

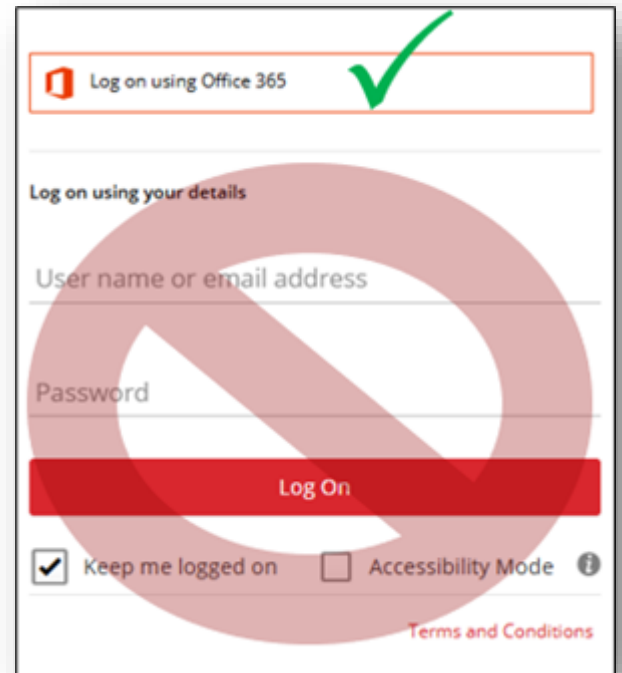


Navigating the Student Portal

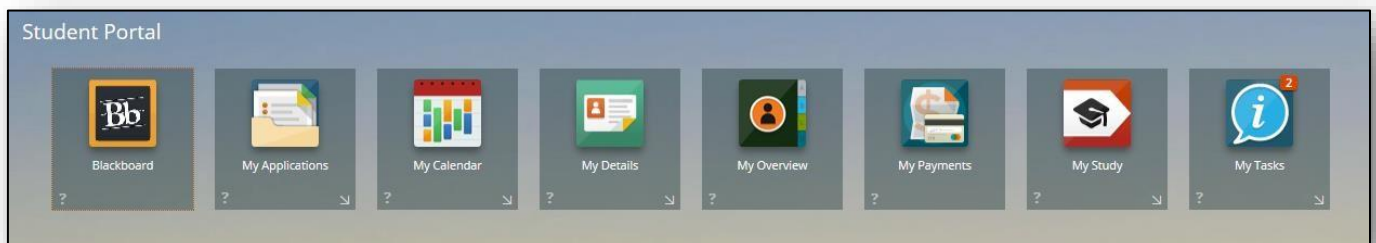
Logging in

1. Click [here](#) to log onto the student portal.
2. You must set up your 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

DO NOT 'Log on using the your details'



3. **Agree** to the terms and conditions.
4. When logged into the Portal you should see the following tiles. An explanation of each tile's function can be found below.





Navigating the Tiles

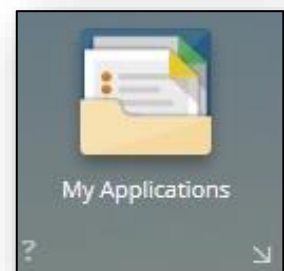
Blackboard

This is a link to your Blackboard account. Blackboard is an online learning platform which may form part of your course's delivery. It can also be accessed from the North Metropolitan TAFE website by clicking [here](#).



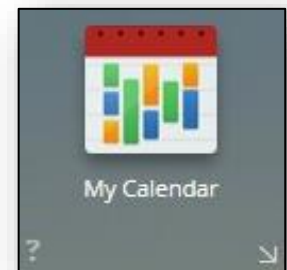
My Applications

My Applications allows you to apply for your courses at North Metropolitan TAFE. Dates and other important application information can be found on the North Metropolitan TAFE website by clicking [here](#).



My Calendar

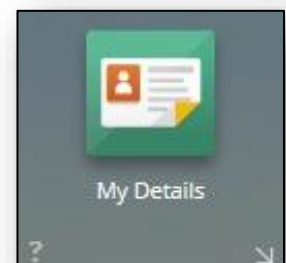
This tile is no longer being used, your study timetable can be found through your Microsoft 365 account.



My Details

My Details allows you to see and update your contact details with North Metropolitan TAFE. It is of vital importance that you provide your most up to date contact information.

See [page 4](#) for more detail.

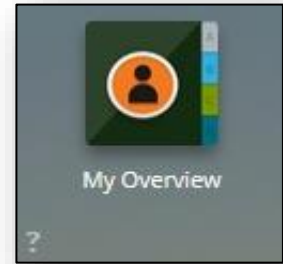




My Overview

My Overview lets you view information about your study. You can view a summary of any applications, your current coursework, and your completed units.

See [page 6](#) for more detail.

