USING THE STUDENT PORTAL

APR 2020
WHAT IS THE TAFE NSW STUDENT PORTAL?

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

**GOOGLE**

TAFE NSW student portal

**URL**

my.tafensw.edu.au

Under **LOGIN** on the TAFE NSW home page.
Do you have your TAFE NSW user name and password?

NO? - ask Library or Customer Service Centre staff
THE STUDENT PORTAL LOGIN PAGE:

Enter your username & password here

If you are having trouble, try this guide to help you access the TAFE NSW Student Portal and your Learner Portal.
Student Portal - Terms of Use

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
LET’S TAKE A TOUR OF THE STUDENT PORTAL:

- Change your password
- Add your email address for password recovery
- Access your Learner Portal, Moodle, and Library
- Check your TAFE email account
- Access LinkedIn Learning
- Access Library resources
TO CHANGE YOUR PASSWORD:

Log into your **Student Portal** account.

Click on **Change 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. If service desk will continue to support you to do this.
LET’S TAKE A TOUR OF THE LEARNER PORTAL & MOODLE BOX:

Select your region

Access your Learner Portal

Access your Moodle

Access your Library

Click Save
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 NSW EMAIL ACCOUNT:

• Every student has a free TAFE NSW email account
• TAFE NSW email accounts use Office 365 Outlook
• Your TAFE NSW email address will be username@studytafensw.edu.au
• The account is disabled 90 days after your course finishes
• Access your TAFE NSW email account through the Student Portal
OTHER WAY TO ACCESS YOUR TAFE NSW EMAIL ACCOUNT:

• Log into https://office.com with your TAFE NSW user name and password

If you are having trouble, try this guide to help you access your TAFE NSW email.
USING YOUR TAFE NSW EMAIL ACCOUNT:

- Click **Inbox** to read new emails
- Click **New message** to write an email

Once you have clicked **New message**, this screen will appear:

- **To**: Type the recipient’s email address here
- **Cc**:
- **Subject**: Add a subject, Type the subject of the email here
- **Message**: Type your message here.

When you have finished, click on **Send**

Click the paperclip icon to **Attach a file**
INSIDE YOUR INBOX:

Click on the Inbox to display new emails

Click on an email to open and read it

Click on the Reply icon to respond to an email
WHAT ELSE CAN I DO WITH MY TAFE NSW EMAIL?

- **Save** an email address into my **Contacts**
- **Import/export** my **Contacts** to other email accounts
- **Forward** my TAFE email to another email account automatically

WHERE ELSE CAN I FIND OUT HOW TO DO THIS?

**Office 365 Outlook Help** – Look for the question mark icon on the banner.
A QUICK SUMMARY:

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

• You can access it through the TAFE NSW website or by searching the Internet for ‘TAFE NSW Student Portal’

• You need your TAFE NSW username & password for access
FOR MORE HELP, contact your local TAFE NSW LIBRARY