

### Creating separate browser profile to access TAFE resources

#### **PURPOSE**

This Quick Reference Guide sets out the steps that TAFE NSW student can take to create a separate browser profile to keep personal login information separate from TAFE NSW logins.

#### **BACKGROUND**

With profiles, you can keep all your info separate, like bookmarks, history, passwords, and other settings.

Profiles are ideal when you want to:

- Share a computer with multiple people.
- Keep your different accounts, like work and personal, separate.

#### **BEFORE YOU START**

The following elements are required before you can access TAFE NSW resources

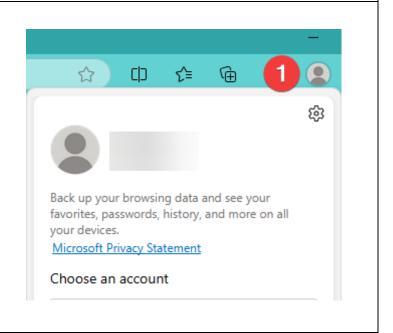
- You must be currently enrolled in TAFE NSW
- You need to know your TAFE NSW email address, username and password
- You need to have access to a modern browser such as Edge or Chrome

#### **EDGE INSTRUCTIONS**

**Action** 

1. Open Edge & navigate to the upper corner of your browser window to select the icon that represents your current profile. It may look like a blank silhouette, a letter, or a custom image you've already added. Selecting this icon will open a drop-down menu.

#### **Screenshot**





2. Select Manage profile settings. At the top of the drop-down menu, select the gear icon and a new profile settings tab will open.

Back up your browsing data and see your favorites, passwords, history, and more on all your devices.

Microsoft Privacy Statement

Choose an account

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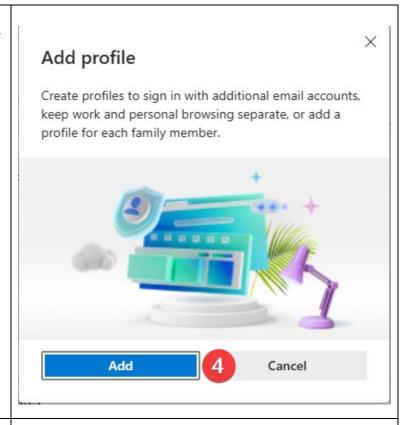
Choose an account

Ignin to specifies, passwords, history, and move on all your devices. Microsoft Privacy Statement

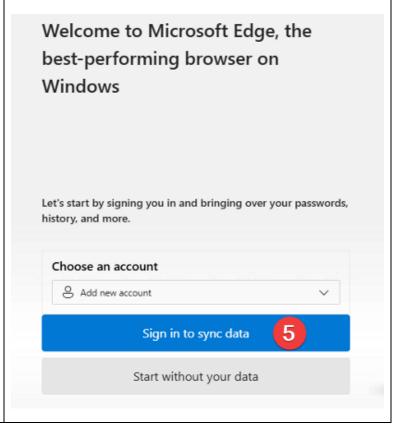
Choose an account



4. Choose **Add**. A new tab will open with the option to sync your data or create a new profile without your data.



5. Choose **Add new account** and select **Sign in to sync your data** 





6. You will be prompted to sign into your Student Microsoft Office Account. Microsoft Enter your TAFE NSW email address. Let's get you signed in (e.g. first.lastname@studytafensw.edu.a u) and your password and click Sign @studytafensw.edu.au In No account? Create with any email, Gmail or phone! Sign In 7. You will be taken to the TAFE NSW Sign in page. Enter your User ID Sign in with your TAFE NSW account (firsname.lastname) and password User ID and click Log In. Example: jane.citizen1 Password \*\*\*\*\*\*\*\*\* Forgot your password? Have trouble logging in? Help for TAFE staff Help for TAFE students



8. Untick Allow my organisation to manage my device and click No, sign in to this app only

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

#### How to customize your profile's settings

Once you've created your new profile, customize its settings to separate it from the other profiles. Navigate to the profile icon and select the gear icon to open the **Manage profile settings** menu. From there, change the profile's name, icon, and account type.

#### How to switch between profiles

If you have <u>multiple profiles in Microsoft Edge</u>, switch between them by navigating to the profile icon and selecting your profile of choice. Each profile has its own browsing history, bookmarks, and other data to help you keep your personal and work-related browsing separate.

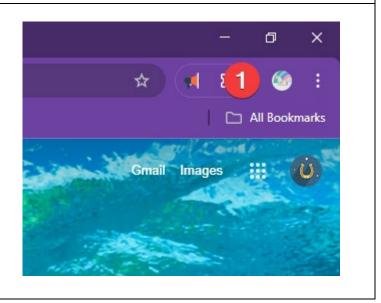


#### **CHROME INSTRUCTIONS**

**Action** 

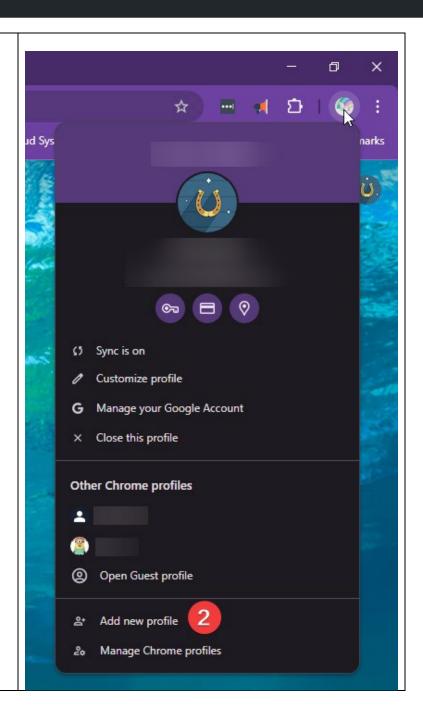
# 1. Open Chrome & navigate to the upper right corner of your browser window to select the icon that represents your current profile. It may look like a blank silhouette, a letter, or a custom image you've already added. Selecting this icon will open a drop-down menu.

#### **Screenshot**





2. Select Add new profile





3. Select Continue without an account Set up your new Chrome profile Sign in to get your passwords and more on all your devices Sign in Continue without an account Choose a name, photo and colour scheme and click Done Welcome! TAFE Studies

#### How to customize your profile's settings

Once you've created your new profile, customize its settings to separate it from the other profiles. Navigate to the profile icon and select Manage Chrome profiles. From there, you can change the profile's name, icon and theme.

Delete profile



#### How to switch between profiles

If you have <u>multiple profiles in Chrome</u>, switch between them by navigating to the profile icon and selecting your profile of choice. Each profile has its own browsing history, bookmarks, and other data to help you keep your personal and work-related browsing separate.

#### FOR MORE INFORMATION

Several checklists and guides are available on <u>TAFE Internet</u> to support you in your Connected Learning journey.

If you are experiencing difficulties accessing resources from a personal device, you can use the <u>TAFE Virtual</u> Desktop.

Students who may be Deaf or hard of hearing, can seek assistance through the National Relay Service.