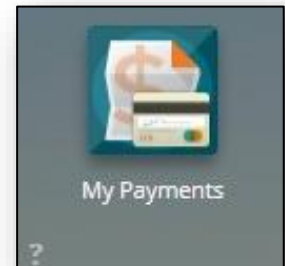


My Payments

My Payments allows you to make **full payments** of fees associated with your study at North Metropolitan TAFE.

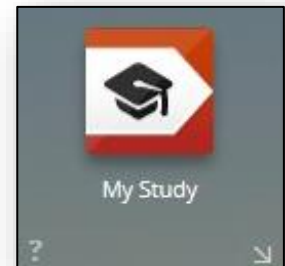
Note: This is only to be used if paying for your course in full. Payment Plans or VET Student Loans must be set up with client services.

See [page 7](#) for more details.



My Study

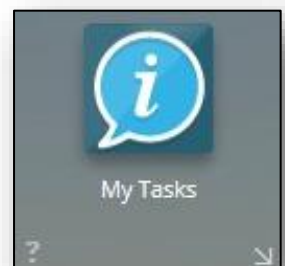
My Study allows you to enrol into units associated with your course. Students will be advised each semester when enrolments are open (Self-help guides will also be available at this time).



My Tasks

All students must complete the outstanding tasks in this tile. The number of outstanding tasks is displayed as an orange number within the box. Please respond to these tasks as soon as possible after enrolling.

See [page 8](#) for more details.



This concludes the quick overview of the tiles in your student portal. If you are having any problems or would like further information please contact on 1300 300 822 or via email enquiry@nmtafe.wa.edu.au



My Details

Clicking on My Details, will bring up the screen below.

2000055 - Mr Jack Doyle
Australian | 07-Sep-1989 (28)

Summary

Educational Background

Contacts
1 fake st
Perth, WA, 6000
AUSTRALIA
SBPR@dtwd.wa.gov.au
123456789

Other Contacts
None specified

Sanctions
0 Sanctions

Documents
35 system-issued documents

Terms & Conditions History

Finance Preferences
Payment Method Cheque

Finance Summary

Summary

Student Details

Student ID: 20000055 (jack doyle)
Title: Mr
Family Name*: doyle
Given Name: jack
Middle Name/s:
Preferred Name:
Date of Birth*: 07-Sep-1989
Gender*: Male

Citizenship and Cultural Details

Student Cultural Details
Country of Birth*: Australia
Main Language Spoken at Permanent Home Residence*: English
Aboriginal or Torres Strait Islander:

Student Citizenship Details
Citizenship*: Australian
Main Citizenship Country:
Dual Citizenship Country:
Student Citizenship Effective Date: 02-Jan-2018

Navigate My Details via the tabs on the left. To update your contact information click on the contacts tab.

2000055 - Mr Jack Doyle
Australian | 07-Sep-1989 (28)

Summary

Educational Background

Contacts + Add

Search

5 records

Contact (Postal) PREFERRED ADDRESS Updated 28-Jun-2018 Edit
1 fake st
Perth, WA, 6000
Australia

Permanent Home Updated 25-Jun-2018
2 white pt
subiaco, WA, 6008
Australia

SBPR@dtwd.wa.gov.au PREFERRED EMAIL Updated 23-Apr-2018 Edit
Personal Email

SBPR@dtwd.wa.gov.au Updated 23-Apr-2018 Edit
TAFE Email
Jack Doyle(SMTP:20000055)

123456789 PREFERRED PHONE Updated 28-Jun-2018 Edit
Mobile Phone (SMS)



You can update existing contact information by pressing orange 'Edit' button next to the corresponding record.

New contact records can be added by clicking the orange '+ Add' button in the top right-hand corner. You can add a new address, phone or email. The example below shows how to add an email.

Enter the Email Type (whether it's work, personal etc.), the new Email Address. Tick the box if you would like this to be your preferred email. Then press save.

My details also lets you:

- View the Terms and Conditions of enrolment
- See any sanctions on your record
- View system issued emails and documents.



My Overview

Clicking on My Overview will display the screen below. Navigation is done via the tabs on the left.

