

Uploading student photos to the DEMS School Portal

To upload student photos, access the DEMS School Portal and follow the steps below.

Note: supervisors of **other educational providers** can upload a student photo once the enrolment has been approved.

Step 1: Access the DEMS School Portal

1. Go to the Distance Education Management System (DEMS) School Portal website:

https://de.millenniumschools.net.au/school/

- 2. Log in with the Username and Password provided to your school.
- 3. Click on the **Login** button to access the Portal.

	D	DEMS
DEMS School Portal Username : Password :Login Forgot your login details? Click here to have them sent to your school email.	DEMS Userr Passv Forgot	EMS School Portal sername :

Step 2: Access the My School section

- 1. Click on the My School heading on the left side menu.
- 2. Ensure that the Year is set to the year the student is enrolled in, e.g., 2026.



Step 3: Access the Enrolments section

- 1. Click on the **Enrolments** heading on the left side menu.
- 2. All students from your school studying a language at NSL will appear. In the Student Content column for the student, click on the word **view**.

	1	DEMS	
			19 JUL 2025 21:08
	My School	NSW School of Languages	Year: 2026
	Supervisors	[ACTIVE ENROLMENTS] ONLINE APPLICATIONS REPORTS	2026
1	Enrolments	s	In Quota: 0
	Continuing Loa Out Continuing Withdraw	Search for Enrolments First Name : Last Name : NESA-ID : Grade : Select an Security Updated] Found 1 Enrolments ERN Student NESA-ID : Grade : Select an Security Updated] Found 1 Enrolments ERN Student NESA-ID Grade DE School Updated 3 Status Curriculum Report Report Print	Student Content view

Step 4: Upload a student photo

- 1. Select the Files heading on the left side menu (the last option listed).
- 2. Click on the Upload student photo button.

	- DEMS	
		19 JUL 2025 21:08
My School	NSW School of Languages	Year: 2026
Supervisors	STUDENT FILES : Test Student - Year 8	2026
Enrolments		
Continuing		
Test Student Classes Markbook	Choose File No file chosen Upload File for Test Student Please upload PDF, DOC, DOCX, ZIP, JPG files only	
Reports	File Size Uploaded	
Register Attendance		
Diary Communication Files		

- Click on the Choose file button to navigate and select the photo required. Note: only JPG files accepted.
- 4. Click on the **Upload File for Student** button.
- 5. The photo should now appear in the student profile photo box.

	DEMS	
	19 JUL 2025 2	1:08
My School	NSW School of Languages Year: 2026	•
Supervisors	STUDENT FILES : Test Student - Year 8	
Enrolments	3 4 5	Ν
Continuing	O file Opload student photo	
Test Student Classes Markbook	Choose File No file chosen Please unload PDE 1 OC, DOCX, ZIP, JPG files only	
Reports	File Size Uploaded	
Register Attendance		
Diary Communication Files		

If you have queries about uploading photos to the DEMS School Portal, please email us: enrolments.nswsol@det.nsw.edu.au

We thank you for your supervision of our students!

IMPORTANT NOTICE:

The DEMS 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.