



TAFE NSW LIBRARY SERVICES

USING THE STUDENT PORTAL

January 2022



TAFE
NSW

WHAT IS THE STUDENT PORTAL?

An online gateway that gives you access to;

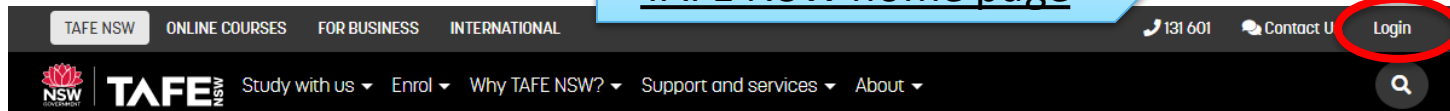
- TAFE NSW email
- eLearning
- Moodle
- Re-enrollment
- Update Contact details

HOW DO I ACCESS THE STUDENT PORTAL?

GOOGLE
URL

TAFE NSW student portal
my.tafensw.edu.au

Under **LOGIN** on the
TAFE NSW home page



DO YOU HAVE A USERNAME AND PASSWORD?

- No? Ask for help from;
- Library Staff
- Customer Service Centre staff

OR

- Call Student Technology Service Desk 131601 (select option 2 for technology support, then option 2).

STUDENT PORTAL LOGIN

TAFE NSW

Sign in with your TAFE NSW account

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 username and password here

If you are having trouble, [try this guide](#) to help you
Access the Tafe NSW student portal and your learner
Portal .

You are now in your
Student Portal

Student Portal - Terms of Use

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

I Agree

I Disagree

Read the Terms of Use
and click on **'I Agree'**

For assistance, find your local campus contact details on the TAFE map

FEEDBACK

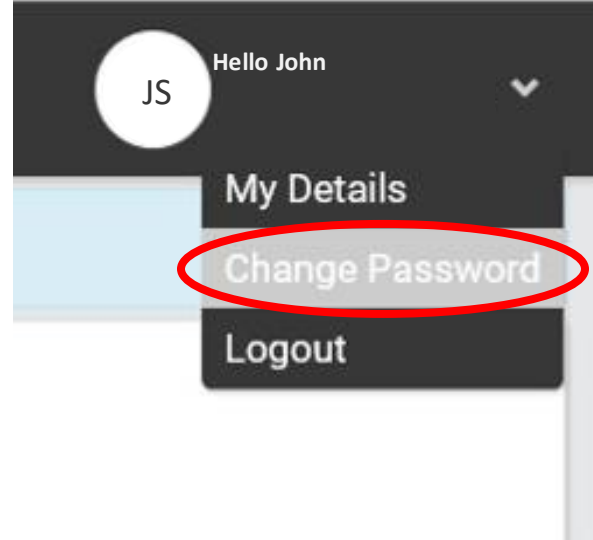
LET'S TAKE A TOUR OF THE STUDENT PORTAL

The screenshot shows the TAFE NSW Student Portal homepage. At the top, the TAFE NSW logo is on the left, and a user profile 'KF Hello Kristy' is on the right. Below the header, a 'Please note' banner states: 'Links marked with a padlock (🔒) will require an additional login.' The main heading is 'Welcome to the Student Portal'. Below this is a banner for 'BOOST YOUR SKILLS WITH FURTHER STUDY. HUNDREDS OF IN-DEMAND COURSES TO CHOOSE FROM. EXPLORE. ENQUIRE. ENROL.' The main content area is titled 'Learner Portal, Moodle & Library' (circled in red). It explains that the Learner Portal allows students to access their records, including personal details, payments/fees, enrolments and learning history. It then says 'Please click the required link:' and provides a dropdown menu 'My Learner Portal, Moodle and Library Links'. Below this is a search bar 'Find Learner Portal, Moodle and Library Links' and a 'Select your campus' section with a 'TAFE Campus Locator' search bar. A list of campuses is shown: Hunter & Central Coast, Illawarra, New England, North Coast, Northern Sydney, Riverina, South Western Sydney, Sydney, and TAFE Digital. On the right side, there are three sections: 'Notifications' (with a link to 'Read the latest information about TAFE NSW's COVID-safe campus operations'), 'Smarthinking' (On-demand study help for students), and 'Resource and Information Links' (circled in red). The 'Resource and Information Links' section includes: Email, 0365 & Teams, TAFE NSW Moodle, Moodle - Higher Education, Getting you started in Moodle, Learning through your Moodle, and Submitting assessments in Moodle.

CHANGE YOUR PASSWORD

Log in to your [Student Portal](#) account

Click on [Change password](#).



