



## Find your way around the Student Study Portal



 Log on using Office 365

Log on using your details

User name

Password

Domain

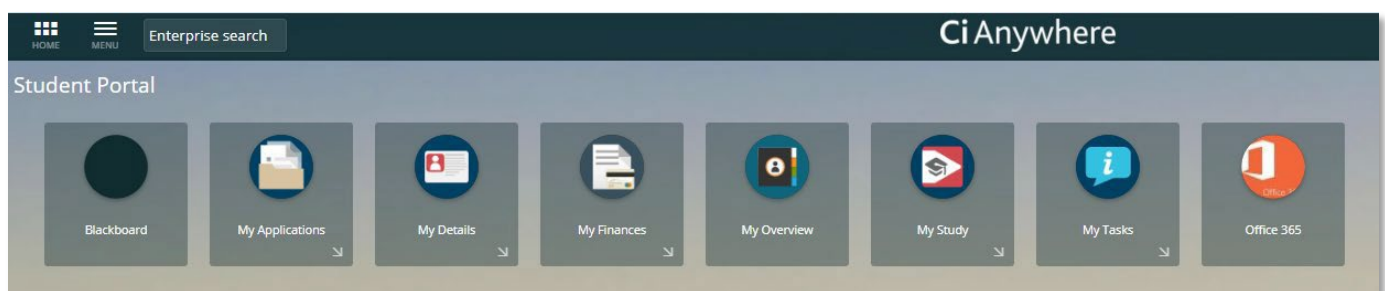
Log On

☒ Keep me logged on ☐ Accessibility Mode 

[Forgotten password?](#)

[Terms and Conditions](#)

This will take you to the main screen.

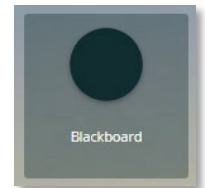


Each tile's function is explained below.

## Student Portal Menu Bar Overview

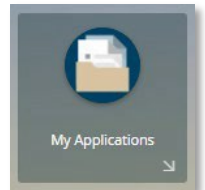
### Blackboard

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.



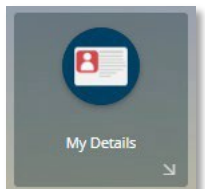
### My Application

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



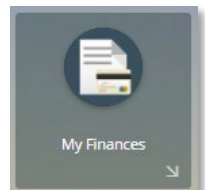
### My Details

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.



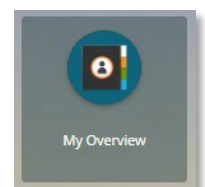
### My Finances

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



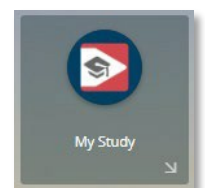
### My Overview

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



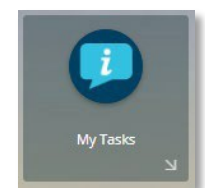
### My Study

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

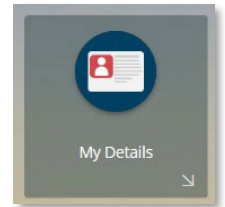
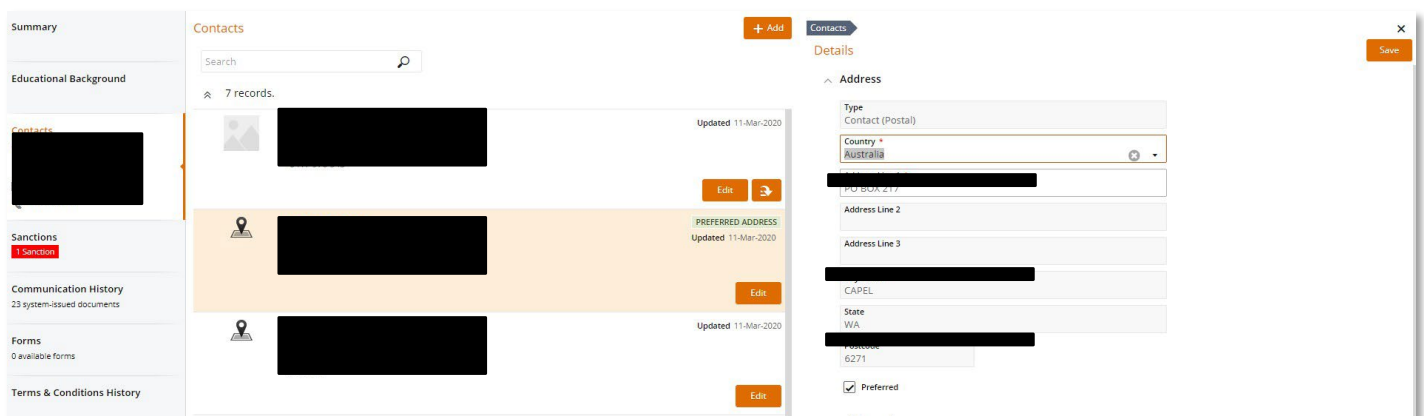
### My Details

