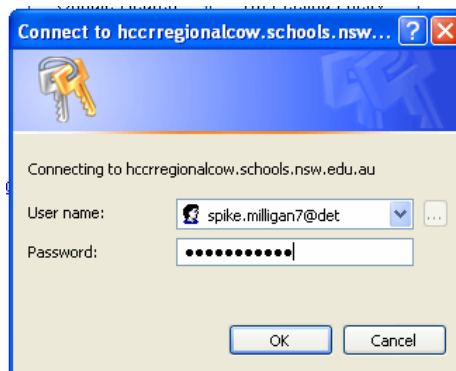


## HOW TO – Access the HCC Region Gateway to our Collaborative Online Workspaces

You will need to log in to the HCC Region Collaborative Online Workspaces Gateway. This is located at this link:

<http://hccrregionalcow.schools.nsw.edu.au/default.aspx>

The Gateway is a Sharepoint site hosted on a regional server. You will be asked for a username and password. Usually, you will see a dialogue box which looks like the one below. This will look different on a Mac or of using Firefox as your browser.

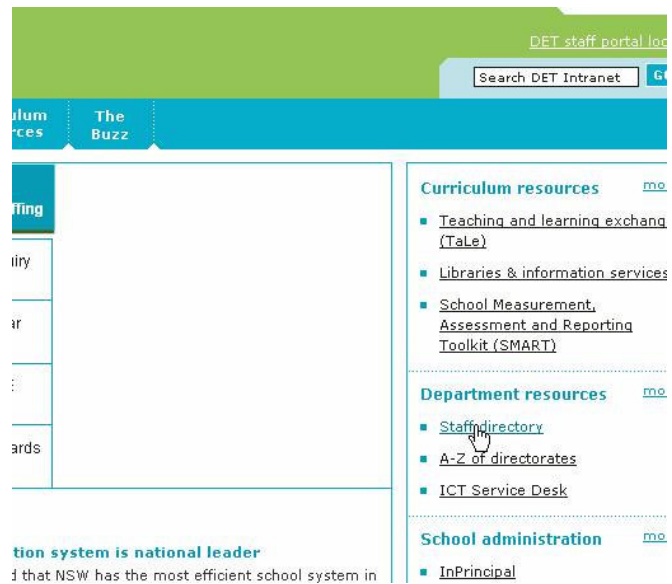


Your **User name** is your **DET user ID** with the suffix **@det** added to it. DO NOT add anything else. (The **@det** tells the system that it should look through the DET directory and find the DET user ID which you have used and check the password you have entered to decide whether to give you access.)

**If you are still unable to gain access after checking each step of this process, please [email Roger](#) for help. This space will be an important part of our information management systems this year and it is essential that you be able to access it.**

### What is my DET user ID?

Every person with an email account within the DET has a DET User ID. If you are unsure of your DET User ID, you can use the **Staff Directory** located on the front page of the DET **intranet** to check.



Use the Staff Directory Search to locate your own entry. Then check your DET User ID.

This is an example. Look for your DET user ID

**Position Title** School Education I  
**Extra Functions** HCC4 School Edu  
**Locality** Hunter/Central Coe  
**Street Address** Cnr Glebe & Brunl  
**Postal Addr** PO Box 82 Adams  
**Phone** 490 43913  
**Fax** 490 43950  
**Mobile** 0422 420194  
**Corporate Email** [Roger.Pryor@det.n](mailto:Roger.Pryor@det.nsw.edu.au)  
**Network Username** RPRYOR1  
**DET User ID** ROGER.PRYOR  
**Parent Unit Code** 534  
**Org. Unit Code** 326

When your username and password are accepted you should see the page below. You will notice that it has links to a number of Collaborative Online Workspaces and links to 'HOW TO' help files and other Featured Links.

Access to various COWs depends on the permissions which have been set for the site. If you are unable to access a particular COW which is relevant to you then please [email Roger](mailto:Roger.Pryor@det.nsw.edu.au)

For a step by step guide on how to set up your Portal to allow access to this site from home or anywhere in the world, see the HOW TO – Files to help you link at the left of the page.

HCC Region - Collaborative Online Workspaces

Welcome HUNTER\pryor1 | My Site | My Links

HCC Region - Collaborative Online Workspaces

Home

View All Site Content

**Documents**

- HOW TO - Files to help you

**Sites**

- The sugarloaf COW

**Recycle Bin**

**Hunter Central Coast - Online Data Collection**

- 09102007 - Survey of Principals regarding enrolment zones
- 27112007 - Vacation Contact Details and Return to School dates 2007-8 - Link now disabled. Many thanks for returning this information
- Add new link

**Links to Hunter Central Coast COWs**

- Regional Executive COW
- HCC4 & HCC5 Principals' COW
- Newcastle PPA Professional Learning COW
- Hunter Central Coast Maths Support COW
- HCC - COW Sandbox site - feel free to have a look around
- Central Coast COW
- Non-School Based Users' BLOG
- Add new link

**Links to other Hunter Central Coast online services**

- Building Resilient Schools and Communities - Surveys
- Add new link

This Sharepoint site is one type of:

**Collaborative Online Workspace**

**Featured Links**

- Hunter Central Coast Regional Intranet
- Demo MOODLE installation - Another type of Collaborative Online Workspace to assist learning systems management
- Leaders and ICT - Shared online learning experience
- Add new link

**News and Updates**

Accessing this Gateway via the Portal 2/6/2008 11:28 AM