

# My PL@Edu

*Access to My PL@Edu for non-DEC users*

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My PL@Edu is the online professional learning management system for Department of Education and Communities' staff. It provides information about professional learning events for courses and programs, most of which are specified as being available for DEC employees.

Teachers from non-government schools, parents, preservice teachers and school community members can use the following process to obtain a user name and password to access My PL@Edu to enrol in a selection of events. This access remains current for 12 months.

Please note that if you have a user name and password for accessing NSW DEC's *School Measurement, Assessment and Reporting Toolkit* (SMART), you can use this to access My PL@Edu. This access also remains current for 12 months.

If you don't have access to SMART, you will need to obtain a **User Name** and **Password** to access My PL@Edu as follows:

## Step 1:

Go to [My PL@Edu](https://www.det.nsw.edu.au/docprs/welcome.do) logon page at <https://www.det.nsw.edu.au/docprs/welcome.do>

## Step 2:

Click on **Don't have a User Name?**

Enter Log In Details

User Name \*

Password \*

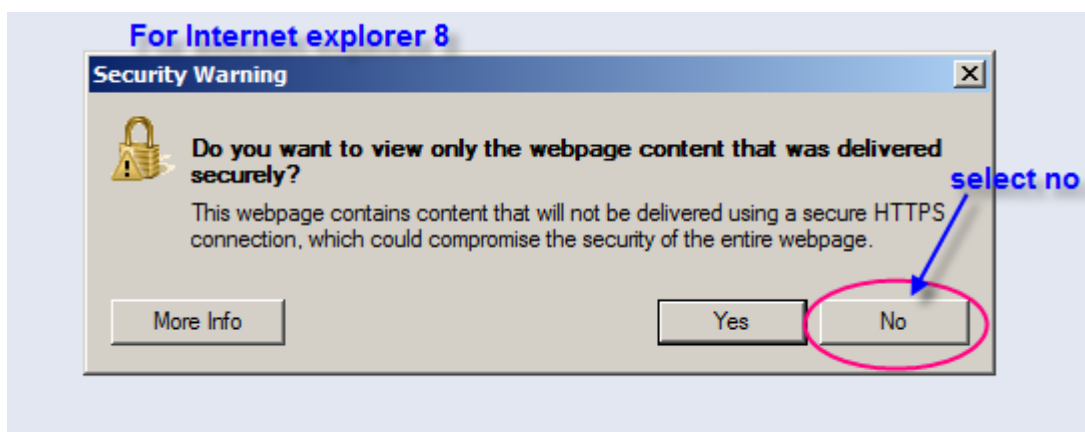
Log In

Your User Name is your DET User Id (e.g. jane.a.citizen),  
or your Network Id (e.g. JCITIZEN12).

[Don't have a User Name?](#) [Forgotten your Password?](#)

click here

Please note that if you are using Internet Explorer, when you click on **Don't have a User Name?** to register, the following Security Warning will appear. Select **No**.



### Step 3:

An **Enter your details** window will open. Complete your details and click on **Register**.

Please note that if you are a new scheme teacher accredited at Professional Competence you will need to provide your Teacher Accreditation Number (TAN). This will allow the record of completion of Institute registered courses to be transferred to the NSW Institute of Teachers website.

A screenshot of the 'Enter your details' registration form. At the top, a yellow box contains a note: 'NOTE: You only need to register if you do not already have a username (DET User Id) issued to you.' The form itself has a teal header. It contains the following fields: 'Title \*' (dropdown menu with 'Mr' selected), 'First Name \*' (text input), 'Middle Name' (text input), 'Family Name \*' (text input), 'Gender \*' (dropdown menu with 'M' selected), 'Date of Birth \*' (text input with 'dd/mm/yyyy' placeholder), 'Email \*' (text input), 'NSWIT Institute Number' (text input), and 'Validation Text \*' (text input). A reCAPTCHA widget is positioned below the 'Validation Text' field, showing the words 'chutes' and 'to' in a stylized font. Below the reCAPTCHA is a yellow box with the text 'Type the two words:' and an empty input field. At the bottom of the form are 'Cancel' and 'Register' buttons.

When you click on **Register** you will receive the following message:

✓ • Successfully Registered (You will shortly be advised by email of your DET User Id, password, and instructions to login)

**Step 4:**

An email containing your DEC user name and password to login to My PL@Edu will be sent to the address you have provided. The email also contains information about changing your password. An example of an email follows:

Date: Thu, 4 Mar 2010 15:04:00 +1100  
From: [donotreply@Edu.nsw.edu.au](mailto:donotreply@Edu.nsw.edu.au)  
To: [bbloggs@hotmail.com](mailto:bbloggs@hotmail.com)

Subject: Login Information

Dear Bill,  
This email is to confirm your successful registration with the My PL@Edu (Professional Learning Management) system.  
Your DET User ID is **Bill.Bloggs20**  
Your password is **pomegranate74**  
To login, please follow the instructions below:

1. Go to [DEC Portal](#) to reset your password and set up your secret question.
2. The secret question will allow you to reset your password if you forget it.
3. Continue to login to [My PL@Edu](#)

Please keep a copy of this information for your own records.

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\*\*\*\*\*  
This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.  
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