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.

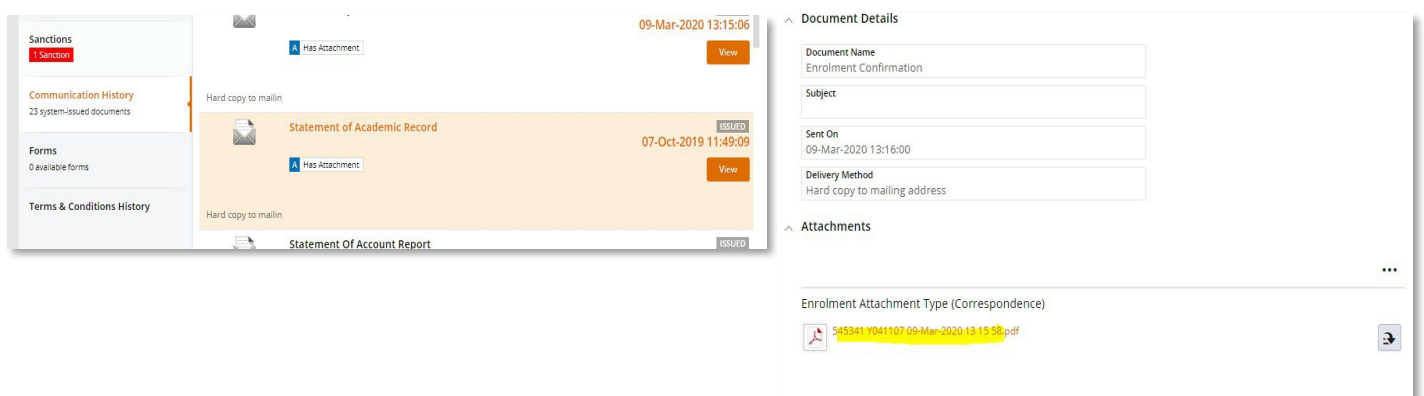
Click on the field you wish to adjust, EDIT and then update the Details in the left side of the screen. Click SAVE once updated.

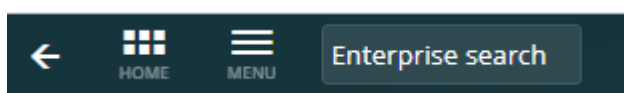
### Communication History

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.

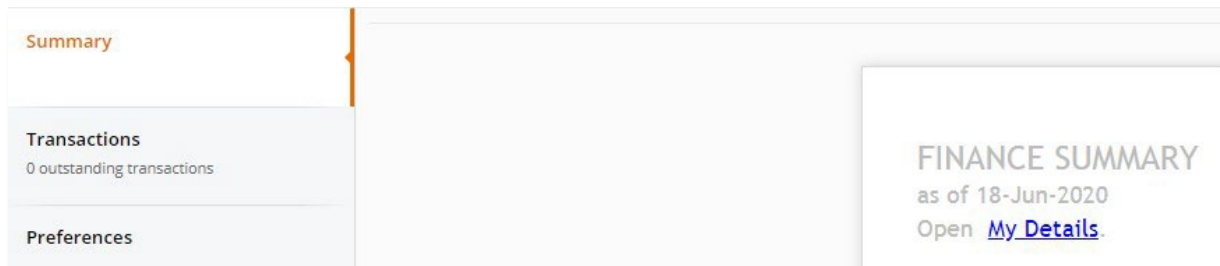
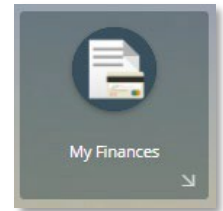


# Find your way around the Student Study Portal

## My Finances

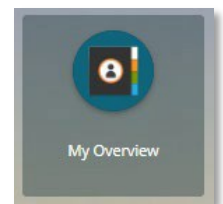
You can view transactions, outstanding payments and summary of enrolment here.

