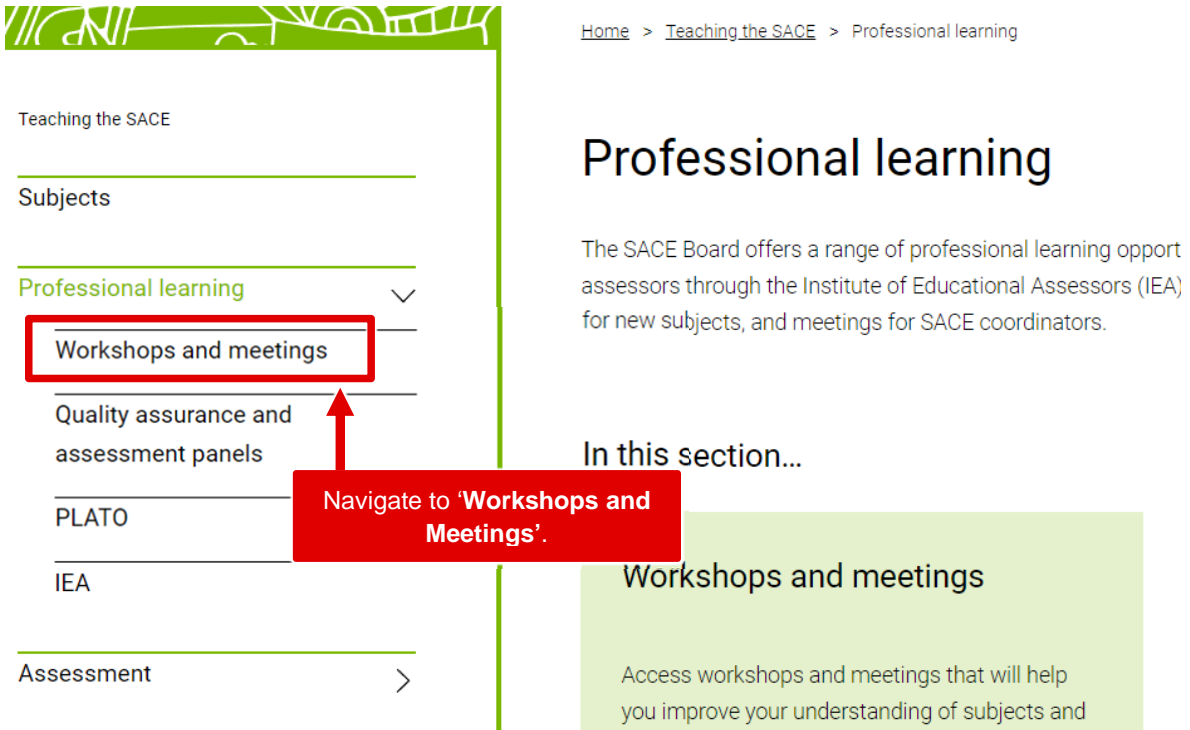


How to create a SACE account for workshop bookings

If you have access to Schools Online, remember to use the same email and password details to access workshop bookings and other features on the SACE website.

If you don't have an existing account, these instructions outline how to create a SACE account.

Step 1



The screenshot shows the SACE website interface. On the left is a navigation menu with categories: Teaching the SACE, Subjects, Professional learning (expanded), Quality assurance and assessment panels, PLATO, IEA, and Assessment. The 'Workshops and meetings' link under 'Professional learning' is highlighted with a red box. A red arrow points from a red callout box below to this link. The callout box contains the text: 'Navigate to 'Workshops and Meetings''. On the right, the breadcrumb trail reads: Home > Teaching the SACE > Professional learning. Below this is the page title 'Professional learning' and a paragraph: 'The SACE Board offers a range of professional learning opport assessors through the Institute of Educational Assessors (IEA) for new subjects, and meetings for SACE coordinators.' Underneath is the section header 'In this section...' followed by a green box titled 'Workshops and meetings' containing the text: 'Access workshops and meetings that will help you improve your understanding of subjects and'.

