

## Welcome to online study with TAFE Queensland Brisbane

You will access your online study material through our online management system called my.TAFE.

To access the my.TAFE Learning Management System you must already have:

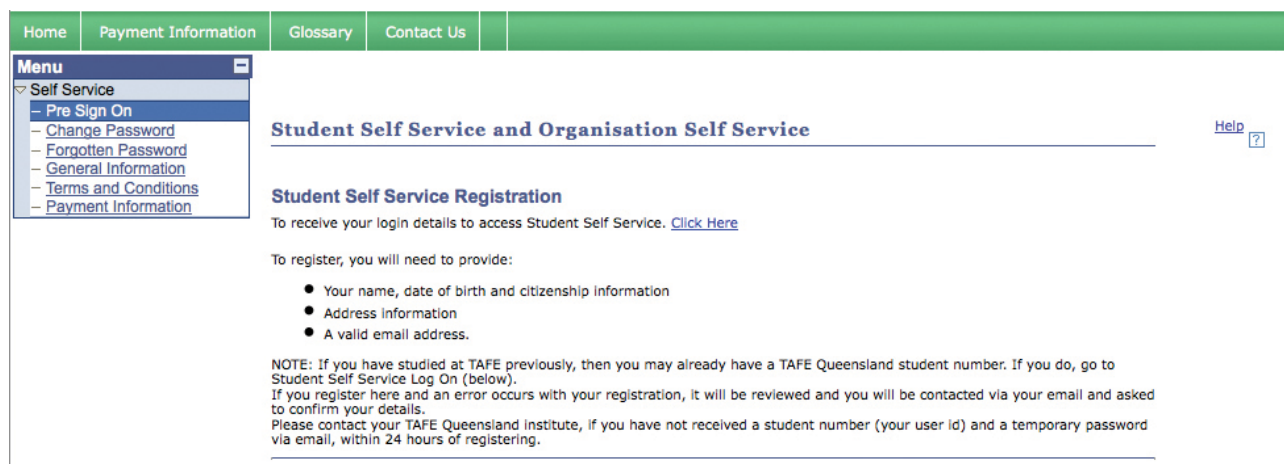
- A ten digit student number (this is your user ID)
- An email address already recorded with TAFE Queensland.

You access my.TAFE using your ten digit student number and your Student Self Service password. To obtain your password you must first register in the Student Self Service.

### Registration

You will receive an email from TAFE Queensland after enrolment. It contains your student number and a link to the TAFE Queensland Self Service website <https://enrol.tafe.qld.gov.au>. You have to register in this website before you can get into my.TAFE. If you haven't already registered, you can do it now with the steps below:

**Step 1.** Go to <https://enrol.tafe.qld.gov.au>



The screenshot shows the 'Student Self Service and Organisation Self Service' page. At the top, there is a navigation bar with 'Home', 'Payment Information', 'Glossary', and 'Contact Us'. A 'Menu' dropdown is open, showing options like 'Pre Sign On', 'Change Password', 'Forgotten Password', 'General Information', 'Terms and Conditions', and 'Payment Information'. The main content area is titled 'Student Self Service Registration' and includes a 'Click Here' link to access the service. It lists requirements for registration: name, date of birth, citizenship information, address information, and a valid email address. A note at the bottom explains that if a student has previously studied at TAFE, they may already have a student number and should use the 'Log On' option instead.

**Step 2.** Save this site in your Favourites/Bookmarks.

**Step 3.** Click Here in the Student Registration Section.

**Step 4.** Answer the questions on the next seven pages, clicking Next at the end of each one. (Ensure you use the same email address that you put on your enrolment form and enter each detail correctly.)

Once you have completed the Registration process, TAFE Queensland will email you a temporary Self Service Password within 10–15 minutes. **Note:** If you have difficulties with this registration, phone the Customer Service Centre on **13 72 48**. Let the consultant know that you wish to log on to Student Self Service and to my.TAFE.

## Change password in Self Service Centre

**Step 1.** Go to <https://enrol.tafe.qld.gov.au>

**Step 2.** In the Log on menu, enter your student number and your temporary Self Service Password; read and accept the Terms and Conditions and then click Log on.