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

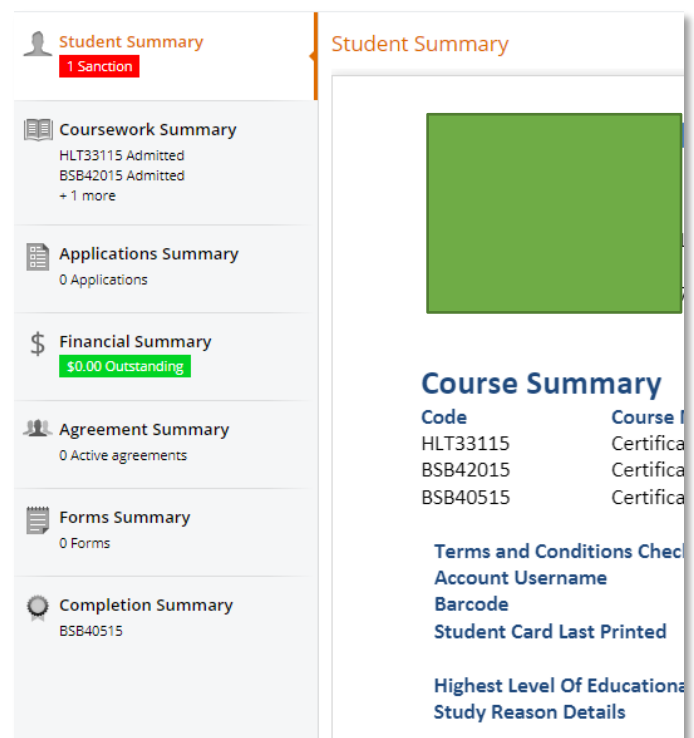
Application Summary – Applications not enrolled yet

Financial Summary – Outstanding monies

Agreement Summary – Active agreement (Third Party)

Forms – Active forms requiring completion

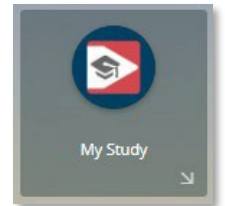
Completion Summary – Courses completed



## 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

**BSB42015 Certificate IV in Leadership and Management**  
Commenced 2019, Intake Year

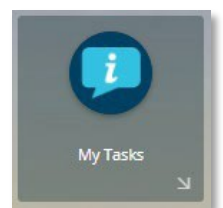
[Manage my course](#) [Plan and enrol](#)

<b>BSBLDR401</b> Communicate effectively as a workplace leader Core, 35 Nominal Hours Bunbury Campus	Unscheduled	<b>BSBMGT402</b> Implement operational plan Core, 50 Nominal Hours Bunbury Campus	Unscheduled
<b>BSBLDR403</b> Lead team effectiveness Core, 2020, 6 Month - Mar Start   40 Nominal Hours Bunbury Campus	Enrolled	<b>BSBITU401</b> Design and develop complex text documents Core, 2018, Full Year (Data Migration)   70 Nominal Hours Bunbury Campus	Credited
<b>BSBCUS402</b> Address customer needs Elective, 2018, Term 4 - Sem long - Census 1   30 Nominal Hours Bunbury Campus	Credited	<b>BSBWH5401</b> Implement and monitor WHS policies, procedures and programs to meet legislative requirements Elective, 2017, Semester 2   40 Nominal Hours Bunbury Campus	Credited
<b>BSBWRT401</b> Write complex documents Elective, 2018, Term 4 - Sem long - Census 1   50 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.



(2)

Search

Confirm your highest level of educational completion details

Requested today

RECOMMENDED

Agree to the latest version of the terms and conditions

Requested today

MANDATORY

Confirm Your Details

Please confirm your highest level of educational completion details displayed below. If these details are no longer correct, visit your My Details screen to update them. NOTE some details cannot be changed, in this case please contact the student support desk to change this information.

Highest Level of Completion Details

Search

1 record.

(Australian) Certificate II

Confirm