Step 2

Instructions and support

- To make a booking, you must **log in** using your SACE account (e.g. Schools Online) details.
- If you don't have a SACE account, you will need to **create an account**.
- Please refer to the [guide on creating an account and booking workshops \[PDF 423KB\]](#).
- For further information or enquiries, please contact Curriculum on +61 8 8372 7557.
- If you have **forgotten your password**, you can retrieve it by entering your email address. Please contact the Schools Online Support Team on +61 8 8372 7412 if you experience any login or password issues.
- If you are driving to the SACE Board, please refer to the [map of free parking in surrounding streets \[PDF 115KB\]](#). Access to the ground level on-site car park is one way only from Greenhill Road. If the boom gate is down, please use the access code provided in your booking confirmation email, or press the intercom button to request access.

Click the 'create an account' link.

Step 3

South Australian Certificate of Education

Create Account [?](#)

[i](#) Schools Online Users

If you have a Schools Online account, please use your username and password to [log in](#) to the website. You are not required to create a new account.

First name

Last name

Email address

Enter your details and tick the box confirming that you are not a robot

I'm not a robot



Submit ▶

After ticking this box, occasionally further verification will be required (such as this example).

Select all images with mountains.



[↺](#) [🔊](#) [i](#)
Report a problem

Verify

Step 4

An email containing your temporary password will be sent to the designated email address.

To: paige@mailinator.com
From: sace.no-reply@sa.gov.au
Subject: **Your SACE account**
Received: **Fri, Apr 25 2016 15:23:21 GMT+0930 (Cen. Australia Standard Time)**

Dear **Paige Turner**

Thank you for creating a SACE Account.

Your temporary password is **supply8556Measure**

You will be prompted to change this password the first time you [log in](#).

Please do not reply to this email as this address is not monitored. For contact details, visit www.sace.sa.edu.au/help/contact-us.

Regards

60 Greenhill Road, Wayville
South Australia 5034

www.sace.sa.edu.au



SACE BOARD :: LEARNING AT THE PACE OF CHANGE
SOUTH AUSTRALIA

Copy your temporary password,
then click on the '**log in**' link.

Step 5

Enter your email address and
paste your temporary password.
Then click on the '**Log In**' button.

Log In

Username



Password

[Forgot Password](#)

Log In ▶

Step 6

South Australian Certificate of Education

You will be prompted to choose 5 security questions and type in your answers.

Set Security Questions

Security Question 1

What is your favourite game or sport? ▾

Answer

Pinball

Security Question 2

What car do you wish you owned? ▾

Answer

Gogo mobile

Security Question 3

What is your favourite season of the year? ▾

Answer

Autumn

Security Question 4

What is the nickname of your sibling? ▾


Answer

Egg

Security Question 5

What is your favourite colour? ▾

Answer

 This is a required field

Once you have completed, click the **'Submit'** button.

Submit ▶

Step 7

South Australian Certificate of Education

Set Password

The password requires a minimum of 8 characters.
You may use a mixture of upper and lower case letters and/or punctuation characters.
The password will be checked to meet security levels.

New Password

●●●●●●●●

Confirm New Password

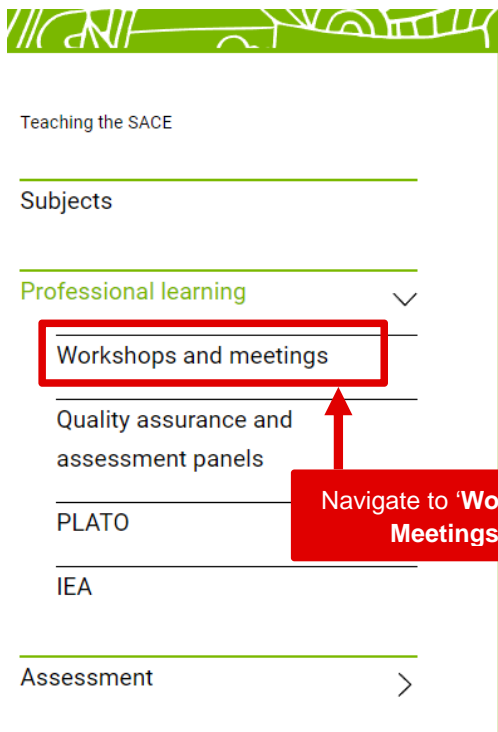
●●●●●●●●

You will then need to create your password, which you will use whenever you log in to the SACE website.

