

# Accessing the HCC Regional COW gateway via the PORTAL

Log in to the DET portal using the URL below

<http://portal.det.nsw.edu.au/>

(Please note that the portal was upgraded during the 2007-8 summer vacation and, as indicated on the front page, if you have difficulties you should ensure that your Favourite or Bookmark looks just like the link above.

NSW Department of Education & Training

**Portal Login Page** Allows you to access the Internet, Intranets & email from anywhere  
The NSW Department of Education & Training Portal

This Portal allows staff from NSW Department of Education & Training and TAFE, as well as students access to:

- The Internet, Intranets and email from anywhere.
- Appropriate applications, services and information.

**Log In**

DET User ID (e.g. jane.citizen)

Password

**Warning: If you receive a "500 Internal Server Error" or "404 Not Found" error immediately after logging**

Once you have logged in, click the 'My Favourites' tab

**Our Intranet**  
NSW Department of Education & Training

[My portal](#) [My applications](#) [My websites](#) [My favourites](#) [My profile](#)

**My Portal** Gives you access to your email, internal & external sites, plus a wide range of services.

**Quick links**

**DET Intranet**  
Allows you to access the main DET Intranet site for online tools, information and Departmental announcements.  
For assistance, contact: Web Team ✉ [web@det.nsw.edu.au](mailto:web@det.nsw.edu.au)

**Advanced Search**  
Conduct web searches restricted to specified locations. For curriculum resources, please use [TALE](#).  
For assistance, contact: IT Help Services ✉ [ithelp@det.nsw.edu.au](mailto:ithelp@det.nsw.edu.au) ☎ 1800 338 483

Now click the 'Personalise' link at the right

NSW Department of Education & Training Logged in

[Home](#) [My websites](#) [My favourites](#) [My profile](#)

This facility enables you to "bookmark" your favourite Internet links in addition to the few existing "Default favourite links", which you can hide if required. Before using this facility you should click on the 'Help - My favourites' link for detailed information.


**Personalize**

[My way](#)


[My calendar](#)

[Online News](#)

In the next window, click the 'Add or Edit Favourites' link



### Edit Favorites Portlet Settings



#### Add Or Edit Favorites

Click the link below to add, edit, move, or delete favorites or favorite groups.

[Add Or Edit Favorites](#)

#### Favorite Portlet Settings


Enter the name that you want to appear in the Favorites portlet header, to include the default favorites in the portlet as well as the user's own favorites. You can also limit the number of favorites displayed in the portlet to a specific number of favorites.

Display Name


Structure

Display Default Favorites

Select 'Create Favourites'



### Navigate Favorites



Add your own favorites and favorite groups, or edit, delete, or move existing ones.

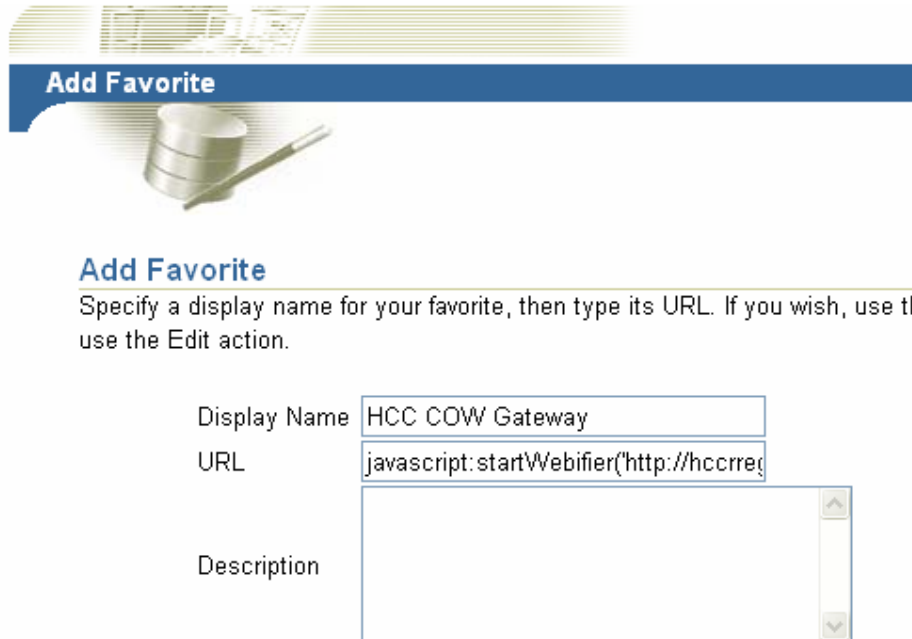
**Actions** [Create Favorite](#), [Create Group](#)

In the next dialogue box, enter a name for your Favourite. I've just called it HCC COW Gateway. You can call it whatever you like.

NOW...the important bit is to get the link EXACTLY right. The easiest way to do this is to highlight the line below, then copy it, then paste it into the URL box

```
javascript:startWebifier('http://hccregionalcow.schools.nsw.edu.au');
```

(please copy the entire line, starting from the 'j' in javascript, and including the semi-colon at the end)



**Add Favorite**

Specify a display name for your favorite, then type its URL. If you wish, use the Edit action.

Display Name

URL

Description

Click the 'Create' button

the Description field to make notes for yourself about the favorite. The description is visible only when y

Now click Cancel to return to your list of Favourites. Your new Favourite should be listed and should then always provide you with a 'Gateway' to HCC Regional Collaborative Online Workspaces. Please note that some site have permissions which may not allow you access.

