

# USING THE ESS STUDENT PORTAL

1. Go to the Energy Skills Solutions website homepage.

[www.energyskillsolutions.edu.au](http://www.energyskillsolutions.edu.au)

1. Select JOB READY from the menu.



2. Select STUDENT PORTAL in the drop-down list.

3. Log in to the Student Portal

Enter your Username and Password and select 'Sign In'

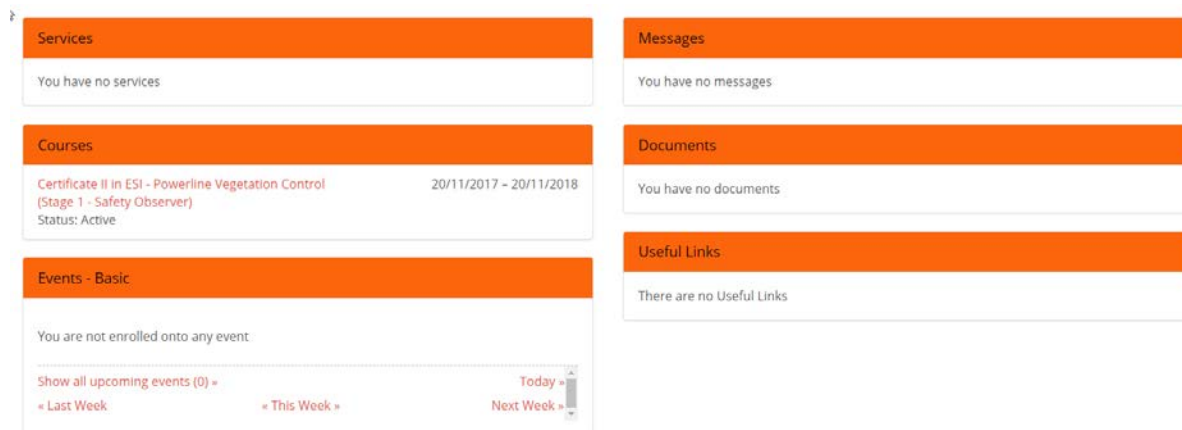
## Dashboard

The dashboard provides a summary of the portal.

Note: When the homepage is first displayed it will indicate at the top of the dashboard if any unread documents or messages are available.

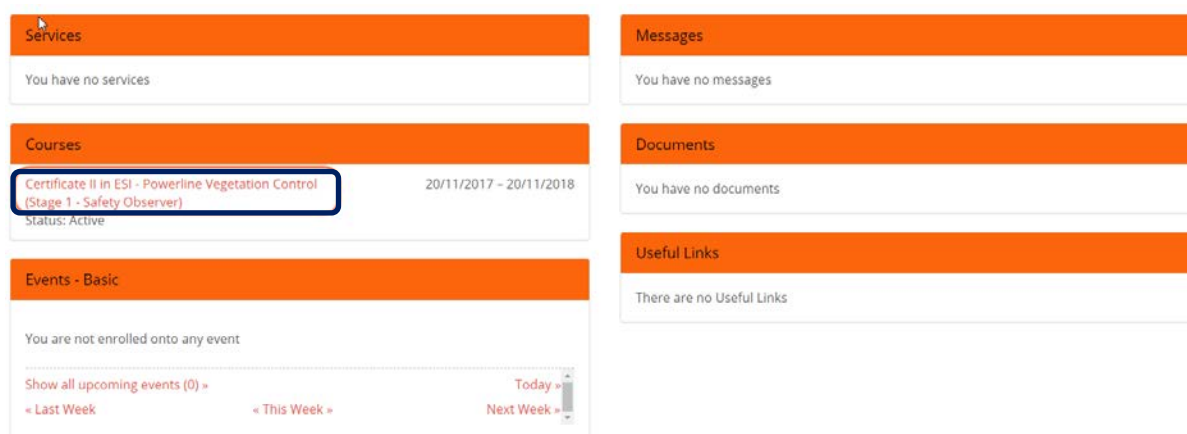
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The dashboard has six parts



1. Services	This is not used.
2. Courses	This lists the ESS course for which you are enrolled. Select the course to see the status of units in the course (see screen image below)
3. Events - Basic	This displays a calendar that shows the ESS courses for which you are enrolled. Select the event to view the event.
4. Messages	This displays the messages (emails) that have been sent to you from ESS or the messages (emails) that you have sent ESS. Select the message to view the message.
5. Documents	This lists the documents that ESS has uploaded to you Student Portal and the documents you have uploaded to your Student Portal. Select the document to view the document.
6. Useful Links	This lists any links to websites that ESS has provided.

*Note: Several functions are available on the Dashboard for quick access. Click on these to see more detail.*



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## Change your Password

You can change your password at any time by clicking on your name in the top right-hand corner of the screen and then click on Change Password.

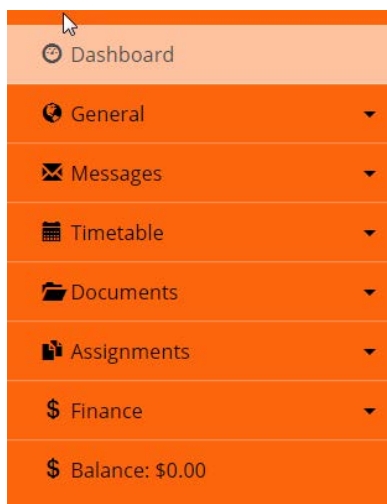
Remember your password needs to have:

- a minimum 9 characters
- at least 1 capital letter
- at least 1 number
- at least 1 non-letter or number character e.g.

Example: Teststudent1!

## Menu

The menu allows you to do a number of things, including sending messages, uploading documents and sending assignments.



## **General**

Click on General to see a drop-down list. Click on each item in the drop-down list to see more detail of that item.

## **Messages**

1. Click on Messages to see a drop-down list.
2. Click on All Messages to see messages received.
3. Click on In Box to see previous messages.
4. Click on Send a Message to send a message to ESS. Give the message a relevant title, record your message in the Description box, then
5. Click on Create.

## **Timetable**

1. Click on Timetable to see a drop-down list.
2. Click in Calendar to see a calendar of all events or
3. Click on the event to see details of that event.

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### Documents

1. Click on Documents to see a drop-down list.
2. Click on My Documents to see documents that have been uploaded by ESS or that you have uploaded.
3. Click on Add a new Document, to add a document.
  1. Type a name for the document.
  2. Type a description of the document.
  3. Choose the file from where the document is saved or choose a URL address.
  4. Select the Category for the document from the drop-down list.
  5. Select the Type of document from the drop-down list.
  6. Leave the Portal button ticked.
  7. Click on the Upload button.

### Assignments

1. Click on Assignments to see a drop-down list.
2. Click on Submit and Assignment.
  1. Select the Unit that is related to the assignment from the drop-down list.
  2. Type a name for the assignment.
  3. Choose the file from where the document is saved.
  4. Click on Add Another File, if you want to add another document.
  5. Click on the Upload button.

*Note: You can submit any type of document or evidence using this function.*

3. Click on Submit RPL Evidence
  1. Type a name for the evidence.
  2. Choose the file from where the evidence is saved.
  3. Click on the Upload button.

*Note: This is only used when you have formally applied for RPL*