TO ADD YOUR PERSONAL EMAIL ADDRESS (FOR PASSWORD RECOVERY):

Log in to your [Student Portal](#) account

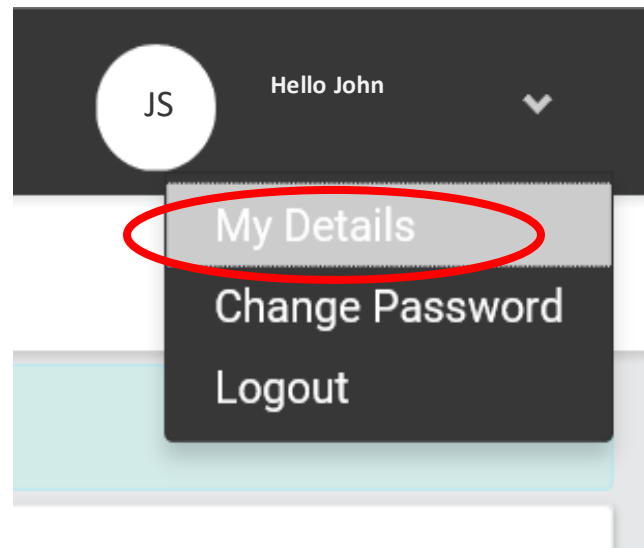
Click on [My details](#).

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.



LEARNER PORTAL & MOODLE BOX

Learner Portal, Moodle & Library

The Learner Portal allows students to access their records, including personal details, payments/fees, enrolments and learning history.

Please click the required link:

My Learner Portal and Moodle Links

Find Learner Portal and Moodle Links

Select your campus

Enter the campus name to find your Learner Portal...

Hunter & Central Coast

Illawarra

- Learner Portal - Illawarra
- Moodle - Illawarra
- Library - Illawarra

New England

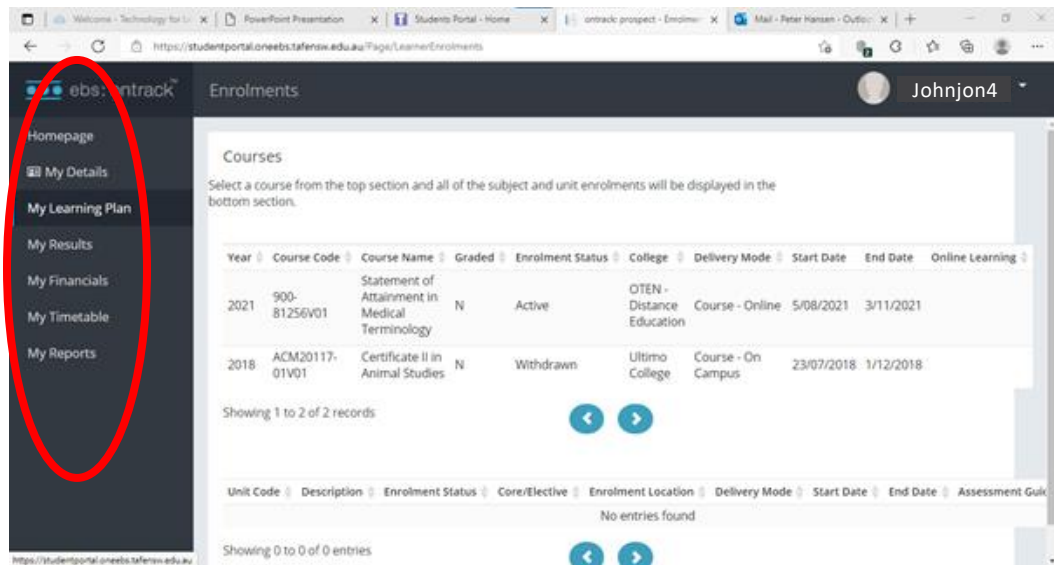
North Coast

Save

Enter your campus. Access your learner portal, Moodle & Library. Save

INSIDE YOUR LEARNER PORTAL

- Update personal details
- View course results
- View payment history
- View reports, receipts and documents
- Displays current and past courses you enrolled in.



The screenshot shows the 'Enrolments' page in the TAFE NSW Learner Portal. The left-hand navigation menu is highlighted with a red circle and contains the following items: Homepage, My Details, My Learning Plan, My Results, My Financials, My Timetable, and My Reports. The main content area displays a table of courses with the following data:

Year	Course Code	Course Name	Graded	Enrolment Status	College	Delivery Mode	Start Date	End Date	Online Learning
2021	900-81256V01	Statement of Attainment in Medical Terminology	N	Active	OTEN - Distance Education	Course - Online	5/08/2021	3/11/2021	
2018	ACM20117-01V01	Certificate II in Animal Studies	N	Withdrawn	Ultimo College	Course - On Campus	23/07/2018	1/12/2018	

Showing 1 to 2 of 2 records

Below the table, there is a section for 'Unit Code', 'Description', 'Enrolment Status', 'Core/Elective', 'Enrolment Location', 'Delivery Mode', 'Start Date', 'End Date', and 'Assessment Guide'. It shows 'No entries found'.

Showing 0 to 0 of 0 entries

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**
- Access your TAFE NSW email account through the Student Portal
- More information about access to TAFE NSW systems and resources after leaving TAFE NSW



TO FIND OUT MORE

Contact your local [TAFE NSW Library](#)



THANK YOU



TAFE NSW