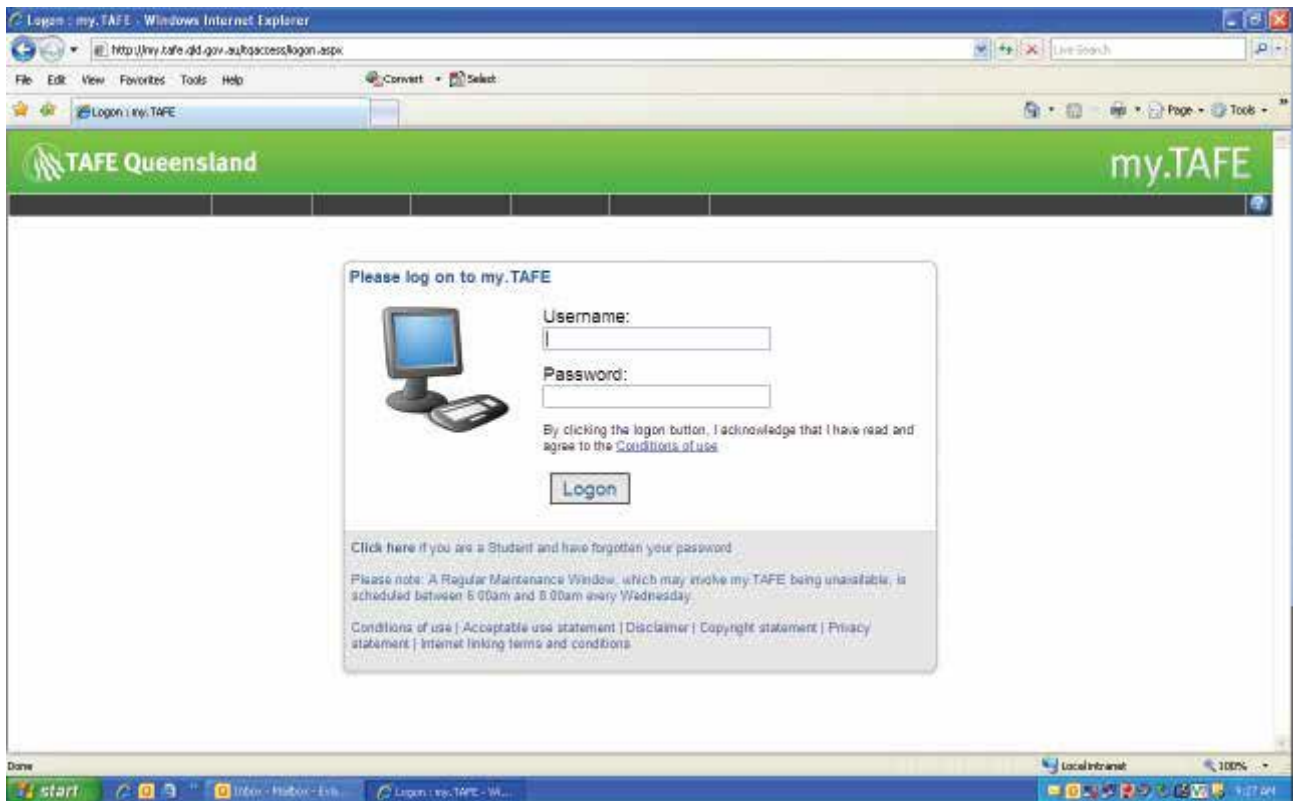
The screenshot shows the 'Log On' page of the TAFE Queensland Self Service Centre. The page features a green header with navigation links: 'Home', 'Glossary', and 'Contact Us'. A 'Menu' sidebar on the left lists 'Self Service'. The main content area is titled 'Log On' and includes a 'User ID:' field, a 'Password:' field, a checkbox for 'I accept the Terms and Conditions', and a green 'LOG ON' button. Below the button are links for 'Forgotten Password?', 'Change Password?', 'Back to Pre Sign On', and 'General Information'. A 'Help?' link is also present in the top right of the form area.

**Step 3.** Change your Self Service Password immediately when asked. Note it somewhere for safekeeping.

## Accessing my.TAFE

**Step 1.** Open your web browser.

**Step 2.** Go to <http://my.tafe.qld.gov.au> and the following screen will appear.



**Step 3.** Complete your details:

- a) Enter your Student ID number in the **Username** field.
- b) Enter your Password in the **Password** field.

## my.TAFE

### An overview

- On your my.TAFE desktop, under **Announcements** you can see any important announcements regarding your unit.
- On the left side, under **my.TAFE Space**, you will see the units that you are currently enrolled in, noting not all units of study have a site. By clicking on a unit name, the materials for that unit will open up in a new window.
- To change from one unit to another unit, click on the unit name in the menu on the left-hand side (under **my.TAFE Space**).
- In the **my.TAFE Space** you also have access to the Student Lounge which includes an Orientation and my.TAFE 'How To's'. Use this site to familiarise yourself with the online study environment.

**Tip:** Pop-up blockers may occur when you open some documents and a 'blip' will be heard. Click on 'Download file'. You will then be able to open the file.

