1. From the Open Access website (http://www.openaccess.edu.au) click on Students in the Menu and OAC Daymap in Other links area on the next page.

2. This will bring you to the login screen. Accept default settings and enter user name. User name: The user name is oac\<student number>. For example, if your student ID is 123456, your user name will be oac\123456.

   Password: The password is your date of birth backwards i.e. <year><month><date>. For example, if your date of birth is 18 February 1999, your password will be 19990218.

3. Click Log On button. Need help logging in? Contact the Helpdesk 83093636
4. From the top menu click on Daymap. You will have access to Day Plan, Timetable, Homework and Report. DayPlan shows as the default when the screen loads.

5. In Day Plan view, you can see your timetable and what subjects you have for that day. Any homework or class notes will show next to a timetabled class. [Hint: To view a different day use the forward and back arrows next to the date]

5. In the Timetable view, you will see the timetable for that week.

6. In the Homework view, you will see any homework entered by the teacher and any assessment tasks due.
7. In the Report view you can see Details, Attendance Map, Attendance Rate and Assessment.

8. The attendance map and attendance rates

9. The Assessment tab will show any published results for assessment tasks the teacher has set and marked.

10. The next top menu is Classes. This drop down menu allows you to see a Diary view of classes (with notes) or the Class List - all of the classes the student has been enrolled in at OAC this year (Class List) and for previous years (View All).

11. The next top menu is Assessment. In this view you can select Task Finder to view assessment tasks that are Current, or see All for the year, or All.
12. For any questions regarding the attendance, class notes, homework or assessment information you can (or cannot see), please contact your teacher.

13. The Communications menu is currently not being used.

14. If you use MS Outlook and want to integrate DayMap with it, this option is available in the Tools menu.

15. To Log-off, just close the Browser window. There is NO Log-off, Exit or Log-out button.