USING THE TAFE STUDENT PORTAL
WHAT IS THE TAFE STUDENT PORTAL?

An online gateway that gives you access to your TAFE NSW email, eLearning and Moodle resources, and to assist in re-enrolling in a course or updating your contact details.
HOW DO I ACCESS THE TAFE STUDENT PORTAL?

**GOOGLE**  TAFE student portal

**URL**  my.tafensw.edu.au

**LIBRARY WEBSITE**  www.tafensw.edu.au/libraries

Under **ACCESS** on the Library’s home page
Do you have your TAFE user name and password?

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

Enter your TAFE username & password here
You are now in your Student Portal

ACCEPTABLE USE OF TAFE NSW PORTAL SERVICES

Welcome to our site. By using our site, you are agreeing to comply with and be bound by the following terms of use. Please review the following terms carefully that apply to you. If you do not agree to these terms, you should not use this site.

STUDENTS

Use of e-mail and TAFE NSW 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 NSW policies about computer use.

STAFF

For assistance, find your local campus contact details on the TAFE map

Read the Terms of Use and click on ‘I Agree’
LET’S TAKE A TOUR OF THE STUDENT PORTAL:

- Access your Learner Portal: personal details, enrolment records, fees, results
- Access your Moodle
- Change your password
- Add your email Address for Password Recovery
- Check your TAFE email account
- Access Lynda.com
- Find and renew Library resources
TO CHANGE YOUR PASSWORD:

Log into your Student Portal account.

Click on Change password.

Change your password
TO ADD YOUR PERSONAL EMAIL ADDRESS (FOR PASSWORD RECOVERY):

Click on **My Details.**

---

**Hint**

Please enter your personal email address, not your TAFE email address.

A security code will be sent to this personal email address when you need to reset your password.

Registering for password recovery is optional, it will be used to help you reset your password. IT service desk will continue to support you to do this.
LET’S TAKE A TOUR OF THE RESOURCE & INFORMATION LINKS:

Lynda.com - 3,500 software & business training videos
LET’S TAKE A TOUR OF THE LEARNER PORTAL & MOODLE BOX:

Select **Illawarra** to open your Learner Portal

Click here to access your **Moodle**

Click here to **save** your campus for next time
INSIDE YOUR LEARNER PORTAL:

- The courses you have enrolled in will be listed here.
- Update your personal details.
- View your course results.
- View your payment history.
- View reports, receipts & documents issued to you.
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 Inbox to read new emails
Click COMPOSE to write an email
Click here to access HELP
Click here to ATTACH A FILE

Once you have clicked COMPOSE, this screen will appear:

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
INSIDE YOUR INBOX - TOOLS:

When you compose a new message, you can use the tools at the bottom of the *New Message* screen to attach files, photos, links and more.
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 ELSE CAN I FIND OUT HOW TO DO THIS?

Gmail Help – Look for this symbol in the top right hand corner of your Gmail screen.
A QUICK SUMMARY:

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

• You can **log on from the TAFE NSW Libraries website** or Google **TAFE Student Portal**

• You need your **TAFE username and password for access**
THANK YOU