

## Uploading your School Agreement 2026

Each year a school wishing to enrol students at NSL needs to submit a School Agreement.

Supervisors will be required to access the DEMS (Distance Education Management System) School Portal and follow the steps below.

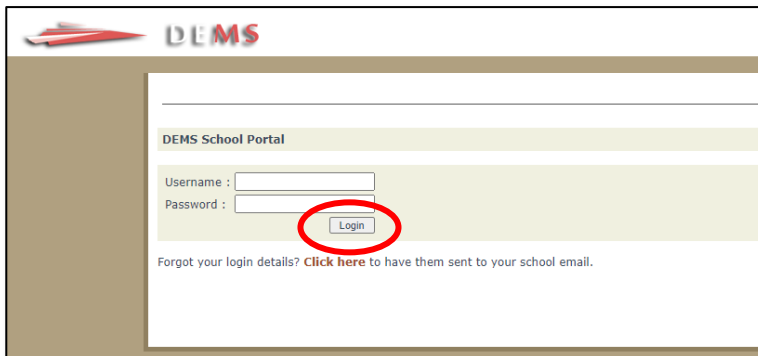
For schools who have not previously enrolled with us, contact us on 9381 4800 to provide you with a username and password.

### Step 1: Access the DEMS School Portal

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

**<https://dems.education/school/>**

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



DEMS

DEMS School Portal

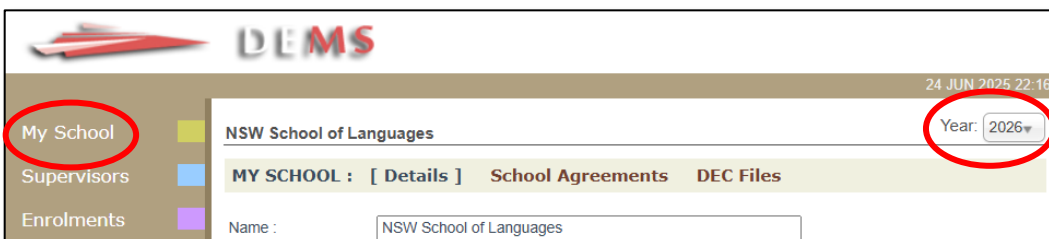
Username :

Password :

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

### 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 you are applying for, e.g., **2026**.



DEMS

24 JUN 2025 22:16

My School

Supervisors

Enrolments

NSW School of Languages

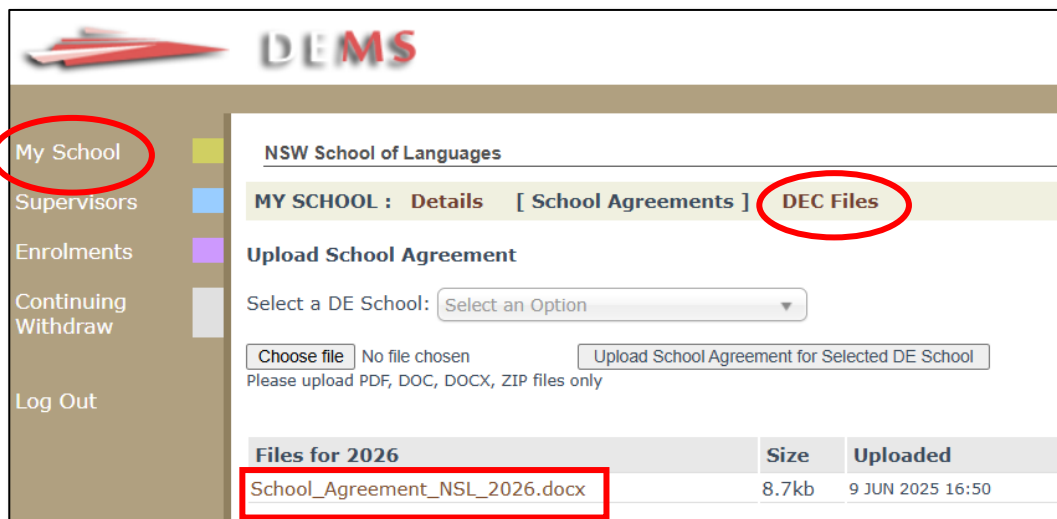
Year: 2026

MY SCHOOL : [ Details ] School Agreements DEC Files

Name :

