Using the TAFE Student Portal
What is the TAFE Student Portal?

**PORTAL** = a website that is a gateway to a collection of relevant websites and services

**STUDENT PORTAL** = is the gateway for TAFE students to access online tools to support their studies, including access to an email account & other services

**TAFE** = Technical and Further Education
Where do I access the TAFE Student Portal?

URL

http://student.det.nsw.edu.au/

OR

Library website

http://www.illawarra.tafensw.edu.au/library

Quick Links

- Google
- Student Portal
- USI
- Moodle
- Higher Education
- Equella
- Staff Portal
- WiFi Access

Under Quick Links on the Library’s home page
Do you have your student user name and password?

NO? - ask library staff or Campus Customer Service Centre staff
The TAFE Student Portal login page looks like this:

Enter your student username and password here.
You are now in the Portal

Student portal - Terms of use

Use of e-mail and DET online systems can be monitored.

You are not permitted to use these services to search for, access, or send anything that is offensive, obscene, pornographic, threatening, abusive, or defamatory.

By passing this point, you are agreeing to follow the TAFE policies about computer use.

Read the Terms of Use and click on ‘Agree’
Let’s take a tour of the Student Portal

- **Access lynda.com, Moodle, and other online services**
- **View results, pay fees, email teachers etc**
- **Find and renew resources**
- **Add assessment dates**
- **Search Google**
- **Manage your timetable**
- **Check your TAFE email account**
- **Keep up to date with TAFE news**
- **Change your password**
- **Check your TAFE email account**
- **Manage your timetable**

1300 766 123  
tafeillawarra.edu.au
To change your password

Log on to your Student Portal account

Click on Change password

Don’t forget to set up your secret questions & answers!

This will let you change your password if you forget it.
Let’s take a tour of the **My Learning** box

The **My Learning** box is where you access **lynda.com**, **Moodle**, and other online services.

**Click here to open this box**

**lynda.com** - an online library of 3,500 training videos on the latest software
Let’s take a tour of the **Learner Portal**

The **Learner Portal** is where you access your online services, check your results, pay your fees, update personal details and access your timetable.

1. Click here to open this box
2. Click on this link to open your Learner Portal
Inside your Learner Portal

The courses you are enrolled in will be listed here
What’s the Learner Portal for?

My Details – Update your personal details

My Learning Plan – Access your enrolment details, assessments & Timetable

My Results – View your results, email teachers, request Student Assessment Guide (SAG)

My Financials – pay online
About your TAFE email account

Every student has a free TAFE email account.

TAFE email accounts use the Gmail platform.

Your TAFE email address will be username@tafensw.net.au

The account is disabled 90 days after your course finishes.

Access to your TAFE email account is through the Student Portal

Click here to open your email account
Using your email account

Click **COMPOSE** to write an email

Click **Inbox** to read new emails

Once you have clicked **Compose**, this screen will appear.

Type the recipient’s email address here.

Type the subject of the email here.

Click **here to attach files**

Start typing your message.

When you have finished, click on the **SEND** button.

“Your message has been sent” will be displayed on the screen.
Inside your Inbox

- Click on the Inbox to display new emails
- Click on the email to open and read it
- Click on Reply to respond
What else can I do with my email?

• **Save** an email address into my **Contacts**
• **Import/export** my contacts to other email accounts
• **Forward my Gmail** to another email account automatically

Where do I find out how to do this?
**Gmail Help ...**
Using Gmail at work or school

Get started

Overview
- Gmail overview 1:45 video
- Interactive tour (requires Adobe Flash Player)

Quickstarts
- Sending, replying, and other Gmail basics
- Create your signature, labels, and filters
- Create groups and mailing lists

Switching from another mail system
- Life After Microsoft Outlook®
- Life After Lotus Notes®
- What's different about Gmail
- What's not available in Gmail
- Import old email

Become an expert

Videos
- Training videos 1-5 minutes
- Switching from Outlook 1-hour
- Managing your inbox 1-hour

Tips & tricks
- Gmail tips & tricks
- Search and keyboard shortcuts
- Recommended Gmail labs

Administrative assistants
- Gmail for administrative assistants
- Set up Gmail delegation 2:00 video

Can't find something?

FAQs & troubleshooting
- Gmail FAQs for business users
- Search the Gmail Help Center
A quick summary

The **TAFE Student Portal** is your gateway to TAFE online services

You can **log on** from the **Library’s website**

You need your **student username and password** for access