


# Quick Start Guide

## TAFE Queensland's Student Self Service Website

Click on the  Help icon for assistance or further explanation

### First you must Register for Access

1. Go to <http://enrol.tafe.net>
2. Click the **Register** button on the bottom left of the screen.
3. Answer 'Yes', 'No' or 'Unsure' to each question.
4. Click the **Continue** button to begin your registration.
5. When you have successfully completed your registration, your **User ID** and **Password** will be sent to you via email.

**Note:** Contact your institute if you do not receive these emails.

6. Retrieve your User ID and Password **BEFORE** you attempt to logon to this site.

**You only need to register for access ONCE.**

### THEN YOU CAN:

#### A. Log On to the Student Self Service Website

1. Ensure you have your User ID and Password **BEFORE** you logon (see above).
2. Go to <http://enrol.tafe.net>
3. Enter your **Student ID** in the User ID field.
4. Enter your **Password**.
5. Read the [Terms and Conditions](#) provided.
6. If you accept the Terms and Conditions, tick the checkbox to Log on.
7. Click **Log on**.

#### B. Enrol in a Delivery Package

1. Go to <http://enrol.tafe.net> and Log on using your User ID and Password.
2. Select the **My Enrolment** tab.
3. Read the details about what you need to do to enrol.
4. Read and understand the [Terms and Conditions](#) of enrolment and tick the checkbox.
5. Select **Continue** to enrol.
6. Enter your delivery package number, if you know it or select a previous delivery package (if applicable).
7. If required enter the password for your delivery package number (your Faculty will supply this number).
8. Select Continue to begin the enrolment process.
9. Complete the enrolment process. (**NOTE:** to be fully enrolled you need to pay all fees).

#### C. Update your Personal Details

1. Click on the **My Details** tab.
2. Use the **My Details** menu on the left hand side to view and/or update any of your personal details.
3. Simply add or remove any details and select the **Save** button.

##### Add a New Address

- Click on the **Add a new type of address** link to add an address that is not already shown.

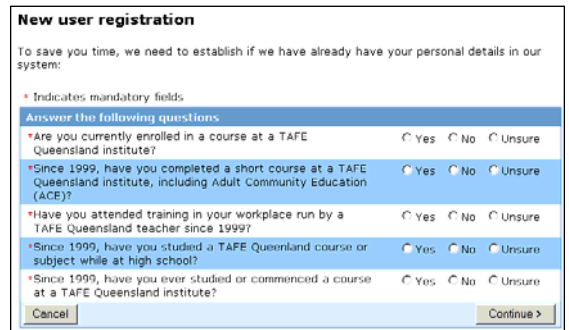
##### Update an Address

- Click on the **Modify xxx address details** link under the address you want to update.

#### D. Change your Password

1. Select the **Change Password** link from the Miscellaneous menu.
2. Enter your current password.
3. Enter your new password twice.
4. Select the **Change Password** button to save your new password,

If you have forgotten your password, you can reset your password on this site by selecting the [Forgotten Password](#) link on the home page.



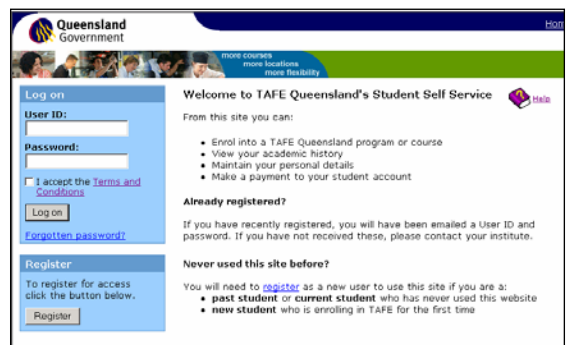
**New user registration**

To save you time, we need to establish if we have already have your personal details in our system:

\* Indicates mandatory fields

Answer the following questions

*Are you currently enrolled in a course at a TAFE Queensland institute?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
*Since 1999, have you completed a short course at a TAFE Queensland institute, including Adult Community Education (ACE)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
*Have you attended training in your workplace run by a TAFE Queensland teacher since 1999?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
*Since 1999, have you studied a TAFE Queensland course or subject while at high school?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
*Since 1999, have you ever studied or commenced a course at a TAFE Queensland institute?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure



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Log on

User ID:

Password:

I accept the [Terms and Conditions](#)

[Forgotten password?](#)

**Register**

To register for access click the button below.

Welcome to TAFE Queensland's Student Self Service

From this site you can:

- Enrol into a TAFE Queensland program or course
- View your academic history
- Maintain your personal details
- Make a payment to your student account

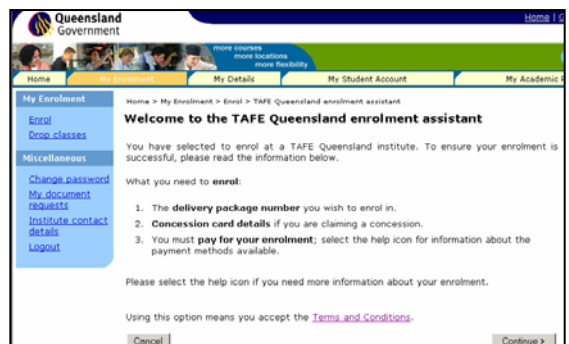
**Already registered?**

If you have recently registered, you will have been emailed a User ID and password. If you have not received these, please contact your institute.

**Never used this site before?**

You will need to **register** as a new user to use this site if you are a:

- **past student** or **current student** who has never used this website
- **new student** who is enrolling in TAFE for the first time



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Home > My Enrolment > Enrol > TAFE Queensland enrolment assistant

Welcome to the TAFE Queensland enrolment assistant

You have selected to enrol at a TAFE Queensland institute. To ensure your enrolment is successful, please read the information below.

What you need to enrol:

1. The **delivery package number** you wish to enrol in.
2. **Concession card details** if you are claiming a concession.
3. **You must pay for your enrolment**; select the help icon for information about the payment methods available.

Please select the help icon if you need more information about your enrolment.

Using this option means you accept the [Terms and Conditions](#).



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Home > My Details > Address > Your address details

Your address details

The address details provided below are used by TAFE Queensland to send out correspondence. Please make sure that your details are up to date.

**Add a new type of address**

Home address	Address: 11 Home Street
	Suburb: Brisbane
	State: QLD
	Postcode: 4000
	Country: Australia
	* Does this address need to be changed? <a href="#">Modify home address details</a>
Mailing address	Address: PO Box 61
	Suburb: Brisbane
	State: QLD
	Postcode: 4000
	Country: Australia
	* Does this address need to be changed? <a href="#">Modify mailing address details</a>
	* Do you no longer have a separate Mailing address?



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Home > Miscellaneous > Change password

Change password

To ensure your ongoing security and protection, please change your current password to a new password of your choice that you will remember.

\* Indicates mandatory fields

When entering a new password, you must ensure that:

- Your passwords match
- Your new password contains at least one non-alphabetic character (e.g. numbers 0-9)
- Your new password contains at least one alphabetic character (e.g. A-Z, a-z)
- Your new password is at least 6 characters long
- Your new password is not a recently used password
- Your new password is not a common word
- Your new password is not a basic sequence of numbers or letters (e.g. 123 or abc)

Your password details

\*Current password:

\*New password:

\*Confirm new password: