Setting up a student's login details

Every student enrolled in a Department of Education school automatically has an account set up for them. Generally we do not use individual accounts for our Kinder to Year 2 students, they generally use a class account. Our Year 3 to Year 6 students do use their own personal account for accessing Department of Education computers and online resources.

Learning at home requires students using their own personal logins to access resources including CANVAS and Office365.

A student's username looks like: username@education.tas.edu.au

The username is what the students use to log onto a school computer. It is generally in the form: firstname.lastname.00 e.g. charlie.oates.00 so Charlie's username is charlie.oates.00@education.tas.edu.au

This username pattern will work for a majority of students BUT if a student's name is long it may have some letters missing from the end, or if there's more than 1 student with the same name then the 00 may be 01 or 02.

e.g. Mary Smith could be; mary.smith.00, mary.smith.01, or even mary.smith.02.

If you cannot get your child's account to work then you will need to contact the school so we are able to check for you. I will endeavour to contact families where I am aware of this.

Students in Year 3 – 6 will have already set their password at school. The password they use is one they use when they log onto a school computer. If they have forgotten what their password is then you will need to contact the school so we can reset it for them. They will then need to follow the instructions below to set up a new password.
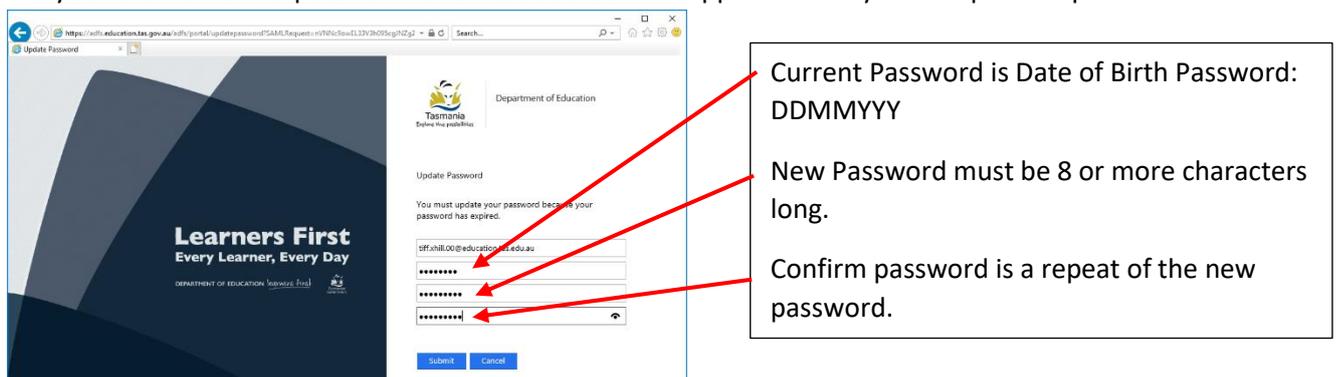
Initial and reset passwords are a student's date of birth in the format DDMMYYYY, e.g. 4 November 2009 would be 04112009

Setting up a password for the very first time or if your password has been reset.

1. Go to mylogin.education.tas.gov.au
2. The following screen will appear. Type in your username and date of birth password.
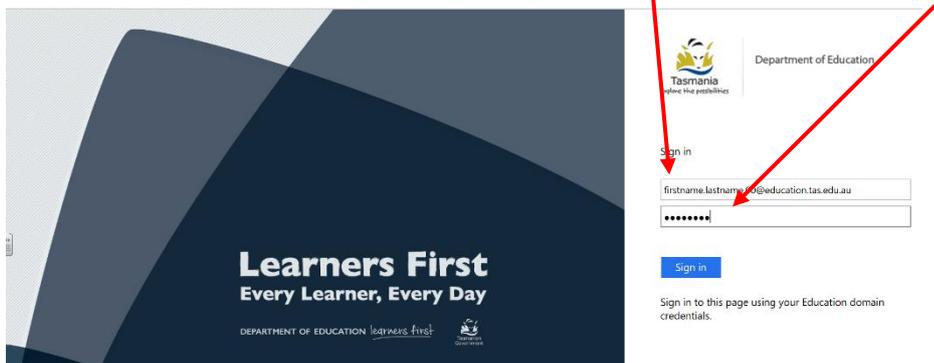
3. If your username and password is correct a screen will appear where you set up a new password:

Current Password is Date of Birth Password: DDMMYYY

New Password must be 8 or more characters long.

Confirm password is a repeat of the new password.

4. The password is now set ready to use with other department resources, e.g. CANVAS and Office 365.