View timetable** button (highlighted below) in the **Examination timetables** section to see your *Personalised written examination timetable* and, if you are studying a Year 12 ATAR course with a practical component, you will see your *Personalised practical examination timetable*.

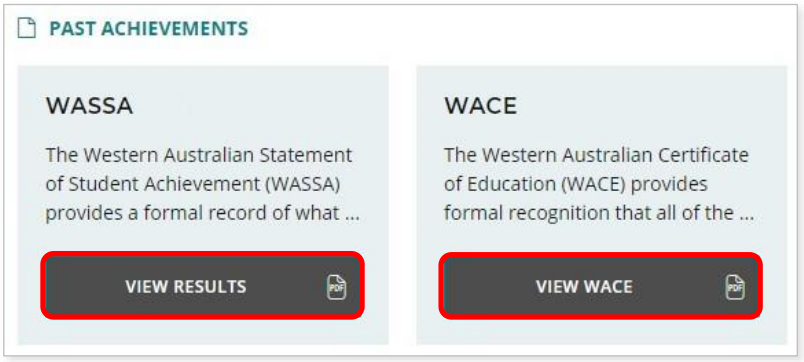



If you have completed an application for *Special examination arrangements*, click on the **View arrangements** button (highlighted below) in the **Special examination arrangements** section to see any special arrangements that have been approved or declined for your examination/s.




When the WACE (Western Australian Certificate of Education) and the WASSA (Western Australian Statement of Student Achievement) have been released in the student portal, you will see these in the **Past achievements** section.

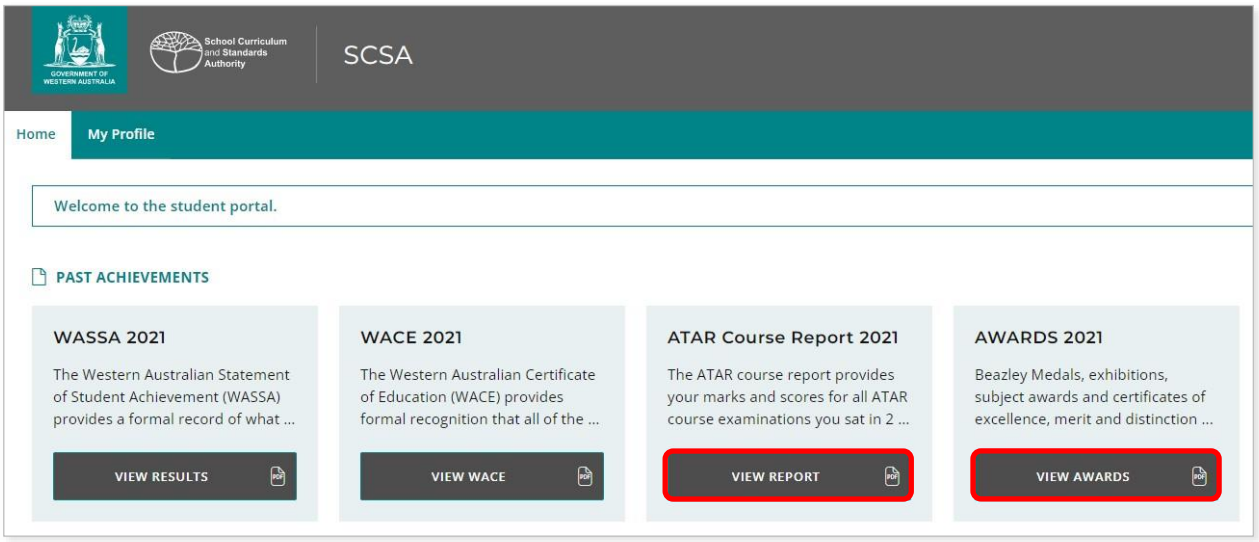
Click on the **View results** button in the **WASSA** section (highlighted below) to view your WASSA, or click on the **View WACE** button in the **WACE** section (highlighted below) to view your WACE results.



Depending on your personalised study profile, you will see different Year 12 results displayed on the **Home** screen.

Your results may also include **ATAR Course Reports**, **ATAR Examination Results** and any **Awards**.

Click on the **View report** and **View awards** buttons (highlighted below) in these sections to view your achievements.




You can print your certificates or save them as PDFs to present when applying for university, TAFE, employment or training.

Your certificates will be permanently and securely stored in the student portal, allowing you to retrieve and use them at any time.