Community Languages Schools Program Portal
Logging in for first time users
Quick reference guide

1. When logging into the portal for the first time, refer to the **Welcome to the Community Languages Schools Program portal email** sent to the school's Head of Organisation or other nominated licence holder. Note, this email is sent when an Expression of Interest is approved by the Program Team.

Follow the instructions in the email to get started.

Dear Apple,

Welcome to the Community Languages Schools Program portal. A new User Account has been created for you.

To get started, please click here.

Username: patricia.yu2@det.nsw.edu.au

Please note this Username as it will be required to login to the portal.

Kind regards,
Community Languages Schools Program
Student Support and Specialist Programs
+61 2 7814 0527 | commlang@det.nsw.edu.au
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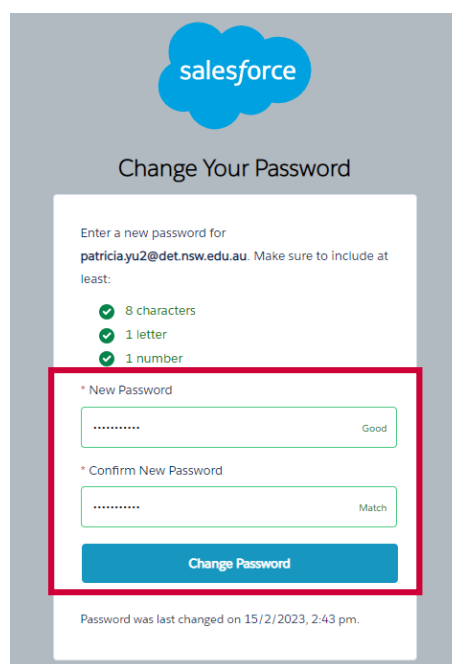YouTube: NSWDepartmentofEducation | Instagram: @NSWEducation

I acknowledge the homelands of all Aboriginal people and pay my respect to Country.
Confidentiality: This email is from the NSW Department of Education. The contents are confidential and may be protected by legal professional privilege. The contents are intended only for the named recipient of this email. If the reader of this email is not the intended recipient you are hereby notified that any use, reproduction, disclosure or distribution of the information contained in the email is prohibited. If you have received this email in error, please reply to us immediately and delete the document.

2. You will be directed to a **Change Your Password** page.

Enter a new password into the **New Password** field, then enter the same password in the **Confirm New Password** field.

Click **Change Password**.

Note, the password must include at least 8 characters, 1 letter and 1 number and you will not be able to proceed if the passwords entered do not match.

3. You will then be directed to the **Community Languages Schools Program portal homepage**.

Note, you can access your account details by clicking your name in the top right corner of the homepage.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

Version 1 published
February 2023
Page 1