

## **Library Services**

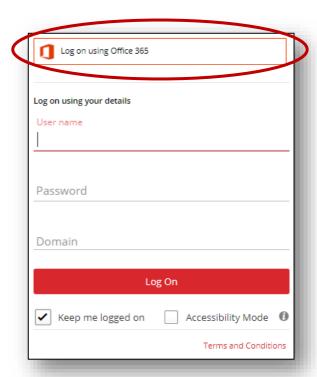
## How to update your SmartRider to a Tertiary SmartRider

Full-time, classroom based students are entitled to travel concessions on Transperth services. Your existing SmartRider can be updated to reflect this concession.

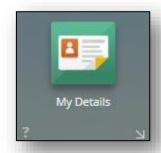
**Note:** To avoid unnecessary fines, make sure you carry both your student SmartRider and your Student Card while using a student concession on public transport. More information about how to obtain a student card can be found by clicking <a href="here">here</a>.

- **1.** Go to the Student Portal which can be accessed from the North Metropolitan TAFE website by clicking <a href="here">here</a>.
- **2.** You must set up you Microsoft 365 Multi Factor Authentication before attempting to log onto the portal.
  - Select 'Log on using Office 365'
  - Sign in using your student email and password





4. Select My Details

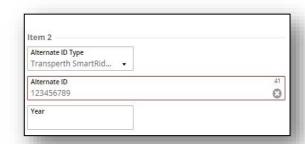


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5. Scroll down the page and click the '+ Add' button on the right-hand side.



- **6.** Add your SmartRider Details as follows:
  - **Change** the Alternative ID Type to 'Transperth Smartrider'
  - Enter the SmartRider 'SR' number into the Alternate ID field. Do Not enter any spaces or the letters 'SR.'
  - Enter the current year into the year field



**7. Click** Save on the upper right-hand corner.



**8.** The Public Transport Authority (PTA) will be notified of your SmartRider's change in status overnight and apply the tertiary concession rate to your card.