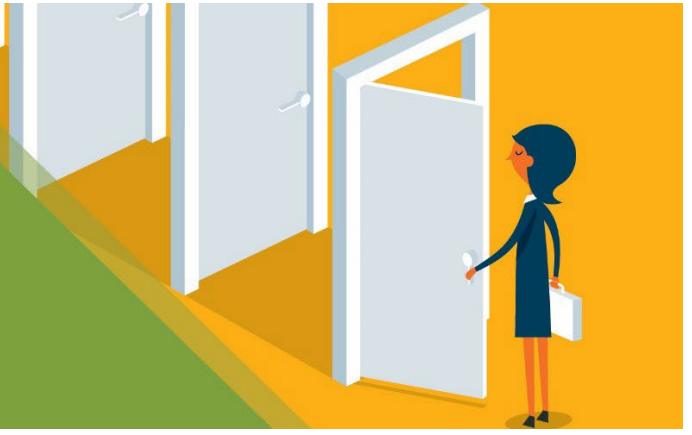




Find your way around the Student Study Portal



Student Study Portal: SRT Applicant/Student Study Portal

Click – **Log in using Office 365** Box



Log on using Office 365

Do Not use log in field – it will not work

If further information is required, please follow the prompts.

Log on using your details

User name
|

Password
|

Domain
|

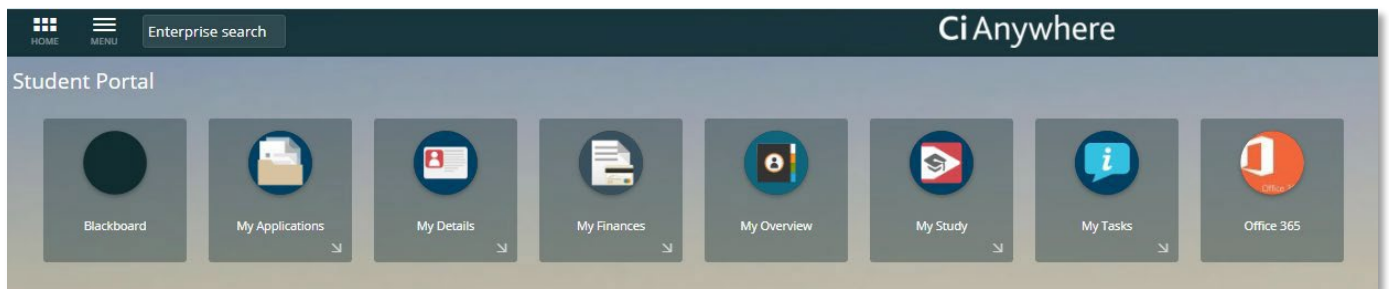
Log On

Keep me logged on Accessibility Mode ⓘ

[Forgotten password?](#)

[Terms and Conditions](#)

This will take you to the main screen.

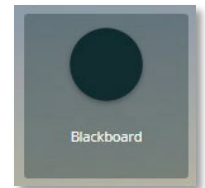


Each tile’s function is explained below.

Student Portal Menu Bar Overview

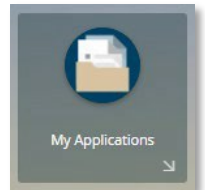
Blackboard

This is a link to your Blackboard online learning platform account. This account has the same login details as your TAFE Student account and Office 365.



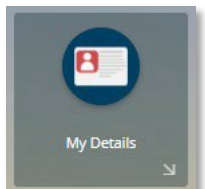
My Application

My Application portal allows you to apply for courses at South Regional TAFE and will display current applications in process.



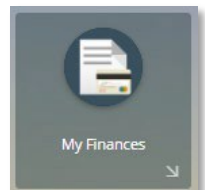
My Details

My Details allows you to view and update your contact details. If your contact details change during the course of your study with South Regional TAFE, it is vital that you update them here. These details are: Contact/Residential Address, Phone Numbers, Email address, Parent/Guardian address and Nationality/VISA information.



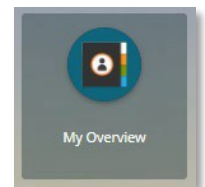
My Finances

My Finances displays transaction details and any outstanding balances for current study.



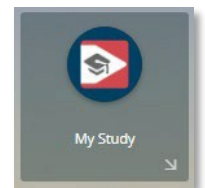
My Overview

My Overview provides a snap shot of your overall study with South Regional TAFE, inclusive of Coursework, Applications, Financial, Agreements, Forms and Completions.



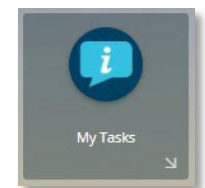
My Study

My Study provides your academic history of enrolments and outcomes on courses undertaken with South Regional TAFE.



My Tasks

My Tasks provides outstanding information that is missing within your enrolment. IE: Contact Address, VISA information or Disability questions.



Office 365

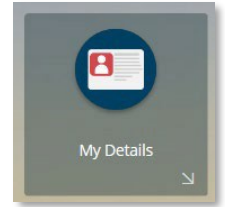
This provides a link to your TAFE Student Account with Office 365.



