Setting up your SIMS Account, accessing Swinburne emails, Blackboard and the eLA Portal

Setting up your SIMS account

1. Click on the following link:
   www.swinburne.edu.au

2. Click on ‘staff’ tab (top right)

3. Click on change your password
4. Add your login details (username and temporary password)

5. Select SIMS Password change on the left hand menu
6. Enter your details again to access the Account Management section
7. Follow the instructions and enter your chosen password twice.

8. You may be prompted to set up SIMS challenge questions. This should be done anyway, and can be accessed on the left hand menu once you return to the ’main’ staff page.
Accessing your Swinburne email account

9. Click on the Email link in the eLA Portal (or navigate to the following link: [https://outlook.swin.edu.au](https://outlook.swin.edu.au)) – You may wish to bookmark this page for future use.

10. Enter your Swinburne email address and password (the new one you selected in the SIMS password change step) – you may want to wait for a few minutes to do this step so that the system has time to update.

You should then have access to your Swinburne emails which will look something like the following:

The next step is to access the training course in Blackboard.
11. When in the eLA Portal, click on the Blackboard link, or navigate to [https://ilearn.swin.edu.au](https://ilearn.swin.edu.au) (again, feel free to bookmark this page for future use). The following page will come up:

12. Enter your SIMS username and the new password you have set up, and click **Login**.

13. See the box titled ‘Swinburne My Units’.

14. If necessary, click on the ‘+’ icon next to ‘Teaching Period SOL’

15. Click on the link to the course name listed in the email you received, which should appear in the available list.
16. Once you are in the Unit, get started familiarising yourself with the course, although not posting in the discussion board until the official start of the course on Monday. We recommend starting with the ‘Getting Started’ tab on the left hand navigation panel and progressively working through this to get a feel for how the structure is laid out.

17. Have fun and see you in the course!

**About the eLA Portal**

The eLA portal will be the ‘hub’ where you access the majority of the things you need for the eLA role. You will gain access to the Portal towards the end of the course. And it is a one-stop-shop for the following tools:

**Chatter**: An online chat functionality (like Facebook for Swinburne Online)

**Q&A**: A resource bank for eLAs and Unit Coordinators to find information and guides that they need.

**Blackboard**: A link to the login page for Blackboard (which is the learning management system where Swinburne Online’s units are conducted)

**Talent2**: The payroll system used at Swinburne Online, where you can update your payroll details, access your payslips and payment summaries etc.

**eLA Availability**: Where you nominate the units and groups you are available to facilitate for future teaching periods.

**Email**: A link to your Swinburne email account login page.

**Instructions on how to access the Portal, once your access is set up, is on the following page.**
Accessing the eLA Portal

18. Click on the link in the email you received titled ‘Welcome to eLA Portal’. You will be prompted to create a new password and enter it twice.
20. Your username is your Swinburne email address and your password is the one you have chosen in step 18 (not necessarily your SIMS password). The following page should come up.

21. Bookmark this page for ease of access in future.

The tabs across the top of the page link to the various areas of the Portal (see the red circle).