



## Navigating the Student Portal

### Logging in

1. Click [here](#) to log onto the student portal.
2. Enter Details as follows:
  - **Username:** Student number
  - **Password:** The password you set for Microsoft 365
  - **Domain:** Leave blank. (If it says ID or TAFE, close the browser tab and reload the page.)
  - **Press Log On**
3. **Agree** to the terms and conditions.

Log on using your details

User name

Password

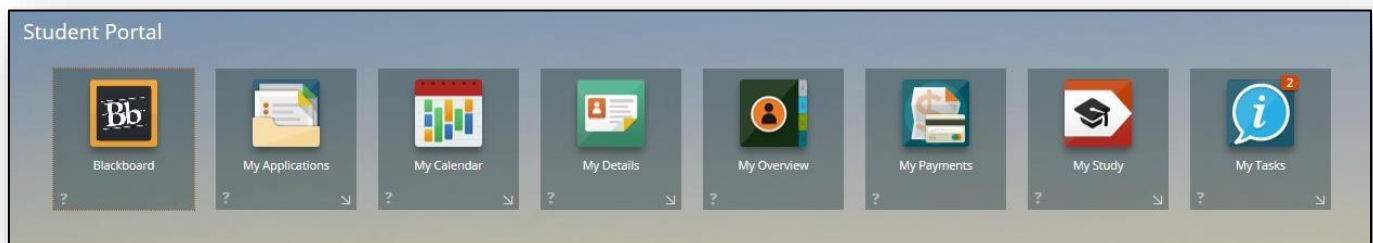
Domain

Log On

☒ Keep me logged on ☐ Accessibility Mode

[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

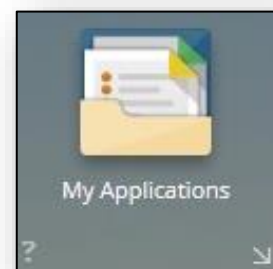
This is a link to your Blackboard account. Blackboard is an online learning platform which may form part of your course's delivery. It can also be accessed from the North Metropolitan TAFE website by clicking [here](#).





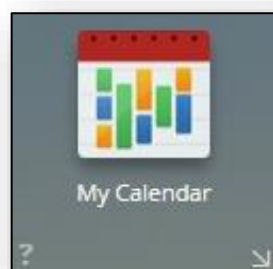
## My Applications

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



## My Calendar

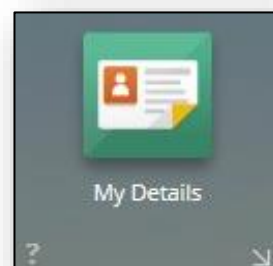
This tile is no longer being used, your study timetable can be found through your Microsoft 365 account.



## 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.

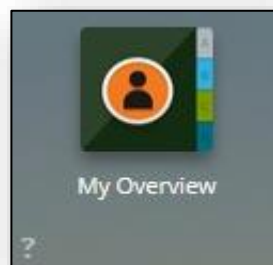
See [page 4](#) for more detail.



## 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.



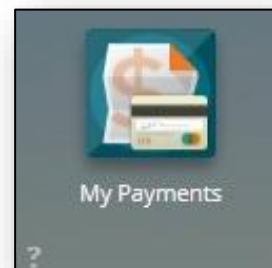


## My Payments

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

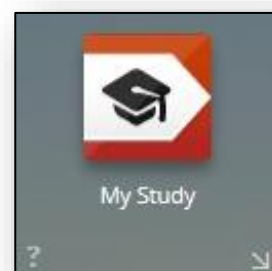
**Note:** This is only to be used if paying for your course in full. Payment Plans or VET Student Loans must be set up with client services.

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



## My Study

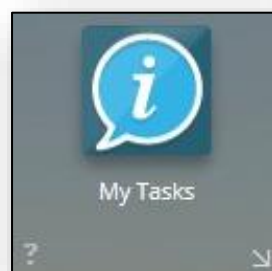
My Study allows you to enrol into units associated with your course. Students will be advised each semester when enrolments are open (Self-help guides will also be available at this time).



## 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](mailto:enquiry@nmtafe.wa.edu.au)



## My Details

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

**20000055 - 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.

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

**Summary**

**Educational Background**

**Contacts**

**Other Contacts**  
None specified

**Sanctions**  
0 Sanctions

**Documents**  
35 system-issued documents

**Terms & Conditions History**

**Finance Preferences**  
Payment Method Cheque

**Finance Summary**

**Contacts**

Search

5 records

**Contact (Postal)**  
1 fake st  
Perth, WA, 6000  
Australia  
Updated: 28-Jun-2018

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

**SBPR@dtwd.wa.gov.au**  
Personal Email  
Updated: 23-Apr-2018

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

**123456789**  
Mobile Phone (SMS)  
Updated: 28-Jun-2018



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.

