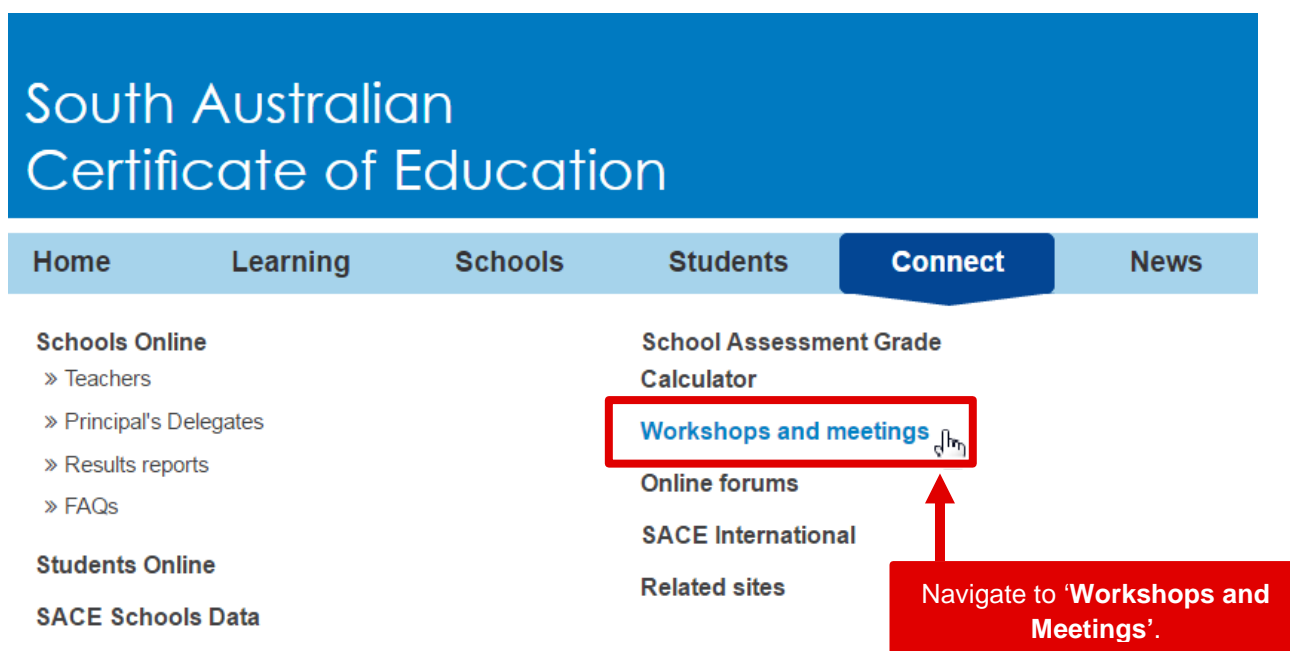


# How to create a SACE account for workshop bookings

If you have access to Schools Online, remember to use the same email and password details to access workshop bookings and other features on the SACE website.

If you don't have an existing account, these instructions outline how to create a SACE account.

## Step 1



South Australian Certificate of Education

Home Learning Schools Students **Connect** News

**Schools Online**

- » Teachers
- » Principal's Delegates
- » Results reports
- » FAQs

**Students Online**

**SACE Schools Data**

**School Assessment Grade Calculator**

**Workshops and meetings**

Online forums

SACE International

Related sites

Navigate to 'Workshops and Meetings'.

## Step 2

### Workshops and meetings

 Print

An extensive range of workshops and forums are planned for 2016. Follow [@saceboard](#) on Twitter for information about the latest workshops and forums on offer.

It is essential that you reserve a place to ensure that you can be accommodated in the venue and that workshop materials are available. Bookings close two working days prior to each workshop, and seven days prior to each video conference.

#### Workshop bookings

- Log in using your SACE account (e.g. Schools Online) details.
- If you don't have a SACE account, you will need to [create an account](#).
- If you have [forgotten your password](#), you can retrieve it by entering your email address.
- For detailed instructions on workshop bookings, [refer to this guide \[PDF 423KB\]](#)

Click the 'create an account' link.

Should you need further assistance with workshop bookings please contact Curriculum on +61 8 8372 7400

Alternatively, for all login or password issues please contact the Schools Online Support Team on +61 8 8372 7412

#### Parking at the SACE Board

Parking on site and in the surrounding streets is free, but street parking time limits vary.

- [Map of parking at the SACE Board \[PDF 122KB\]](#)



## Step 3

# South Australian Certificate of Education

### Create Account ?

#### i Schools Online Users

If you have a Schools Online account, please use your username and password to [log in](#) to the website. You are not required to create a new account.

First name

Last name

Email address

Enter your details and tick the box confirming that you are not a robot

I'm not a robot



Submit ▶

After ticking this box, occasionally further verification will be required (such as this example).

Select all images with mountains.



Report a problem

Verify

## Step 4

An email containing your temporary password will be sent to the designated email address.

To: [paige@mailinator.com](mailto:paige@mailinator.com)  
From: [sace.no-reply@sa.gov.au](mailto:sace.no-reply@sa.gov.au)  
Subject: **Your SACE account**  
Received: **Fri Apr 15 2016 15:23:21 GMT+0930 (Can. Australia Standard Time)**

Dear **Paige Turner**

Thank you for creating a SACE Account.

Your temporary password is **supply8556Measure**

You will be prompted to change this password the first time you [log in](#).

Please do not reply to this email as this address is not monitored. For contact details, visit [www.sace.sa.edu.au/help/contact-us](http://www.sace.sa.edu.au/help/contact-us).

