

Withdrawing students via the DEMS School Portal

A request to withdraw students who have decided to discontinue studying their language course at NSW School of Languages can be made via the DEMS School Portal.

Follow the steps below on withdrawing students.

PLEASE NOTE

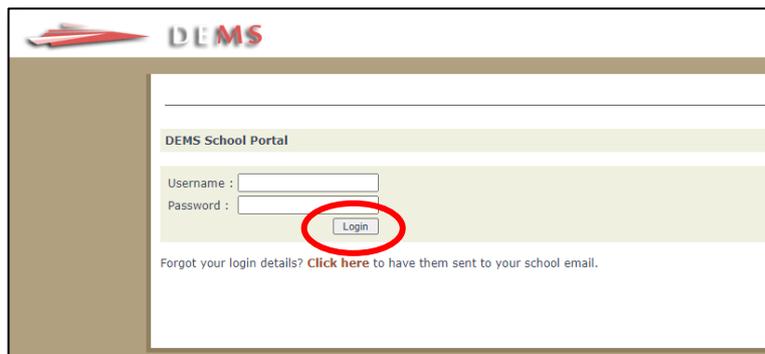
Supervisors are kindly asked to **not** withdraw students who are not continuing for the following year. This information can be provided to us via the Portal's **Continuing** section instead. Please see the *Intention to Continue Guide* available on our website.

Step 1: Access the DEMS School Portal

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

<https://de.millenniumschoools.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.



The screenshot shows the DEMS School Portal login interface. At the top left is the DEMS logo. Below it, the text 'DEMS School Portal' is displayed. The login form contains two input fields: 'Username :' and 'Password :'. A 'Login' button is positioned below the password field and is circled in red. Below the form, there is a link that reads 'Forgot your login details? [Click here](#) to have them sent to your school email.'

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 current year, e.g., **2025**.

DEMS

NSW School of Languages

MY SCHOOL : [Details] School Agreements DEC Files

Name : NSW School of Languages

Address : 35 West St

City : PETERSHAM

State : NSW Postcode : 2049

Phone : 0293814800 Fax : 0293814950

PO Address : Locked Bag 88

City : STRAWBERRY HILLS

State : NSW Postcode : 2012

Login : nsl

Password : password

Email : NSWSchoolLang.school@det.nsw.edu.au

Secondary Students : 2500 Quota : 6

Year : 2025 (Select Year to administrate)

Update My School

Step 3: Access the Withdraw section

1. Click on the **Withdraw** heading on the left side menu.
2. In the drop-down of the Withdraw column for the student, click on **Confirm**.

DEMS

NSW School of Languages

9 JUN 2025 15:16

Year: 2025

CONTINUING ENROLMENTS [WITHDRAW ENROLMENTS] 2025

Search for Enrolments to Withdraw

First Name : Last Name :

NESA-ID : Grade : Select an ... Search

Please select CONFIRM for any student that is withdrawing from their course prior to completion. A withdrawal Reason is required. This can only be done once.
If you require a change on a student's continuing enrolment, please email the school.
If you are unsure, please leave blank.

[Recently Updated] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Withdraw	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	CONFIRM	

Update Enrolments

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

Step 4: Provide a reason for the withdrawal

1. In the **Reason** column, provide a brief explanation for the withdrawal.
2. Click on the **Update Enrolments** button to save your confirmation.

Note: The Reason column must be filled in to confirm the withdrawal.

The screenshot shows the DEMS School Portal interface. The page title is 'CONTINUING ENROLMENTS [WITHDRAW ENROLMENTS]' for the year 2025. The user is logged in as 'NSW School of Languages'. The page contains a search form for enrolments to withdraw, with fields for First Name, Last Name, NESA-ID, and Grade. A table of enrolments is displayed, with one enrolment selected. The 'Reason' column for this enrolment is highlighted with a red box, and the 'Update Enrolments' button is also highlighted with a red box.

Grade	Student	DE School	Course	Class	Updated	Updated By	Withdraw	Reason
Year 12	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ	27 JUL 2023 13:23	[NSL]	CONFIRM	Going overseas

A member of the NSL Enrolments team will then review your request and action once approved. The supervisor may be contacted for further information if required.

If you have queries about withdrawing students via the 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.