



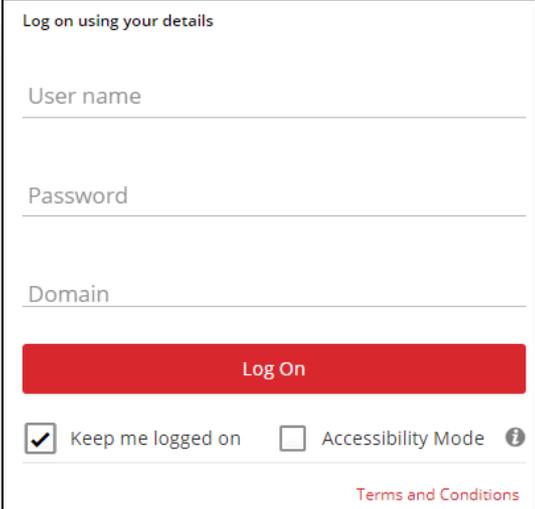
How to update your SmartRider to a Tertiary SmartRider

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 [here](#).

1. Go to the Student Portal which can be accessed from the North Metropolitan TAFE website by clicking [here](#).

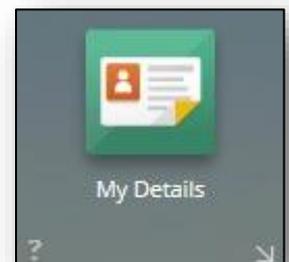
2. To login to the student portal enter your details as follows:
 - **Username:** Student number
 - **Password:** The password you set for Microsoft 365
 - **Domain:** Leave blank. (If it says ID or TAFE, you will need to close the tab and reload the page.)
 - **Press log on.**



The screenshot shows a login form titled "Log on using your details". It contains three input fields: "User name", "Password", and "Domain". Below the fields is a red "Log On" button. At the bottom, there are two checkboxes: "Keep me logged on" (checked) and "Accessibility Mode" (unchecked), followed by an information icon. A "Terms and Conditions" link is located at the bottom right.

3. **Agree** to the terms and conditions.

4. **Select** My Details



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



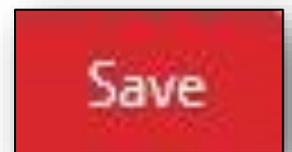


6. **Add** your SmartRider Details as follows:
 - **Change** the Alternative ID Type to 'Transperth Smartrider'
 - **Enter** the SmartRider 'SR' number into the Alternate ID field. **Do Not** enter any spaces or the letters 'SR.'

Item 2

Alternate ID Type	Transperth SmartRid...
Alternate ID	123456789
Year	

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.