Regards

SACE Board of South Australia  
60 Greenhill Road, Wayville, SA 5034  
P +61 8 8372 7400  
F +61 8 8372 7590  
E [sace.info@sa.gov.au](mailto:sace.info@sa.gov.au)  
W [www.sace.sa.edu.au](http://www.sace.sa.edu.au)

**SACE** | South Australian  
Board of SA | Certificate of Education

Copy your temporary password,  
then click on the '**log in**' link.

## Step 5

Enter your email address and  
paste your temporary password.  
Then click on the '**Log In**' button.

### Log In

Username



Password

[Forgot Password](#)

**Log In** ▶

## Step 6

# South Australian Certificate of Education

You will be prompted to choose 5 security questions and type in your answers.

### Set Security Questions

Security Question 1

What is your favourite game or sport? ▾

Answer

Pinball

Security Question 2

What car do you wish you owned? ▾

Answer

Gogo mobile

Security Question 3

What is your favourite season of the year? ▾

Answer

Autumn

Security Question 4

What is the nickname of your sibling? ▾


Answer

Egg

Security Question 5

What is your favourite colour? ▾

Answer

 This is a required field

Once you have completed,  
click the 'Submit' button.

Submit ▶

## Step 7

# South Australian Certificate of Education

### Set Password

The password requires a minimum of 8 characters.  
You may use a mixture of upper and lower case letters and/or punctuation characters.  
The password will be checked to meet security levels.

New Password

••••••••

Confirm New Password

••••••••|

You will then need to create  
your password, which you will  
use whenever you log in to  
the SACE website.

Submit ▶

Once you have created a password, you may be redirected back to the SACE website homepage.

## Step 8

# South Australian Certificate of Education

Home

Learning

Schools

Students

**Connect**

News

### Schools Online

- » Teachers
- » Principal's Delegates
- » Results reports
- » FAQs

### Students Online

SACE Schools Data

### School Assessment Grade

Calculator

**Workshops and meetings**

Online forums

SACE International

Related sites

Navigate to 'Workshops and Meetings' again.

## Step 9

Venues View

### Currently available workshops

#### Stage 2 Clarifying - Arts

Arts Stage 2 Clarifying Forums

#### Stage 2 Clarifying - Health and Physical Education

Health and Physical Education Stage 2 Clarifying Forums

#### Stage 2 Clarifying - Business, Enterprise and Technology

Business, Enterprise, and Technology Stage 2 Clarifying

#### Stage 2 Clarifying - Humanities and Social Sciences

Humanities and Social Sciences Stage 2 Clarifying

#### Stage 2 Clarifying - Cross-disciplinary

**Cross-disciplinary Stage 2 Clarifying**

#### Stage 2 Clarifying - Languages

Languages Stage 2 Clarifying Forums

Scroll down the page to see a list of all the currently available workshop programs.

Select a workshop program by clicking on the title.

## Step 10

### Workshops for this program

Title	Date	Start time	End time	Location	Status	Capacity	Actions
Community Studies B	19 Apr 2016	1:00PM	4:00PM	SACE Board Of SA (Wayville)	LIVE	26%	<a href="#">View</a>
Integrated Learning	20 Apr 2016	9:00AM	12:00PM	SACE Board Of SA (Wayville)	LIVE	43%	<a href="#">View</a>
Community Studies A	21 Apr 2016	1:00PM	4:00PM	SACE Board Of SA (Wayville)	LIVE	23%	<a href="#">View</a>

This shows list of all the available workshops in this program.

Click the 'View' button to see the workshop details.

## Step 11

[Back to Program](#)

[Book in for this Workshop](#)

### Workshop - Cross-disciplinary Stage 2 Clarifying

Title: Integrated Learning  
Capacity: 30  
Status: LIVE  
Current Attendees Count: 13

Full details of the workshop are shown.

### Venue



When 20 Apr 2016 - 9:00 AM to 12:00 PM  
Where SACE Board Of SA  
60 Greenhill Road  
Wayville 5034

## Step 12

[Back to Program](#)

[Book in for this Workshop](#)

To reserve a place, click the **'Book in for this Workshop'** button.

### Workshop - Cross-disciplinary Stage 2 Clarifying

Title: Integrated Learning  
Capacity: 30  
Status: LIVE  
Current Attendees: 13  
Count:

### Venue



When 20 Apr 2016 - 9:00 AM to 12:00 PM

Where SACE Board Of SA  
60 Greenhill Road  
Wayville 5034

## Step 13

### Booking Create - Cross-disciplinary Stage 2 Clarifying

Given Name:\*

Family Name:\*

School/Other:\*

Contact Telephone:\*

Email Address:\*

Enter any additional details, including your school and telephone number. Then click the **'Save'** button.



## Step 14

You have booked a place in this workshop. [Return to Workshop Bookings Homepage](#)

[Back to Program](#)

[Cancel my Booking for this Workshop](#)

A message will display confirming your workshop booking.

You will also receive an email to your designated email address.

Dear Paige

Thank you for your recent registration in a workshop through the SACE website.

You are booked from 9:00 AM to 12:00 PM on 20/04/2016 in a Cross-disciplinary Stage 2 Clarifying at

SACE Board Of SA  
60 Greenhill Road  
Wayville 5034

You will be sent a reminder email about your workshop closer to the date. In the meantime, if you wish to cancel or change your registration you can do so on the Workshops and Meetings page on the SACE website.

Please keep this email for your records.

Best regards

SACE Board of SA