

School Agreement 2024

To facilitate our planning for 2024, we have implemented a new online School Agreement submission process for schools to begin their single-course enrolment with us for 2024.

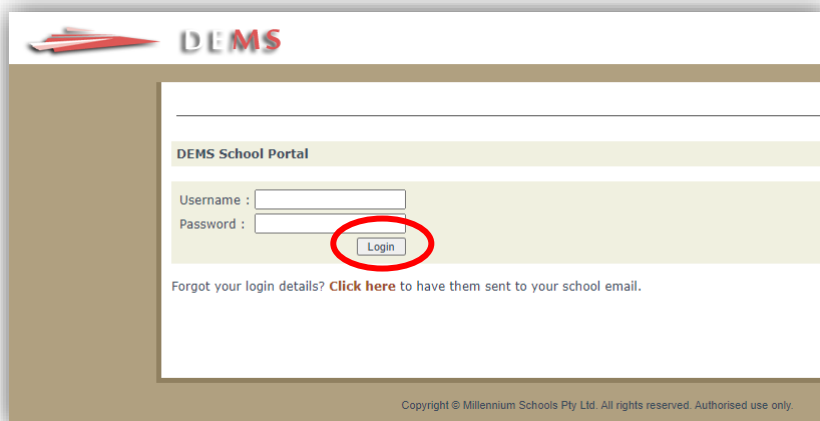
To complete the agreement, you will be required to access the DEMS (Distance Education Management System) Home School Portal and follow the steps below.

1. Access the Home School Portal

- (i) Go to the Distance Education Management System (DEMS) School Portal website:

<https://de.millenniumschoools.net.au/school/>

- (ii) Log in with the **Username** and **Password** provided to your school.
- (iii) Click on the **Login** button to access the Portal.



DEMS

DEMS School Portal

Username :

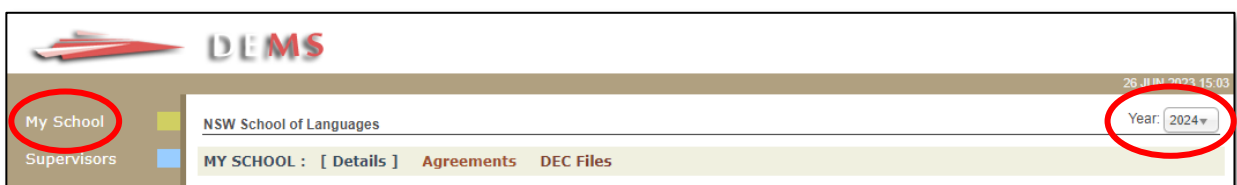
Password :

Forgot your login details? [Click here](#) to have them sent to your school email.

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2. Access the My School section

- (i) Click on the **My School** heading on the left side menu.
- (ii) Ensure that the **Year** is set to **2024**.



DEMS

26.11.2023 15:03

My School

Supervisors

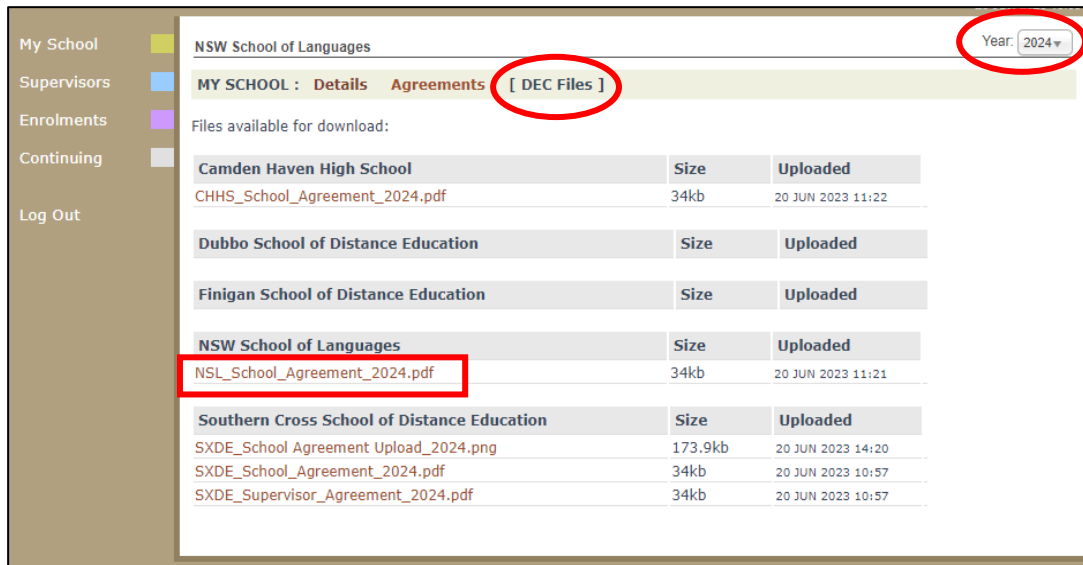
NSW School of Languages

MY SCHOOL : [Details] Agreements DEC Files

Year: 2024

3. Downloading the Agreement file

- (i) Click on the **DEC files** heading from the top menu.
- (ii) You will see several Distance Education Schools Agreement files that display according to the year you selected in the Portal. Download the **NSL_School_Agreement_2024**.