Student Portal View and Actions

My Details

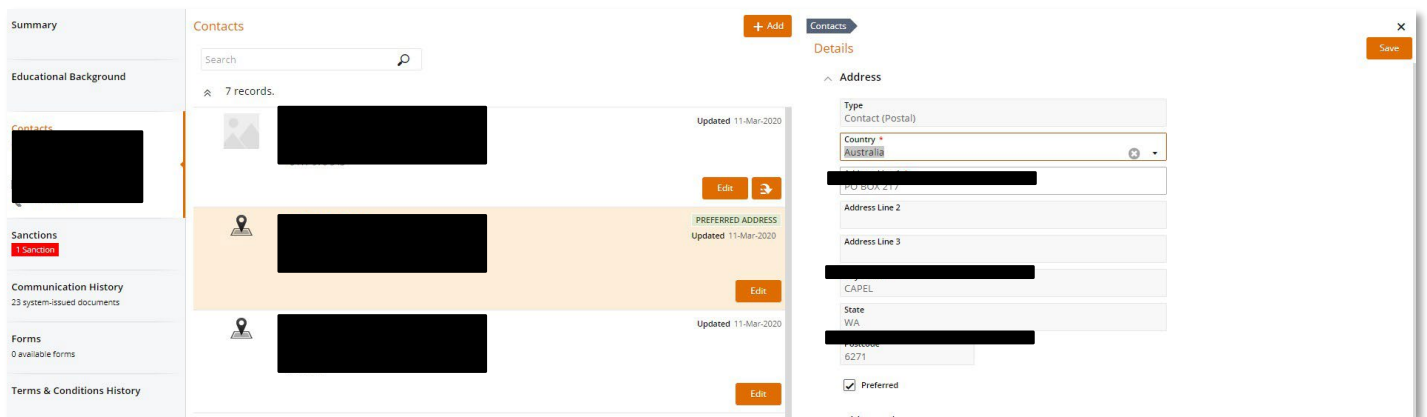
The below screen will be displayed once you click on this TAB.



Contacts

You are able to update your Nationality Details, Educational Background (eg School Information, Latest Study) and Contact Details including Parent/Guardian Contact Details if you are an Under 18 student.

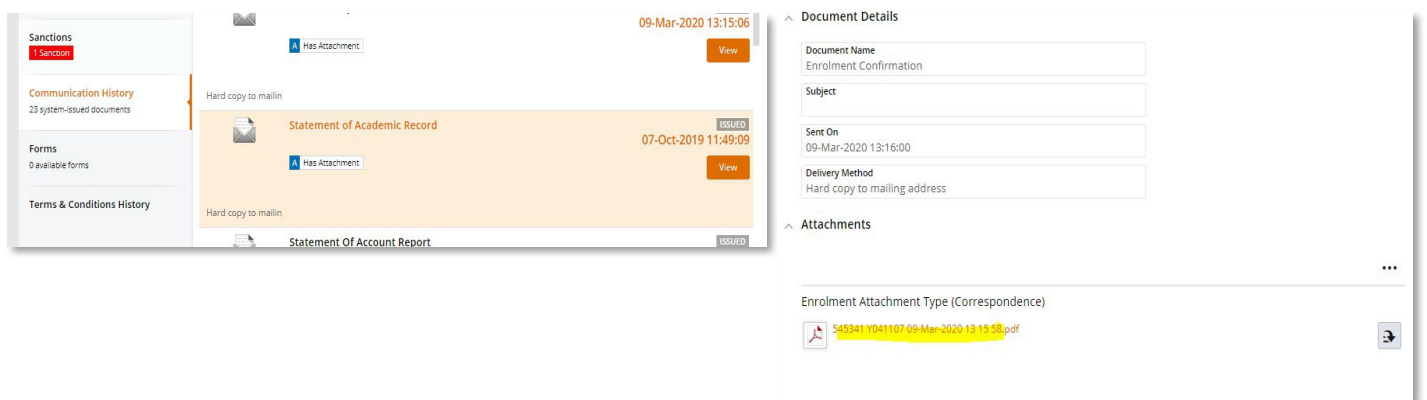
Click on the field you wish to adjust, EDIT and then update the Details in the left side of the screen. Click SAVE once updated.



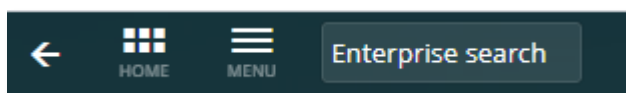
Communication History

To view documents such as Statement of Academic Record, Tax Invoice, Enrolment Confirmation Reports.

