TAFE WA | South Metropolitan

How to access IT systems at South Metropolitan TAFE
USER GUIDE FOR NEW STUDENTS

quick guide

User guide
for new students

Welcome to South Metropolitan TAFE

Follow these instructions if you are a new student and **do not** already have an active South Metropolitan TAFE email account.

### 1. You will receive a welcome email

24 Hours after you have enrolled with South Metropolitan TAFE you will receive an email with your student account details. This will include:

- your student ID (this is different to your USI)
- a default password
- an SM TAFE email address
- a link to log-in to Office 365.

2. Log-in to Office 365 and change your password

Log-in to Office 365 at https://outlook.office365.com and follow the instructions to change your password.
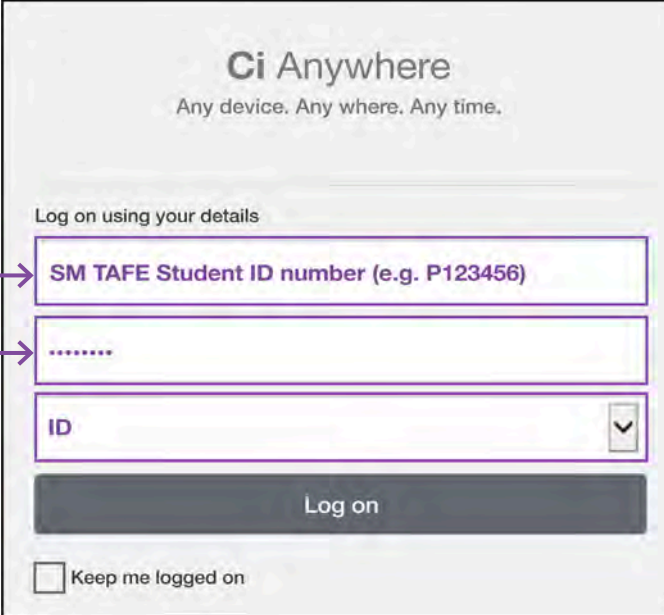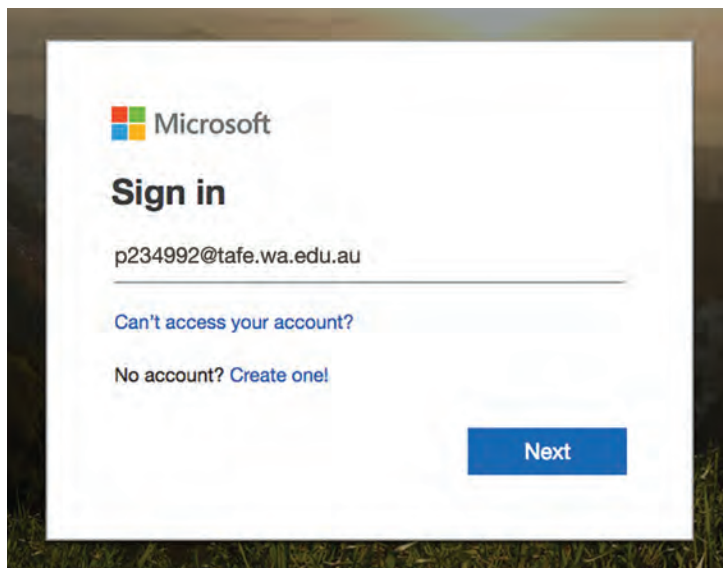
Log-in

3. Log-in to Student Portal (CiAnywhere)

Access the Student Portal via the link on home page of the SM TAFE website or use the link in the email you received.

Use your new Office 365 password to log in to the Student Portal and enter the details below.

SM TAFE student ID number*

**Select ID
(drop down menu)**

Enter your new Office 365 password

* **Your SM TAFE student ID number is included in the email with your student IT account details.**

Once you already have an active SM TAFE account you must change your password in Office 365.

Changing your password in Office 365 is required to sync your Blackboard, Student portal, wireless accounts and computer logins in classrooms and campus libraries.

4. Student Portal (CiAnywhere)

This is the first screen you will see when you log in as an enrolled student.
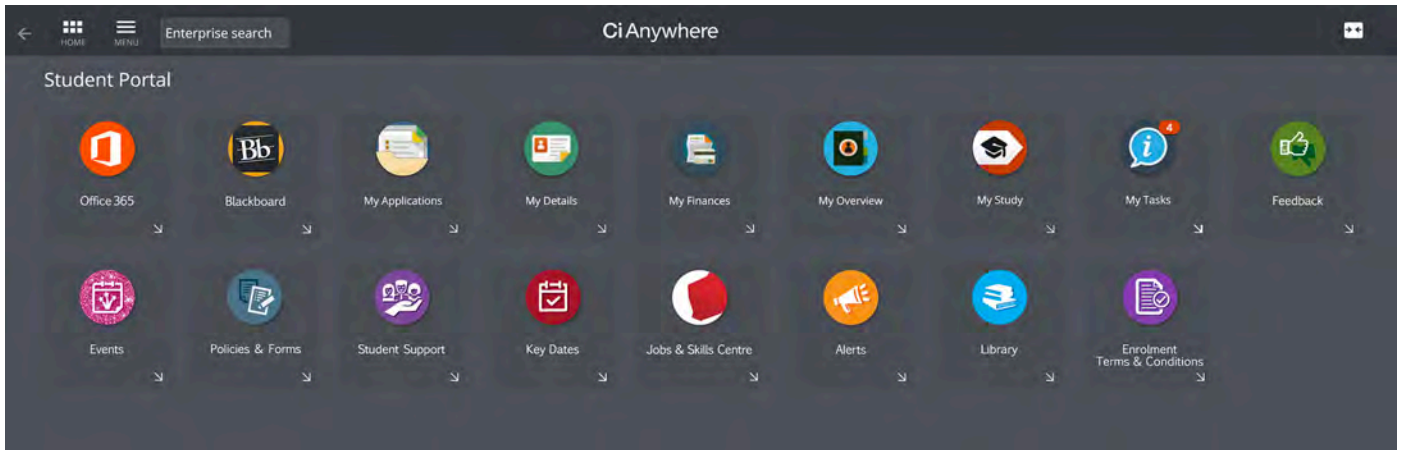
For more information about Student Portal, download a copy of our Student Portal Guide
from our website: southmetrotafe.wa.edu.au

FOR ASSISTANCE CONTACT:

✉ **info@smtafe.wa.edu.au**   📞 **1800 001 001, or**   📞 **1300 553 444**
                                                              (during enrolment times)