## How to add a link in Student Portal for CANVAS access.

You will need:

- internet access
- your email address and password

(If you do not know your email or password please ring CANVAS help on 02 6681 0424)

## Step 1.

Using a browser (either Google Chrome, Firefox, Safari) log in to your Student Portal. https:portal.det.nsw.edu.au

Login Department of Education X +		- 🗆 X
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Scoogle Chrome isn't your default browser		x
NSW DEPARTMENT OF EDU	ICATION	
	Leg in with your DOE account User ID Enter your user ID Enter your password Enter your password Enter your password? Here trouble logging in? Here trouble logging in?	
NSW Education	ACCESSIBILITY INFORMATION ACCESS PRIVACY	COPYRICHT DEPARTMENT CONTACTS NSW COVERNMENT
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The log in uses your User ID (i.e. if your email is john.smith@education.nsw.gov.au, your User ID is john.smith). Then type in your password.

## Step 2.

The following screen should appear.

Step 3.

The following page should appear. Click on the button 'Bookmark' and create Link List. Save.

SW Department of Education				
tudent Portal				
👌 Home	Search	Hide & Link List	¢ Hide	
Email	Google Q Enter your search word	ds here Search CANVAS Link		
Oliver Library	26 Calendar	Hide BlogEd	Hide	
Help	We need you to verify who you are to Goo at your calendars. Please select the Autho	ogle so that we can look My Posts	My Blogs	
Notifications	Authorise			
7 Change password	Games	Hide	e BlogEd content	
Secret Questions	Puzzlemaker	Learning	Hide	
Change Colours	📢 Counselling and Support	Microsoft Visual Studio Pro f	for BYOD	
) Sign Out	Resources to help you right now.	Adobe DoE software downlo	pad	
eedback		si	how more -	
		Search Sites	Hide	
		My School Library (Oliver)		
		Wikipedia		

## Step 4.

Click on the wheel in the top right corner. Type the heading Canvas Link then add following URL into the link 'http://southerncross.instructure.com'

Save

Your link should appear

If you have any queries please ring 02 6681 0424 and speak to Mary-Anne