Catholic Network Australia (CNA)

Guide to Accessing CNA Education Services
The first phase of the Education Services will provide access to Education Resources through Scootle – The Learning Federation (TLF) website. This website provides access to content developed by Catholic Network Australia participants as well as over ten thousand TLF learning objects and digital resources.

The CNA Education Services portal is accessible through the Catholic Education Victoria Network (CEVN) <http://cevn.cecv.catholic.edu.au> via the CNA Portal tab on the CEVN Home Page toolbar.

Click on the CNA Portal link:

The following screen will be displayed.

![Catholic Education Victoria Network Portal](image-url)
Click on the link to the CNA Education Portal and the page below will be displayed.

To login you must first select the Vic Catholic Schools participant ID from the dropdown list.

At the login screen enter your C number and your CEVN password.  
*To obtain your C number, see Appendix1: Obtaining your C number.*
This will take you to the CNA Education Portal homepage from where you can access:

- About CNA – background information
- Education Resources (access to Scootle)
- CNA Education Directory (coming soon)

Click on the Education Resources tab. The following screen will be displayed. Click on the Scootle logo to access Scootle.
The first time you access Scootle through the CNA Education Services, you will be required to register and accept the terms and conditions.

You will be taken to the Scootle home page. The search facility can be used to locate The Learning Federation learning objects and digital resources.

To locate content created by CNA participants (Models of Contemporary Learning), enter ‘mcl’ into the search field. This will return a full list of the Models published to date.

Pre-existing Scootle accounts

The Learning Federation has mapped existing Scootle users to CNA so that they will have seamless access via the CNA Education portal.

_Schools will no longer be required to manage Scootle accounts for staff members._

Staff transferring between schools will be able to export content they have developed (e.g. learning paths). Instructions will soon be available on the Scootle homepage.

For enquiries regarding access to CNA please contact the ICT Helpdesk via email <ictsuppport@ceomelb.catholic.edu.au> or telephone 9267 0422.
APPENDIX 1: Obtaining your C number

Your C number can be obtained via the CEVN website.

On the CEVN Home Page select the Personnel option.

Click on the Personnel shortcut under the Staffing and IR category

The following screen will be displayed.

Click on the Personnel Record System (PRS) link
The following screen will be displayed

Verify your name and take note of your C number.

Verify your details and take note of your C number.