

### Log in Detail for All students:

1. RTO Log In: <https://danford.rtomanager.com.au/Default.aspx>

User name: Your Student ID (Ex. DAN1234)

User Password: your date of Birth (ex. 2742020)

**Note: You must use your date of Birth as your Password with our any space in between, same as example above, once you log in it will ask you, the first thing it will ask you to change your password to your own Password (you must change this password), it will allow you to log in.**

**(Your Password must contain uppercase, lowercase, number and any special character)**

Maximum 5 times, you can try your password, if it doesn't work them it will block you for 2 hours for security reasons and then you can try again later after 2 hours.

2. Canvas Log in: <https://danford.instructure.com/login/canvas>

User name: Your Student ID (Ex. DAN1234)

User Password: Use the password that you have used for RTO Manager (the one that you have changed according to your requirement, not your date of birth).

3. Office 365: <https://login.microsoftonline.com/>

Username: (Your DAN Number)@danford.edu.au

Password: as per email send to you about outlook log in.

**Note: Please write the User name DAN in uppercase (once you log in it will ask you, the first thing it will ask you to change your password to your own Password (you must change this password), it will allow you to log in.**

After logging in to your account, you can see Microsoft Teams, in which if you are assigned to your class group as per your timetable you can see it straight away, if not please email it to your trainer and ask them to add you in the group, for you to be able to communicate through teams.

In case you don't have timetable and don't know your trainer, just send an email to admin email ([admin@danford.edu.au](mailto:admin@danford.edu.au)) and we will ask your trainer to add you to the list.

## FAQ:

### How Can I Join the classes?

- You will receive an Invitation from the trainer on Canvas to join the class and also notification on class that you can join the class
- To communicate with the Trainer, through your Microsoft Teams account.
- Your classes timing is schedule between 9:00 am to 5:00 pm.
- All students classes, which was schedule Morning, Evening, Afternoon previously, Due to we are not running evening class at the moment, it will be scheduled between 9:00 am to 5:00 pm and the trainer will advise the students through email about the classes.
- All evening classes has been suspending for now, student will be advised accordingly once it's reopened.

For any further query, please email it to [admin@danford.edu.au](mailto:admin@danford.edu.au) and we will get back to you as soon as possible.