20000055 - 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**

**Contacts**

Search

+ Add

Add address  
Add phone  
Add email

5 records

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

**Permanent Home**  
2 white pl  
subiaco, WA, 6008  
Australia  
Updated 25-Jun-2018  
Edit

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

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

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

**Details**

**Email**

Email Type\*  
Email Address\*  
Email Comment

☐ Preferred 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.

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

**Summary**

**Educational Background**

**Contacts**

1 fake st  
Perth, WA, 6000  
AUSTRALIA  
fakeemail@gmail.com  
123456789

**Other Contacts**  
None specified

**Sanctions**  
0 Sanctions

**Documents**  
35 system-issued documents

**Terms & Conditions History**

**Finance Preferences**  
Payment Method Cheque

**Finance Summary**

**Contacts**

Search

+ Add

Add address  
Add phone  
Add email

6 records

**Permanent Home**  
2 white pl  
subiaco, WA, 6008  
Australia  
Updated 25-Jun-2018  
Edit

**Details**

**Email**

Email Type\*  
Business Email  
Email Address\*  
fakeemail@gmail.com  
Email Comment

☒ Preferred Email

**Email History**

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)  
fakeemail@gmail.com  
1 fake st Perth, WA, 6000, Australia

123456789

**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
HLT52015	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
	Full Year Enrolment	BSBLED101	Plan skills development	20	CO	Passed
0	Not Entered	BSBADM101	Use business equipment and resources	20		Planned
	Semester 2	BSBCMM101	Apply basic communication skills	40		Planned
	Semester 2	BSBITU102	Develop keyboard skills	40		Planned
2018	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.

Awaiting Payment ☒ Paid

3 records

☐

CDF

Reference 20000055 / 899231 | Due 26-Apr-2018

- Fee

OVERDUE

10.00

Partial Payment Allowed

Payment Amount

Pay now

☐

SHBBMUP001 - Res \$80.00 PR

Reference 20000055 / 899230 | Due 26-Apr-2018

SHBBMUP001 - Fee

OVERDUE

80.00

Partial Payment Allowed

Payment Amount

Pay now

☐

SHBBMUP001 - VET Govt Fund - GIT - Full

Reference 20000055 / 899229 | Due 26-Apr-2018

SHBBMUP001 - Fee

OVERDUE

122.00

Partial Payment Allowed

Payment Amount

Pay now

INVOICE

Jack Doyle

Reference 899231

Due Date 26-Apr-2018

Currency AUD

thp889@gmail.com

Description	Amount
CDF	10.00
- Fee	
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.

Awaiting Payment ☒ Paid

3 SELECTED

Pay now

3 records

☒

CDF

Reference 20000055 / 899231 | Due 26-Apr-2018

- Fee

OVERDUE

10.00

Partial Payment Allowed

Payment Amount

Pay now

☒

SHBBMUP001 - Res \$80.00 PR

Reference 20000055 / 899230 | Due 26-Apr-2018

SHBBMUP001 - Fee

OVERDUE

80.00

Partial Payment Allowed

Payment Amount

Pay now

☒

SHBBMUP001 - VET Govt Fund - GIT - Full

Reference 20000055 / 899229 | Due 26-Apr-2018

SHBBMUP001 - Fee

OVERDUE

122.00

Partial Payment Allowed

Payment Amount

Pay now

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.

The screenshot shows the 'My Tasks' interface. On the left, there is a search bar and a list of tasks. The first task is 'Provide your reason for studying' with a deadline of 'Requested Friday' and a 'MANDATORY' tag. The second task is 'Provide your reason for studying' with a deadline of 'Requested 3 weeks ago' and a 'MANDATORY' tag. On the right, the 'Response' section is active, showing a message: 'Please enter your reason for studying using the form below.' Below this is a section titled 'Study Reason Details' with a text input field labeled 'Study Reason\*' and a dropdown arrow.

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

This screenshot shows the same 'My Tasks' interface as the previous one, but with the 'Study Reason\*' input field filled with the text 'To get a job'. The 'Save' button is now visible in the top right corner of the response section, next to a 'Cancel' button.

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](mailto:enquiry@nmtafe.wa.edu.au)