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
Do you have your TAFE user name and password?

NO? - ask library staff or Customer Service Centre staff
The TAFE Student Portal login page:

Sign in with your TAFE NSW account

User ID

Enter your user ID
Example: jane.citizen1

Password

Enter your password

Log In

Forgot your password?

Have trouble logging in?

Help for TAFE staff  Help for TAFE students

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 personal details, payments/fees, enrolments and learning history.

Change your password

Check your TAFE email account

Find and renew Library resources
TO CHANGE YOUR PASSWORD:

Log into your **Student Portal** account.

Click on **Change password**.

Don’t forget to go to My Details to provide your personal email address for password recovery if you forget your password.
LET’S TAKE A TOUR OF THE LEARNER PORTAL BOX:

Select South Western Sydney to open your Learner Portal
INSIDE YOUR LEARNER PORTAL:

- The courses you have enrolled in will be listed here.
- View your payment history
- View reports, receipts & documents issued to you
- 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:

Click **Inbox** to read new emails

Click **COMPOSE** to write an email

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

Click here to access HELP

Click to read new emails

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
  
  https://my.tafensw.edu.au

• You need your **TAFE username and password** for access
THANK YOU