

Uploading student photos to the DEMS School Portal

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

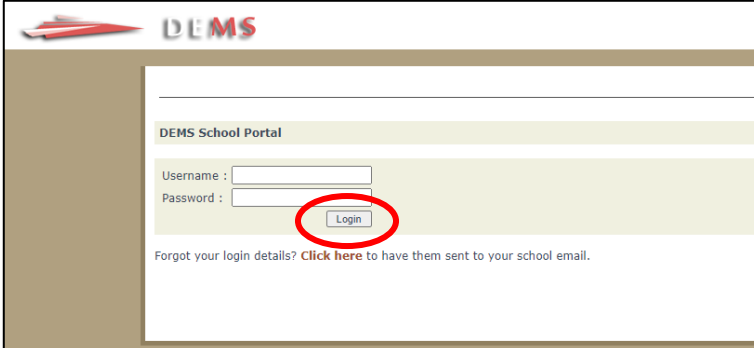
Note: supervisors of **other educational providers** can upload a student photo once the enrolment has been approved.

Step 1: Access the DEMS School Portal

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

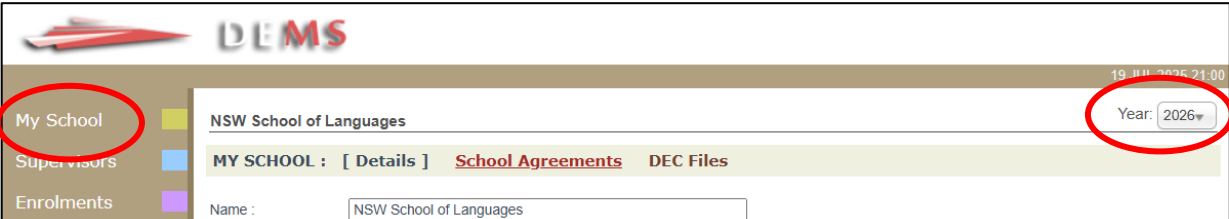
<https://dems.education/school/>

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



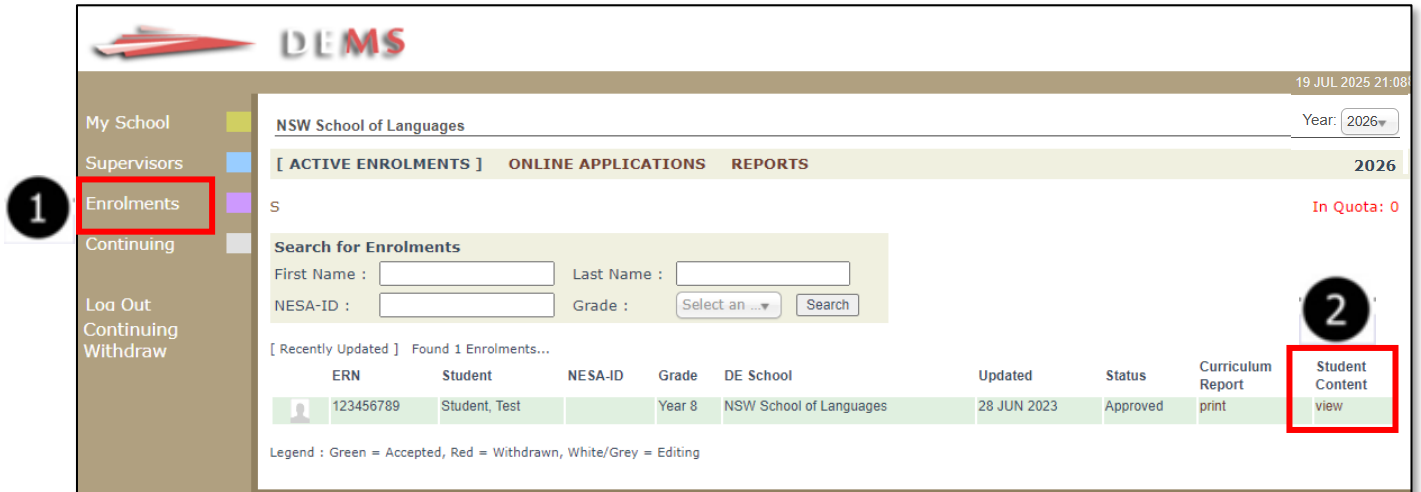
Step 2: Access the My School section

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**.



