TAFECard

How to access and use TAFECard

How to access TAFECard

Log into Staff Portal: https://my.tafensw.edu.au/group/staff

Click on All Apps in the My Apps box.

Search Apps for TAFECard and click on Add to My Applications to add it to your portal homepage.
Click on TAFECard. A Java box will open, click on Later.
The Java program will run a verifying box.

Starting TCS

If TCS is not started automatically, click the below button to start it manually.

Note: You may need to click on Run twice.
At the next pop up, click on Don’t Block.

Click on OK.

Click on Cardholder Inquiry.
The Cardholder Inquiry box will pop up.

Type in the Student Name in the Family Name and First Name fields, or type in the Staff/Student No field if known.

Click on the binoculars image.

A list of names will appear; scroll to find the student/staff member you are looking for and click in the check box next to their name. When you have clicked in the box the line will be highlighted in yellow. Click on OK.

To clear all fields, click on the Eraser image.
The TAFECard record will show and you will be able to copy the TAFECard barcode number.