These tabs provide access to the main services in the Portal. The services are:

- **My Workspace:** Provides access to web sites and DET applications.
- **My Search:** Provides access to the corporate search facilities. (Basic, Advanced and Federated Search)
- **My Mail:** Provides access to corporate email (Exchange).
- **My Files:** Provides remote access to shared network files.
- **My Profile:** Enables the management of your own details and group memberships.

**What is Single Sign On (SSO) functionality?**

Wherever possible, the DET Enterprise Portal includes Single Sign On (SSO) functionality for applications. SSO enables seamless access to applications and services without having to re-enter your user ID and password.

**What Help Information is available?**

There is comprehensive help information provided in every page of the DET Enterprise Portal, including the Login page.

Please ensure that you read the Help information if you have any difficulties. After you have read the help information, if you are still having problems, staff can phone IT Help Services on 1800 338 483, otherwise contact your designated IT Help Desk/Support person.
The first time you log into the DET Enterprise Portal you will be automatically prompted to follow a number of steps:

**Step 1: Changing your existing DET User ID Password**

**Step 2: Setting your Secret Question and Answer**

**Step 3: Reading and agreeing to the DET standard Terms and Conditions**

**Step 4: Viewing, and optionally updating, your personal details**

This process needs to be completed before you can log into the DET Enterprise Portal but you can complete the process in stages if you wish and resume where you previously left off.

If you have any problems logging into the DET Enterprise Portal, please check the help on the portal logon page and the reference site.

**What services are available in the DET Enterprise Portal?**

After you have logged into the DET Enterprise Portal you will be presented with your tailored Portal Home Page, which is called the “My Workspace” page.

What is displayed to you is determined by your role. Each role is presented with a different view of the Portal.

Information in the Portal is organised into portlets and tabs. The portlets are content channels. The Portal does not own the content that is delivered on each channel.