**CREATING AND REACTIVATING YOUR WGSN ACCOUNT**

**Introduction**
WGSN is a trend forecasting and design resource database that TAFE NSW has a statewide subscription to. It provides an insight into current and future trends in fashion, lifestyle products, interiors and retail.

**Purpose**
TAFE NSW staff and students should use this guide to create a new WGSN account. This guide also explains how to reactivate a WGSN account. Accounts need to be reactivated every 90 days. Creating or reactivating a WGSN account can only be done at a TAFE NSW campus, using a TAFE NSW computer.

If you have any questions or require any additional information regarding WGSN, please contact your nearest **TAFE NSW library**.

**Scope**
The WGSN user guide is for TAFE NSW Staff and Students use.
The guide is divided into the following sections:
- Creating a new WGSN account – for first time users
- Reactivating a WGSN account – for returning users

**Creating a new WGSN account – for first time users**
1. Connect to WGSN using the link [https://www.wgsn.com/accounts/edu/](https://www.wgsn.com/accounts/edu/).
2. At the *Welcome to WGSN edu* window, click on *Create A New Account*.

![Welcome to WGSN edu](https://www.wgsn.com/assets/images/wgsnedu/welcome.png)
3. The **Create a New Account** window will appear, where you will need to enter the following:
   - First name
   - Last name
   - TAFE NSW email address. For example:
     firstname.lastname@studytafensw.edu.au
     firstname.lastname@tafensw.net.au
     firstname.lastname@tafensw.edu.au
   **IMPORTANT!** Do **not** enter a personal email address in this field (e.g. @gmail.com or @yahoo.com).

4. Click on **Submit Form**. The following window will appear.
5. Go to your TAFE NSW email account and look for an email from WGSN and open it. The content of the email should look similar to the one below.

Note that your Username is your email address.

Dear Firstname Lastname,

Welcome to WGSN – the industry leader for trend content and creative workflow tools.

Your login account entitles you to unlimited access to the following product(s):

Our Client Services team is here to help — from navigating the site more efficiently to making more informed decisions based on analysis from our experts. If there is anything we can do to support you, please let us know via email, phone or live chat.

Your personal account has been activated. Please keep in mind that your account has been personalised for your exclusive use and passwords should not be shared.

Username: firstname.lastname@tafensw.edu.au

To set your password, click here

https://www.wgsn.com/accounts/myaccount/change_password?lang=en&token=10f0457699e01b8d738bc68b763a43e80fe0173a&product=WGSN

We look forward to working with you.

6. Click on the password link in the email to set up your WGSN password.

7. At the Set Password window, create your WGSN password.

   IMPORTANT! Your password should contain:
   - at least six characters
   - at least one number or uppercase character

8. Click on Submit.
9. At the *Education Account Notice* window, click on the checkbox for **I have read the terms and conditions**.

10. Click on **Agree**.

11. The following window will appear.

12. If you click on **I’ll do this later**, you will be logged into your account on the WGSN homepage.
If you click on **GET STARTED**, the following window will appear.

![Step 2 of 2](image)

**Now it’s time to personalise your homepage.**

You're just a few questions away from a whole new WGSN.

- a. Click on **Tell us what you want to see**.
- b. At the following window, click on **Education**.

![Step 2 of 2](image)

**Now it’s time to personalise your homepage.**

You're just a few questions away from a whole new WGSN.

Your company

If you had to classify your company into the below what would you choose (choose one)

- Fashion Wholesale
- Manufacturer
- Own Brand Retailer
- Multi Brand Retailer
- Homeware Retailer
- Other Retailer
- Consumer Products
- Materials & Textiles
- **Education**
- Other

Well, that was easy! Take a look at your brand new homepage and remember you can change your preferences at any time by visiting **Personalise my WGSN**.

- c. Click on **Start exploring**. You will be logged into your account on the WGSN homepage.
PROCEDURE

Reactivating a WGSN account – for returning users

1. Connect to WGSN using the link https://www.wgsn.com/accounts/edu/.
2. At the Welcome to WGSN edu window, click on Login & Reactivate Account.

3. At the Subscriber Log In window, enter your TAFE NSW email address, for example:
   - firstname.lastname@studytafensw.edu.au
   - firstname.lastname@tafensw.net.au
   - firstname.lastname@tafensw.edu.au

4. Click on Continue.
5. The **Subscriber Log In** window will refresh, and the **Password** field will appear.

6. Enter your WGSN password.

7. Click on **Log In**. Your WGSN account is now reactivated. You will be logged into your account on the WGSN homepage.