

Logging into Schools Online for the first time

Getting started

- Open your web browser (e.g. Firefox, Internet Explorer, etc)
Ensure your device has internet access
- Copy and paste the following web link into your browser's address bar
» <http://www.sace.sa.edu.au/schools-online/>

The SACE Board's website will be displayed with a link to the Schools Online application.

- Click the Access Schools Online link
- The Schools Online login page will be displayed

South Australian
Certificate of Education
Schools Online

Login Page

Schools Online is a web-based SACE management tool supplied by the SACE Board of South Australia.

SACE Management features are available for school SACE Coordinators and Schools Online Operators from this page. A request form for access to the system is available for download here.

This form can be faxed to the SACE Board of South Australia on (08) 8372 7438.

To contact the Service Desk please call (08) 8372 7412.

Welcome to the SACE Board of South Australia - Schools Online System

To gain access to the system, you must read and accept the conditions listed below
By logging on to the System I confirm that:

- I am an authorised user of the Schools Online system
- I will neither disclose my credentials to any other person nor use another person's credentials to access the system

Email Address:

Password: [Forgot Password?](#)

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SACE Board of SA

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09hosts Online - Version 3.05-9521 - Build 20120214 11:32 - Development SACCDS-TOOLS\DEV_CORE

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Logging on to Schools Online

- Type in your email address
- Your username is your official school email address, e.g.:
 - » joanne.surname012@schools.sa.edu.au
 - » joanne.surname@catholic.edu.au
- Type your password
- Click the Login button

A temporary password has been emailed to you by the SACE Board.

When you login you will be prompted to change this password.

Setting up your user details

The first time you log on to Schools Online, you are required to change your password, read and acknowledge a user agreement, and set up some security questions and answers.

This won't happen every time you log in, just the first time.

Setting a new password

- Type your existing password
- Type a new password
- Retype your new password
- Click the Submit button

Your password must be at least 8 characters long and contain a mixture of uppercase and lowercase letters, numbers and other characters.

Setting your security questions

If you need to reset your password, Schools Online will need to verify your identity.

- Select a suitable question from the dropdown list
- Type your answer in the space provided
- Choose questions from the remaining lists and provide answers for each one.
- Click the Submit button.

Acknowledge the User Agreement

- Read the text
- Tick the checkbox to accept the agreement.

Now you can start using Schools Online.

Once you have done all of these steps, you will not be asked to do them again the next time you log in to Schools Online.