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

**WEBSITE**  illawarratafe.libguides.com

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
LET’S TAKE A TOUR OF THE STUDENT PORTAL:

Access your Learner Portal: personal details, enrolment records, fees, results

Access your Moodle

Check your TAFE email account

Add your email Address for Password Recovery

Access Library resources

Access Lynda.com
TO CHANGE YOUR PASSWORD:

Log into your **Student Portal** account.

Click on **Change password**.

![Change your password](image)
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 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

Once you have clicked **COMPOSE**, this screen will appear:

- Type the recipient’s email address here
- Type the subject of the email here
- 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