Click on Communication History – View Document



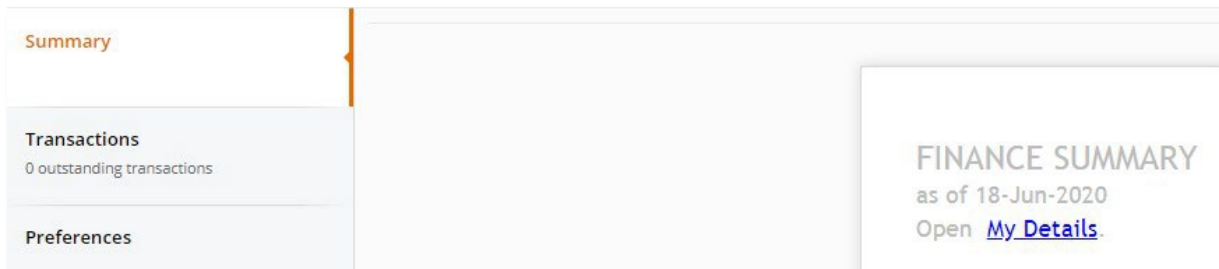
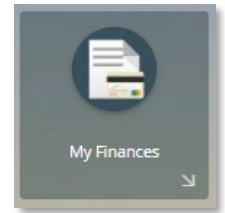
Go back to the home screen, click on HOME at the top of the screen.



My Finances

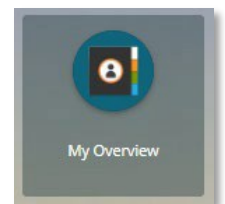
You can view transactions, outstanding payments and summary of enrolment here.

Click on the icon and the below screen will populate.



My Overview

By clicking on each section on the right-hand side you can view each summary.



Student Summary – Provides overview

Coursework Summary – Qualification and units with results

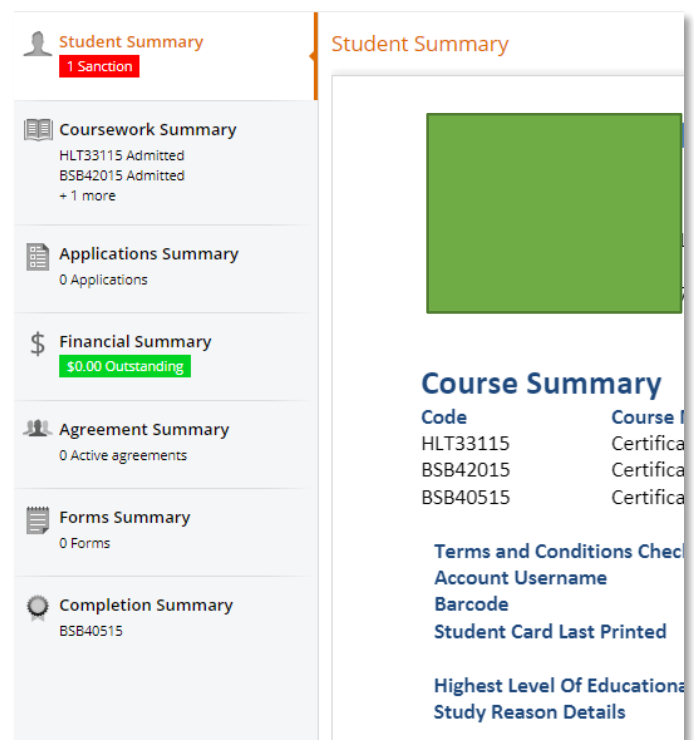
Application Summary – Applications not enrolled yet

Financial Summary – Outstanding monies

Agreement Summary – Active agreement (Third Party)

Forms – Active forms requiring completion

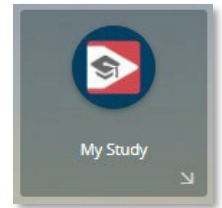
Completion Summary – Courses completed



My Study

This tab provides an overview of your study at South Regional TAFE.

At this stage you are unable to self enrol, however you are still able to view each screen within Manage My Course. This will provide basic information on each unit of competency.



Academic History

Courses

Information text displayed on the academic history screen.

BSB42015 Certificate IV in Leadership and Management	
Commenced 2019, Intake Year	
Manage my course	Plan and enrol
BSBLDR401 Communicate effectively as a workplace leader Core, 35 Nominal Hours Bunbury Campus	Unscheduled
BSBLDR403 Lead team effectiveness Core, 2020, 6 Month - Mar Start 40 Nominal Hours Bunbury Campus	Enrolled
BSBCUS402 Address customer needs Elective, 2018, Term 4 - Sem long - Census 1 30 Nominal Hours Bunbury Campus	Credited
BSBWRT401 Write complex documents Elective, 2018, Term 4 - Sem long - Census 1 50 Nominal Hours Bunbury Campus	Credited
BSBMGT402 Implement operational plan Core, 50 Nominal Hours Bunbury Campus	Unscheduled
BSBITU401 Design and develop complex text documents Core, 2018, Full Year (Data Migration) 70 Nominal Hours Bunbury Campus	Credited
BSBWH5401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements Elective, 2017, Semester 2 40 Nominal Hours Bunbury Campus	Credited

My Tasks

Any outstanding tasks will display here, these may be fields that have not been completed correctly at point of enrolment or data that is missing pertaining to your enrolment.

Click on the task and action the required field entry.