20000055 - Mr jack doyle
Australian | 07-Sep-1989 (28)

- Student Summary**
0 Sanctions
- Coursework Summary**
BSB10115 Admitted
10262NAT Admitted
+ 3 more
- Applications Summary**
59 Applications
- Financial Summary**
\$334.00 Outstanding
- Agreement Summary**
0 Active agreements
- Forms Summary**
0 Forms
- Completion Summary**

Student Summary

Mr jack doyle
20000055

Australian | 07-Sep-1989 (28) 123456789
fakeemail@gmail.com
1 fake st Perth, WA, 6000, Australia

Course Summary

Code	Course Name	Status	Effective Date	Commencement Date
BSB10115	Certificate I in Business	Admitted	03-May-2018	05-Feb-2018
10262NAT	Certificate III in Police Studies	Admitted	19-Jun-2018	16-Jul-2018
BSB51615	Diploma of Quality Auditing	Admitted	25-Jun-2018	05-Feb-2018
10262NAT	Certificate III in Police Studies	Admitted	27-Jun-2018	16-Jul-2018
10262NAT	Certificate III in Police Studies	Admitted	27-Jun-2018	16-Jul-2018
HLT64115-SS-A	HLT64115- Adv Dip of Nursing-SS-Administer and Monitor Medicines and Intravenous Therapy	Cancelled	16-Mar-2018	05-Feb-2018
SHB40115-SS-F	SHB40115-Certificate IV in Beauty Therapy-SS-Female Intimate Waxing	Cancelled	03-May-2018	01-May-2018
SHB40115-SS-C	SHB40115-Certificate IV in Beauty Therapy-SS-Eyelash Extensions	Cancelled	03-May-2018	14-May-2018
SC-BBL-V1372	Brick and Blocklaying Apprenticeship Ready Course	Cancelled	03-May-2018	05-Feb-2018
SHB20116	Certificate II in Retail Cosmetics	Offered	12-Apr-2018	
SHB40115-SS-E	SHB40115-Certificate IV in Beauty Therapy-SS-Makeup Artistry	Offered	24-May-2018	02-Jul-2018
HLTF52015	Diploma of Anaesthetic Technology	Early Withdrawn	02-Jun-2018	05-Feb-2018

Coursework Summary lets you see your course progress. Here you can see all your enrolled, passed, credited or exempt units in your qualification. Units with a planned status have not yet been completed.

BSB10115 Certificate I in Business (Admitted)

Year	Study Period	Unit Code	Unit Title	Nominal Hours	Result	Status
2017	Semester 2	BSBWHS201	Contribute to health and safety of self and others	15	No Result	Enrolled
2018	Term 1	BSBWHS201	Contribute to health and safety of self and others	15	No Result	Planned
	Term 1	BSBWRT301	Write simple documents	30	No Result	Planned
0	Full Year Enrolment	BSBLED101	Plan skills development	20	CO	Passed
	Not Entered	BSBADM101	Use business equipment and resources	20		Planned
	Semester 2	BSBCMM101	Apply basic communication skills	40		Planned
2018	Semester 2	BSBITU102	Develop keyboard skills	40		Planned
	Semester 2	BSBITU101	Operate a personal computer	20	No Result	Planned

Commencement Date: 05-Feb-2018

Total Nominal Hours Completed: 20 Total Nominal Hours Required: 150 Total Nominal Hours Outstanding: 130

Yearly Summary

Year	Enrolled Nominal Hours	Passed Nominal Hours	Failed Nominal Hours
2017	15	0	0
2018	20	20	0

My Overview also lets you see a Financial, Completion and Application summaries.

Please note: Financial Summaries may not be accurate for students on payment plans or VET Loans. Contact student services for current financial information.



My Payments

If you are paying in full, click on My Payments. You will be taken to the screen below.

The screenshot shows a list of three overdue payments and an invoice summary. The payments are:

- CDF**: Reference 20000055 / 899231, Due 26-Apr-2018, Amount 10.00.
- SHBBMUP001 - Res \$80.00 PR**: Reference 20000055 / 899230, Due 26-Apr-2018, Amount 80.00.
- SHBBMUP001 - VET Govt Fund - GIT - Full**: Reference 20000055 / 899229, Due 26-Apr-2018, Amount 122.00.

The invoice summary on the right shows:

Description	Amount
CDF	10.00
Total Amount	10.00
Payments Received	0.00
Amount Outstanding	10.00

You must select all applicable units. Tick the boxes on the left hand side. Do Not modify the payment amount.

The screenshot shows the same list of three overdue payments, but now all three items have a checkmark in the selection box on the left. At the top of the screen, there is a button that says "3 SELECTED" and a "Pay now" button. The payment details for each item are identical to the previous screenshot.

Select Pay Now at the top of the screen. You be taken to the BPOINT portal to complete the payment and enter your card details.

Please Note: The above only applies if you are paying for your course in full. Payment Plans or VET Student Loans must be set-up at Student Services.



My Tasks

When the My Tasks tile has an orange number displayed in the top right hand corner it means that there are tasks that need to be completed.

The example to the right has two outstanding tasks.



Click on the My Tasks tile. All mandatory questions will be listed on the left-hand side.

Provide your response to any questions then click save after each question.

You will know when all your tasks have been completed when the My Tasks tile no longer displays a number.

This concludes the overview of the tiles in your student portal. If you are having any problems or would like further information please contact on 1300 300 822 or via email enquiry@nmtafe.wa.edu.au