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?

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

**Google**
TAFE NSW student portal

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:

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

Enter your 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

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

Access your Learner Portal, Moodle and Library

Change your password

Add your email address for password recovery

Check your TAFE email account

Access Office 365

Access LinkedIn Learning
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. IT 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

Click here to open your email account
FOR MORE HELP, contact your local TAFE NSW LIBRARY