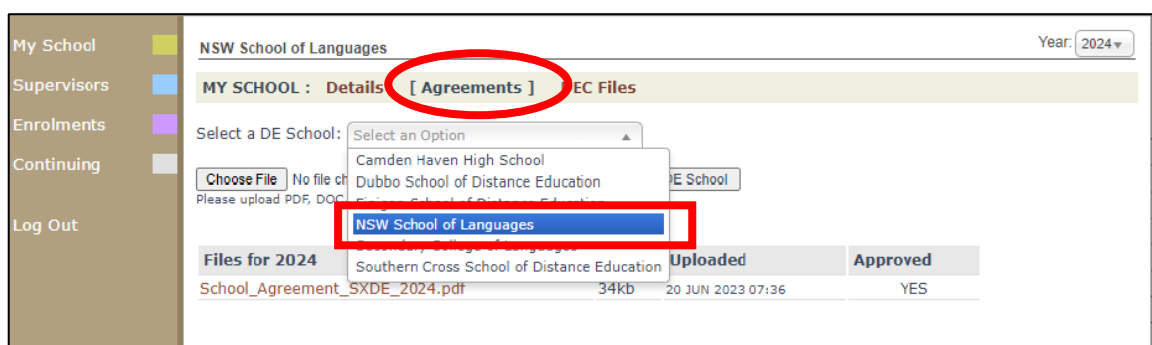
- (iii) Complete the Agreement, ensuring that your School Principal has signed and dated the document.

4. Uploading the completed Agreement file

- (i) Click on the **Agreements** heading from the top menu.



- (ii) From the **Select a DE School** drop down list, select **NSW School of Languages** and upload the completed and signed School Agreement. Click on the grey **Upload Agreement for Selected DE School** button.



(iii) Once uploaded, the system will automatically name the file related to the DE school selected and the year displayed at the top of the school portal at the time of upload. E.g., [School_Agreement_NSL_2024.pdf](#).

A **File Successfully Uploaded** message will appear to indicate that the file has been successfully registered in the portal.

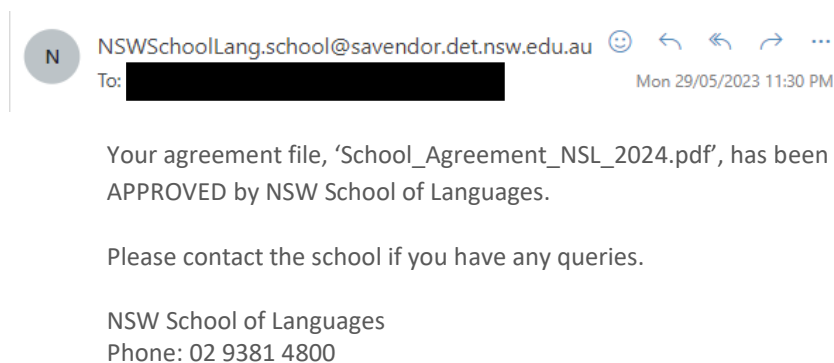
Once the DE School approves the school agreement, a **YES** will appear in the Approved column in the school portal.

The screenshot shows the NSW School of Languages portal interface. On the left is a sidebar with links: My School, Supervisors, Enrolments, Continuing, and Log Out. The main content area has a header for 'NSW School of Languages' and tabs for 'MY SCHOOL : Details', '[Agreements]', and 'DEC Files'. A green message 'File Successfully Uploaded' is displayed. Below it is a 'Select a DE School:' dropdown menu. There are buttons for 'Choose File' (showing 'No file chosen') and 'Upload Agreement for Selected DE School'. A note says 'Please upload PDF, DOC, DOCX, ZIP files only'. At the bottom, a table titled 'Files for 2024' lists the uploaded file 'School_Agreement_SXDE_2024.pdf' with a size of 34kb and an upload date of 20 JUN 2023 07:36. The 'Approved' column for this file shows 'YES'. Red boxes highlight the file name and the 'Approved' status.

Files for 2024	Size	Uploaded	Approved
School_Agreement_SXDE_2024.pdf	34kb	20 JUN 2023 07:36	YES

5. Agreement approval email

Your school will receive an email to the school email address confirming that the agreement has been approved by NSW School of Languages.



If you have queries about the School Agreement, please email us: enrolments.nswsol@det.nsw.edu.au

We thank you for your supervision of our students!



IMPORTANT NOTICE:

The DEMS Home School Portal is a password protected online resource for schools. It is, therefore, of extreme importance that the password is **NOT** shared or disclosed to any third-party persons or groups. The password is to be used to access the Portal by the school Principal and Supervisor(s) of the Distance Education student(s) at your school. Distance Education schools reserve the right to deactivate/suspend a school's access to the Portal following any disclosure of passwords and/or access to third party persons or groups.