**STUDENT ID CARD**
You will become a Library patron when you enrol and pay your fees

1. Show ID or COE to library staff at the front desk
2. Get your photo taken
3. Wait a few seconds for your card to print

Your student ID card is also your library card

**BORROWING**
You can borrow 6 items at a time
- Books - 3 weeks
- Magazines - 1 week
- CD, DVD - 1 week
- Closed Reserve - 2 hours
- Recharge cables - 2 hours

**WHAT WE EXPECT**
- Quiet voices
- Phones and other devices on silent
- Respect library staff, fellow students and resources
- Bags to be opened if requested

**STUDENT LOGIN**

USERNAME: 30002140
PASSWORD: Tafe22091999

Passwords need to be reset on first login

**PRINT COPY SCAN**
A3 & A4
- Reduce/enlarge
- Single sided
- Double sided
- Black & white
- Colour

Use your 6 digit PIN to print, copy or scan

**LIBRARY WEBSITE**
Visit the Library website:
Creating Your Password

If you haven’t used the instructions provided in the Welcome email to create your password and register for Password Management, these tips may help you:

1. At a networked campus computer enter your Student ID as the username on the log in screen. Your student ID will commence with M, P or a 300xx prefix.
   1.1. The default password for all new students is Tafe followed by your Date of Birth in a ddmmyyyy format. Eg Tafe22091995.
   1.2. As soon as these details are entered an instruction is displayed to change the password before login. Enter your new password in the Create a new password following these rules:

      Please note: Your password may not include any part of your name, Date of Birth or Student ID. (Future password changes may not be a previously used Password)

     Passwords must contain.
     • A minimum of 8 characters and a maximum of 16 characters
     • At least one upper case letter
     • At least one lower case letter
     • At least one numeric
     • An optional special character or symbol

Password Management

   1.2. Point the cursor to Current Students and click on Visit Student Portal.
   1.3. Scroll down the page until you reach the button
   1.4. Sign into Office 365 using your student email account as the username. For example, 30001234@tafe.wa.edu.au.
   1.5. Please Note: With all South Metropolitan systems your username is your Student ID number. The only time you use your student email as a username is when you are accessing Office 365.
   1.6. A message will then be displayed that more information is required, click on Next.
   1.7. A page headed "don’t lose access to your account!" will now be displayed.
   1.8. You must use two verification methods, ideally your mobile phone and an email that you can access while at TAFE.
   1.9. Click on Set it up now and follow the prompts to set up your verification. During this process you will receive a text message with a 6-digit verification number. Enter this when requested.
   1.10. Once complete you will be returned to the “don’t lose access to your account!” screen and a green tick will appear next to the Authentication option you have chosen along with the details.
   1.11. Click on “Looks good” to exit and you will automatically be direct to Office 365.
Changing Password

Now that you are registered for Password Management next time you need to change your password for any reason you can do this by going to the South Metropolitan TAFE website at www.southmetrotafe.wa.edu.au, point to Current Student and click on Visit Student Portal.

Scroll toward the bottom of the page until you reach this option

Follow the prompts for changing your password – don’t forget to follow the password creation rules!

Student Portal

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

As this is a South Metropolitan TAFE system, the username is your Student ID. Use the password created earlier as the Password.

The Domain should be left at the default, of ID.

Locating your Timetable

This is the Home Screen for the Student Portal. Your timetable information is located in Office 365.

1. Open Office 365
2. The Calendar link will be located with all other apps shown on the Home page for Office 365. If there isn’t a link to the Calendar from the Apps page, open Outlook. At the bottom of the folder pane there will be a task bar. Choose the calendar option to show your timetable.