

Ordering Australian Standards via ITSA (Illawarra TAFE Student Association)

This reference guide explains how organise the printing, payment and mailing of Australian Standards through ITSA (Illawarra TAFE Student Association) for TAFE NSW students and staff.

Quick summary:

1. Download your standard,
2. fill in the form and
3. email ITSA with the form and downloaded Standard attached.

Need more help?

Refer to the instructions on the [Standards Online Support LibGuide](#) or try our [Online Chat service](#).

How to download a Standard

1. Log in to Standards Online <https://tafensw.libguides.com/standards>

On a TAFE NSW Library computer, you will need:

Your **TAFE NSW username** and **password** (all the necessary software is already installed on TAFE NSW Library computers).

On other computers including your own device, you will need:

Your **TAFE NSW username** and **password**

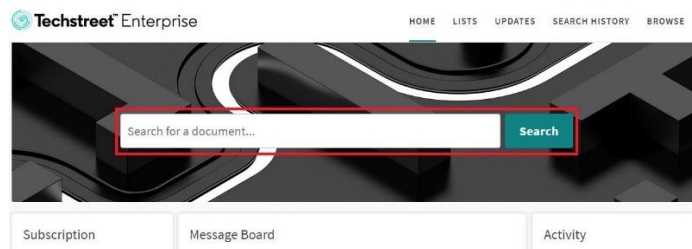
To download, **you'll need the following software:** [FileOpen plug-in](#)

Special security software is required before you are able to download (and read or print). [Find out more about what apps and plugins you need.](#)

2. In the Search bar

Enter the **name or number of the Standard** or document you are looking for

Click **Search** OR press **Enter**



3. To download a Standard

Click on the Standard you want on the list of search results

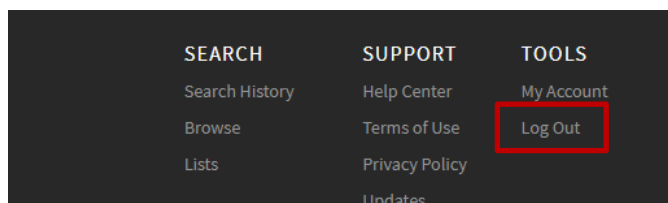
Click on the **Download** button:



Go to your Downloads folder of the computer to find the Standard you have just downloaded (*the PDF may appear blank, but it is still OK email through to the Printshop*).

4. Please log out of TechStreet Enterprise when finished.

Scroll down to the bottom of the screen and under **Tools** click on **Log Out**.



How to order the printing, payment and postage through ITSA

1. Fill out an Order Form for the Standard

Access an [Order Form](#)

Please fill out all details on the order form including: Campus location, postal address and your phone number.

2. **Attach** the **Standard** and the **Order Form** to an email and send it to printing@itsa.org.au

3. You can include your credit card details on the form or choose to have an ITSA representative call you to process your payment over the phone.

There will be a charge of \$5.95 for postage to the postal address listed on the order form.