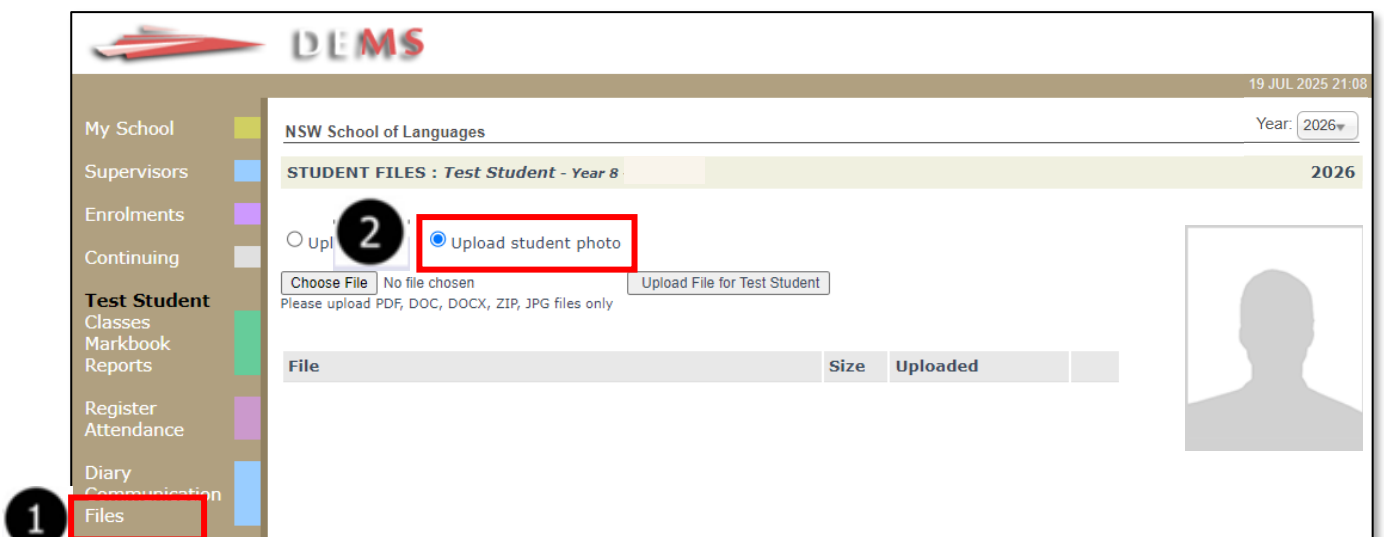
Step 3: Access the Enrolments section

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**.

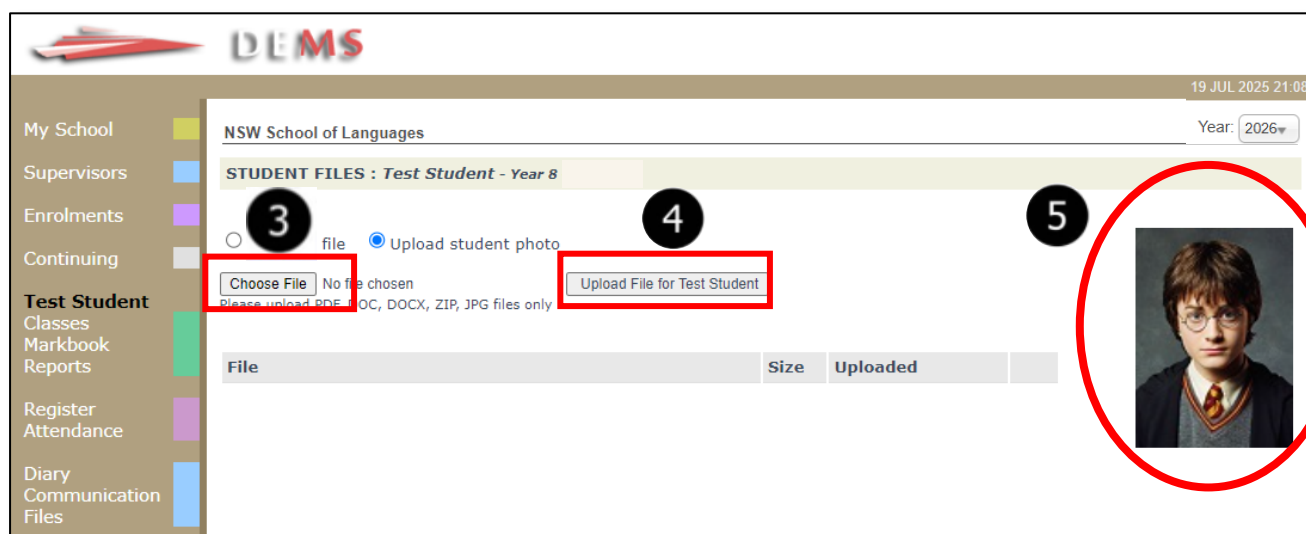


Step 4: Upload a student photo

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



3. 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.



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.