Library Services

Accessing Student Accounts when Logged into NMTAFE Staff PC as NMTAFE Staff

- 1. Log On to the computer in the usual manner
- 2. Open an internet browser
 - **Select** the elipses, (top-right-hand corner).
 - **Select** "New Incognito Window" for Chrome, or "Open InPrivate Window" for Edge.

Tip: 'Incognito' and 'InPrivate' browsers have a black background.

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 Image: New tab
 Ctrl+T

 Image: New window
 Ctrl+N

 Image: New Incognito window
 Ctrl+Shift+N

Blackboard

- 3. In the new window, go to https://www.northmetrotafe.wa.edu.au/
- 4. Scroll to the bottom, then select 'Blackboard'
- 5. Select 'TAFE users login'
- 6. **Sign-in** using your student email and password, then **Authenticate** if required.

If you require your student password to be reset, <u>contact the library</u>.

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You will now be logged into your student account on the incognito browser and your staff account will remain logged in on the regular browser.