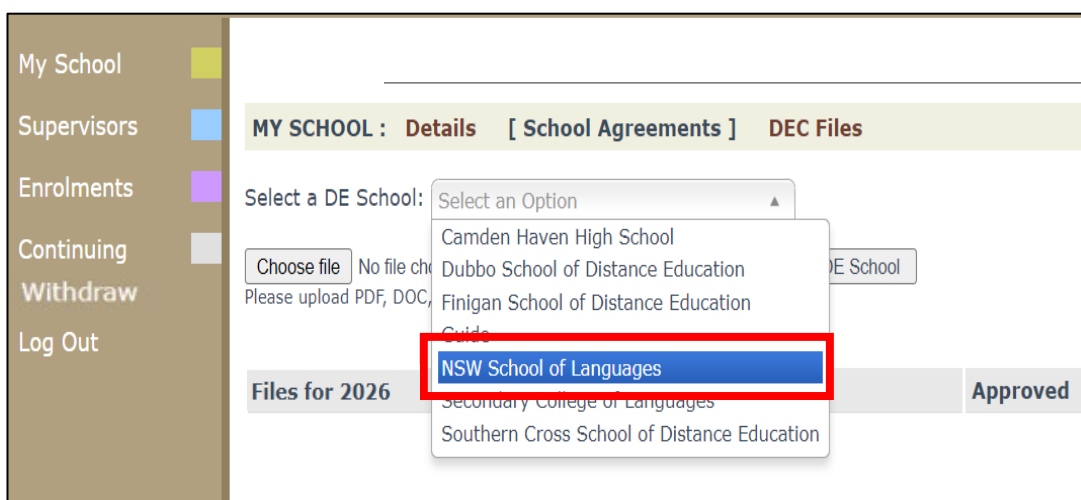
### STEP 3: Download the Agreement file

1. Click on the **DEC files** heading on the top menu.
2. Click on the School Agreement document for **NSW School of Languages** to download and complete. Please ensure that your School Principal has signed and dated the document.  
**Note:** You may see other Distance Education Schools Agreement files displayed on this page. Please only select and download the NSW School of Languages document.



### STEP 4: Upload the completed Agreement

1. Click on the **School Agreements** heading on the top menu.
2. From the **Select a DE School** drop down list, select **NSW School of Languages**.



3. Click on the **Choose file** button to upload the completed and signed School Agreement.
4. Then, click on the grey **Upload Agreement for Selected DE School** button.

The screenshot shows the DEMS portal interface for the NSW School of Languages. The left sidebar contains navigation links: My School, Supervisors, Enrolments, Continuing Withdraw, and Log Out. The main content area shows the school name and navigation tabs: MY SCHOOL : Details [ School Agreements ] DEC Files. Below this is a dropdown menu for 'Select a DE School' with 'NSW School of Languages' selected. Two buttons are highlighted with red boxes: 'Choose file' (with 'No file chosen' and 'Please upload PDF, DOC, DOCX, ZIP files only' below it) and 'Upload Agreement for Selected DE School'. At the bottom, a table header is visible with columns: Files for 2026, Size, Uploaded, and Approved.

5. Once uploaded, the system will automatically name the file according 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\\_2026.pdf](#).

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

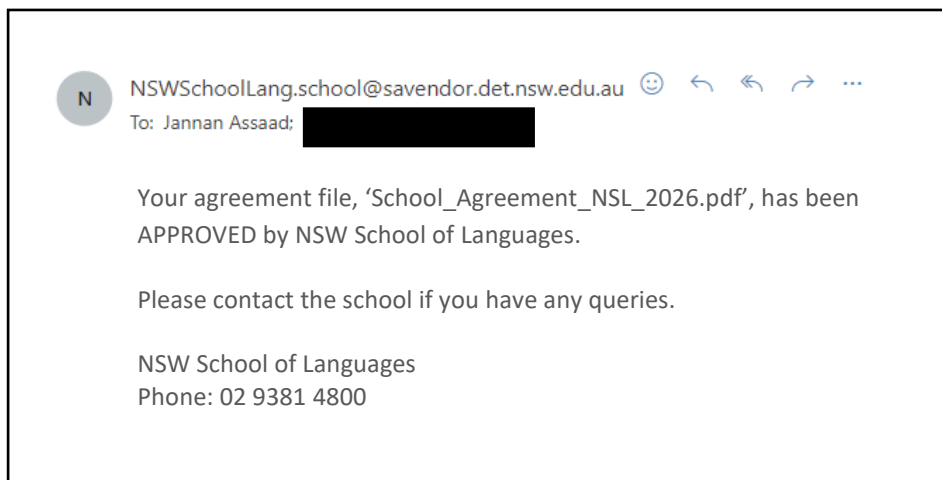
Once NSL approves the school agreement, a **YES** will appear in the **Approved** column in the school portal.

The screenshot shows the DEMS portal interface for the NSW School of Languages. The left sidebar contains navigation links: My School, Supervisors, Enrolments, Continuing Withdraw, and Log Out. The main content area shows the school name and navigation tabs: MY SCHOOL : Details [ School Agreements ] DEC Files. Below this is a dropdown menu for 'Select a DE School' with 'Select an Option' selected. Two buttons are visible: 'Choose file' (with 'No file chosen' and 'Please upload PDF, DOC, DOCX, ZIP files only' below it) and 'Upload School Agreement for Selected DE School'. At the top right, the date and time '24 JUN 2025 22:22' and a 'Year: 2026' dropdown are visible. At the bottom, a table is displayed with columns: Files for 2026, Size, Uploaded, and Approved. The table contains one row: School\_Agreement\_NSL\_2026.docx, 8.7kb, 9 JUN 2025 16:50, and YES. The 'Approved' column is highlighted with a red box.

Files for 2026	Size	Uploaded	Approved
School_Agreement_NSL_2026.docx	8.7kb	9 JUN 2025 16:50	YES

## Step 5: School 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. Please contact us if you do not receive this email.



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