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
STOP

Do you have your TAFE username 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

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

- **Access your Learner Portal, Moodle, Library**
- **Change your password**
- **Add your email Address for Password Recovery**
- **Check your TAFE email account**
- **Access Lynda.com**
- **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.
LET’S TAKE A TOUR OF THE LEARNER PORTAL & MOODLE BOX:

Select your Campus

Access your Learner Portal

Access your Moodle

Access your Library

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

The courses you have enrolled in will be listed here.

- View reports, receipts & documents issued to you
- View your payment history
- View your course results
- Update your personal details

The courses you have enrolled in will be listed here.
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:

1. Click **Inbox** to read new emails
2. Click **COMPOSE** to write an email

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

- **To**: Type the recipient’s email address here
- **Subject**: 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.

Click here to **ATTACH A FILE**

Click here to access **HELP**
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