

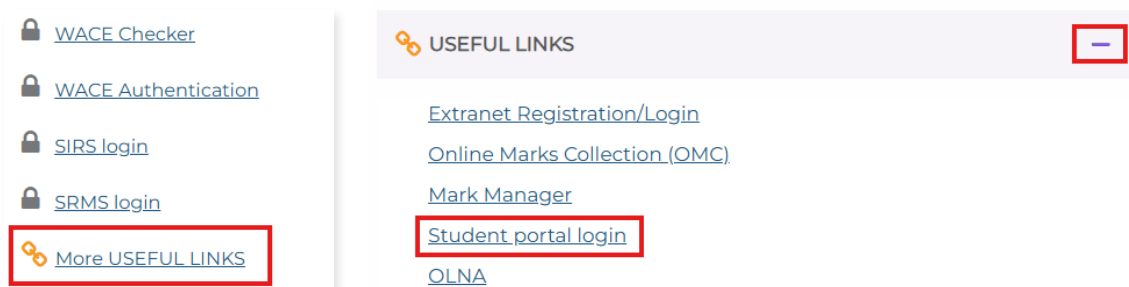


Quick guide: student portal

Step 1: Log in

Click on the link to the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

You will find this link on the home page of the [School Curriculum and Standards Authority \(the Authority\) website \(https://scsa.wa.edu.au/\)](https://scsa.wa.edu.au) by clicking **More USEFUL LINKS** and then expanding the **USEFUL LINKS** dropdown at the bottom of the page.



Enter your eight-digit **WA student number** in the **Login** panel. You will find this number on your school report/s, or it may be on your SmartRider.

The first time you log in, your **initial password** is a combination of your family name and date of birth — **Nnddmmyyyy**:

- **Nn** = the first two letters of your family name (not your initials): the first as a capital letter (A–Z) and the second as a lower-case letter (a–z), excluding any punctuation or spaces
- **ddmmyyyy** = your date of birth in day-month-year format.

Step 2: Enter your email address

Enter your personal email address, then re-enter it to confirm it.

A confirmation email will be sent to this email address.

Click on the link in the email to confirm your email address and complete your registration.

Step 3: Choose your password

Your new password must contain a minimum of 14 characters, with at least one digit (0–9), at least one capital letter (A–Z), at least one lower case letter (a–z), and at least one special character (such as #, \$, or !). Choose a new password that is easy to remember and keep it in a secure place.

Enter your password then re-enter it and click on the **Reset** button to confirm your password.

The next time you log in to the student portal, you will enter your **WA student number** and your **new password** in the **Login** panel.

If you forget your password, click on **Forgot your password** in the **Login** panel. An email will be sent to the email address you entered in Step 2. Click on the link in the email to choose a new password then re-enter it. Click on the **Reset** button to reset your new password.

Step 4: Complete your Student Declaration and Permission

If you are in Year 12, or in Year 10 or Year 11 and studying Unit 3 and Unit 4 of an Australian Tertiary Admission Rank (ATAR) course, you will be taken to the **Student Declaration and Permission** page.

Tick the check box then click on the **Submit** button.

The Authority asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on **Yes** or **No** for **each statement** then click on the **Submit** button to enter the student portal.

Step 5: Enter your mobile number

Year 12 students and ATAR course examination candidates will be prompted to provide a mobile number. While this step is not compulsory, the Authority encourages you to provide a mobile number so that we can notify you via a group SMS should there be any changes to the examination timetable/s and/or venue/s during the examination period.

Enter your mobile number, then click on the **Add** button to save this number.

If you choose not to enter a mobile number, or if you are a student at a school outside Australia, click on the **Skip** button.

Step 6: Download your ATAR examination timetable/s

If you are enrolled in a Year 12 ATAR course, click on the **View timetable** button in the **Examination timetables** section.

You can view and download your *Personalised written examination timetable* and, if you are studying a Year 12 ATAR course with a practical component, your *Personalised practical examination timetable*.

Step 7: Download your Year 12 results

When the WACE (Western Australian Certificate of Education) and the WASSA (Western Australian Statement of Student Achievement) have been released in the student portal, you will see these in the **Past achievements** section.

Click on the **View results** button in the **WASSA** section to view your WASSA, or click on the **View WACE** button in the **WACE** section to view your WACE results.

Your results may also include **ATAR Course Reports**, **ATAR Examination Results** and any **Awards**.

Click on the **View report** and **View awards** buttons in these sections to view your achievements.

You can view and print your certificates, or you can save them as digital certificates, to present when applying for university, TAFE, employment or training.

Your certificates will be permanently and securely stored in the student portal, allowing you to retrieve and use them at any time.

Further information about the student portal is available on the Authority's [student information website \(https://student.scsa.wa.edu.au/student-portal\)](https://student.scsa.wa.edu.au/student-portal).