Submit ▶

Once you have created a password, you may be redirected back to the SACE website homepage.

Step 8



Teaching the SACE

Subjects

Professional learning ∨

Workshops and meetings

Quality assurance and assessment panels

PLATO

IEA

Assessment >

[Home](#) > [Teaching the SACE](#) > Professional learning

Professional learning

The SACE Board offers a range of professional learning opportunities for new subjects, and meetings for SACE coordinators.

In this section...

Workshops and meetings

Access workshops and meetings that will help you improve your understanding of subjects and

Navigate to 'Workshops and Meetings' again.

Step 9

Venues View

Currently available workshops

Stage 2 Clarifying - Arts

Arts Stage 2 Clarifying Forums

Stage 2 Clarifying - Health and Physical Education

Health and Physical Education Stage 2 Clarifying Forums

Stage 2 Clarifying - Business, Enterprise and Technology

Business, Enterprise, and Technology Stage 2 Clarifying

Stage 2 Clarifying - Humanities and Social Sciences

Humanities and Social Sciences Stage 2 Clarifying

Stage 2 Clarifying - Cross-disciplinary

Cross-disciplinary Stage 2 Clarifying

Stage 2 Clarifying - Languages

Languages Stage 2 Clarifying Forums

Scroll down the page to see a list of all the currently available workshop programs.

Select a workshop program by clicking on the title.

Step 10

Workshops for this program

Title	Date	Start time	End time	Location	Status	Capacity	Actions
Community Studies B	19 Apr 2016	1:00PM	4:00PM	SACE Board Of SA (Wayville)	LIVE	26%	View
Integrated Learning	20 Apr 2016	9:00AM	12:00PM	SACE Board Of SA (Wayville)	LIVE	43%	View
Community Studies A	21 Apr 2016	1:00PM	4:00PM	SACE Board Of SA (Wayville)	LIVE	23%	View

This shows list of all the available workshops in this program.

Click the 'View' button to see the workshop details.

Step 11

[Back to Program](#)

[Book in for this Workshop](#)

Workshop - Cross-disciplinary Stage 2 Clarifying

Title: Integrated Learning
Capacity: 30
Status: LIVE
Current Attendees Count: 13

Full details of the workshop are shown.

Venue



When 20 Apr 2016 - 9:00 AM to 12:00 PM
Where SACE Board Of SA
60 Greenhill Road
Wayville 5034

Step 12

[Back to Program](#)

[Book in for this Workshop](#)

To reserve a place, click the 'Book in for this Workshop' button.

Workshop - Cross-disciplinary Stage 2 Clarifying

Title: Integrated Learning
Capacity: 30
Status: LIVE
Current Attendees Count: 13

Venue



When 20 Apr 2016 - 9:00 AM to 12:00 PM

Where SACE Board Of SA
60 Greenhill Road
Wayville 5034

Step 13

Booking Create - Cross-disciplinary Stage 2 Clarifying

Given Name:*
Family Name:*
School/Other:*
Contact Telephone:*
Email Address:*

Enter any additional details, including your school and telephone number. Then click the 'Save' button.

Step 14

You have booked a place in this workshop. [Return to Workshop Bookings Homepage](#)

[Back to Program](#)

[Cancel my Booking for this Workshop](#)

A message will display confirming your workshop booking.

You will also receive an email to your designated email address.

Dear Paige

Thank you for your recent registration in a workshop through the SACE website.

You are booked from 9:00 AM to 12:00 PM on 20/04/2016 in a Cross-disciplinary Stage 2 Clarifying at

SACE Board Of SA
60 Greenhill Road
Wayville 5034

You will be sent a reminder email about your workshop closer to the date. In the meantime, if you wish to cancel or change your registration you can do so on the Workshops and Meetings page on the SACE website.

Please keep this email for your records.

Best regards

SACE Board of SA