Getting into Centra via the DoE Portal

In order to attend an online lesson you need to use the DoE Portal. The Portal allows you read email from your DoE email address (it will be assigned to you) and also use Centra to attend classes. Your username, password and login details should have been emailed to you shortly after you enrolled in your online course.

Quick Guide to accessing a lesson

1. Go to http://portal.det.wa.edu.au using your browser
   If you don’t already have login details, your Tuart College teacher will give them to you.
2. Login to the Portal.
3. On your first visit, you’ll be required to change your password. Just follow the prompts.
4. In the centre of your Portal home page, you’ll see a summary of recent mail (it’s probably empty if you’re new to this.) Click the <Mail> link to access the full webmail page to see if there are any messages from your teacher/s.
5. Your email address is firstname.surname@student.det.wa.edu.au (you will have received this information beforehand; if not ask your Tuart College teacher)
6. On the left of your Portal home page, you’ll see a Centra panel. Click on <My Lessons> to open the Centra application.
7. Click on the relevant lesson in Upcoming to attend an online class.

Need help? Check the walkthroughs on the following pages, or contact your Tuart College teacher.
Activating your Portal account
To activate your Portal account, you just need to log-in with the username and password details you received by email or from your Tuart College teacher. You’ll be asked to change your password on first use.

1. Go to http://portal.det.wa.edu.au then click the <Login> button on the main page.
   HINT: Bookmark this page.
2. Enter your User Name and Password and tick the 'I have read...' check box then click the <Login> button.

The first time you login you will be asked to change your password.

1. If so, then follow the prompts to change the password.

To change your password at any time:
1. Click the <Change Password> link in Password Management panel on the left hand side of your My Portal page.

HINT: Keep your password safe.
Entering Centra

1. Login to the Portal (see Activating your Portal account).
2. Click on the <My Lessons> link in the Centra panel on the left hand side of the page in My Portal.

3. You will then see the following My Schedule screen.

4. Any classes that you are enrolled in will appear in either Upcoming or Ongoing.
5. Your first lesson for each online learning subject you are studying will appear in Upcoming.
6. At the scheduled date and time you will click on the <Launch on Desktop> link for the specific lesson.
7. The first time you use Centra on a particular computer, whether laptop or desktop, you will be asked to download and install some software. Allow this to happen otherwise Centra will not be able to run on your computer.
8. Your teacher will introduce you to Centra’s features in the first few lessons.
DoE Email

On enrolment you will be assigned a DET Email account that is accessed through the Portal. Your teacher will use this email address to communicate with you so you need to check this account regularly.

1. Login to the Portal.
2. Click on the <Mail> link on the My Portal page (middle of page) to open the full mail client.

3. The following pop up mail client will appear in a separate window.

4. There is a limit of 100 Megabytes on your email account so you need to delete items from your Inbox, Sent items and Deleted Items regularly.

5. Make sure you empty the Deleted Items folder as well.

Your email address will be your firstname.surname followed by @student.wa.edu.au
EG: fred.bloggs@student.wa.edu.au