Fact Sheet

Introduction

The following Fact Sheet outlines to use the TAFE SA Web Store.

Intended Audience

All TAFE SA

FAQ Steps

Step 1

Open the link to the TAFE SA Web Store page by navigating to

http://www.tafesa.edu.au/webstore

The page below will appear

Step 2

To continue you must read the terms and conditions and check the box to agree
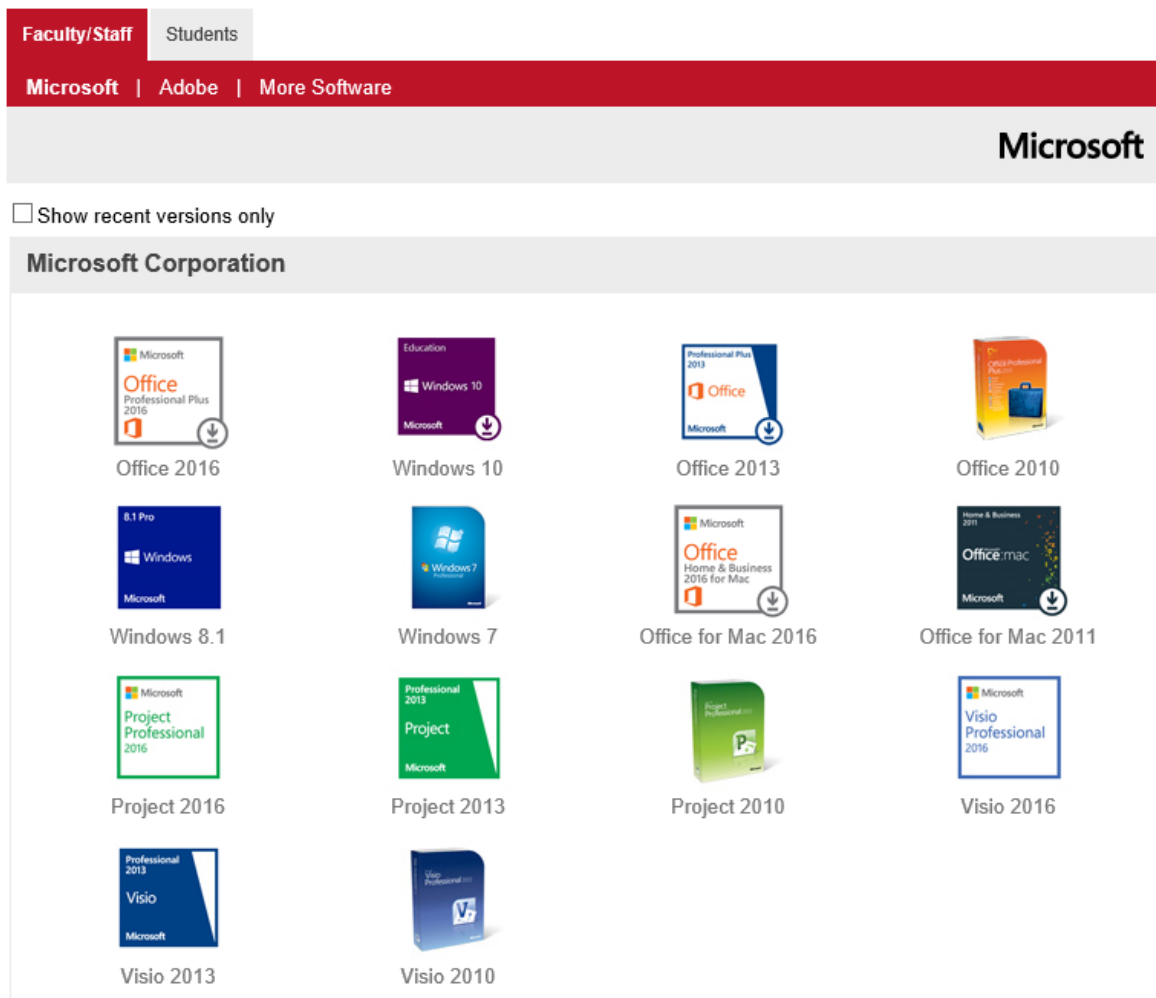
☑ I agree that TAFE SA accepts no responsibility for software installed on any home device and acknowledge that TAFE SA will not offer any support if these software products are installed on your home devices.

Access TAFE SA Software WebStore

Step 3

Once the box has been checked click the button **Access TAFE SA Software WebStore**

The following page will appear

Faculty/Staff | Students

Microsoft | Adobe | More Software

Microsoft

☐ Show recent versions only

Microsoft Corporation

Office 2016	Windows 10	Office 2013	Office 2010
Windows 8.1	Windows 7	Office for Mac 2016	Office for Mac 2011
Project 2016	Project 2013	Project 2010	Visio 2016
Visio 2013	Visio 2010		

You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered on this WebStore are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students and
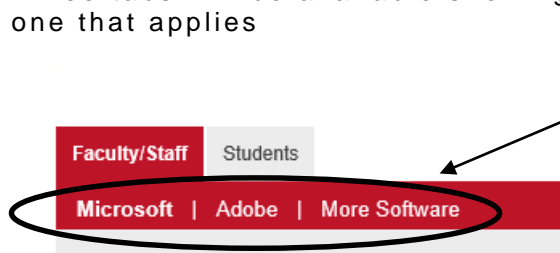
Step 4

Click on the tab which applies depending on whether you are staff or a student

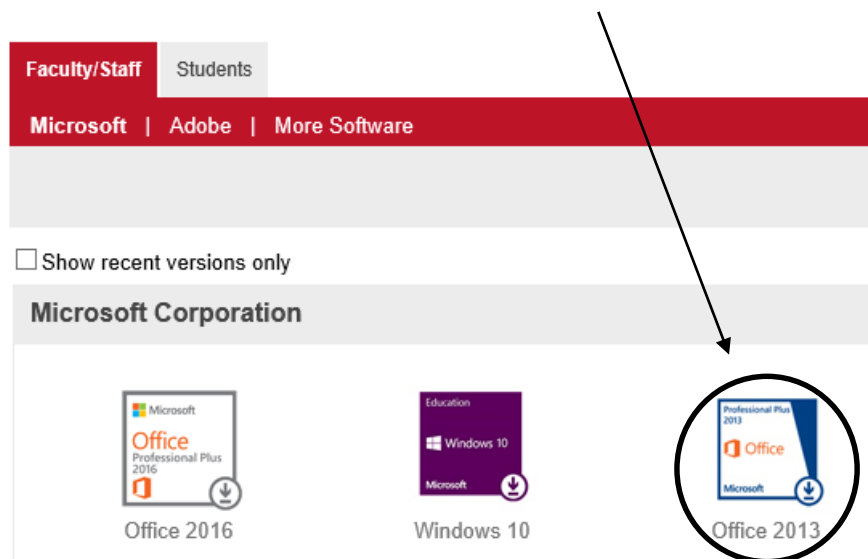This will display software available for download and purchase
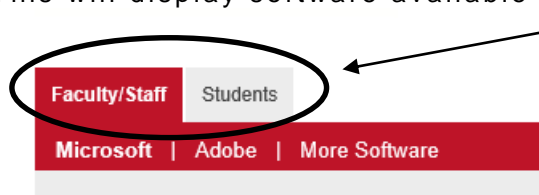
Step 5

Three tabs will be available showing categories of software available, select the one that applies
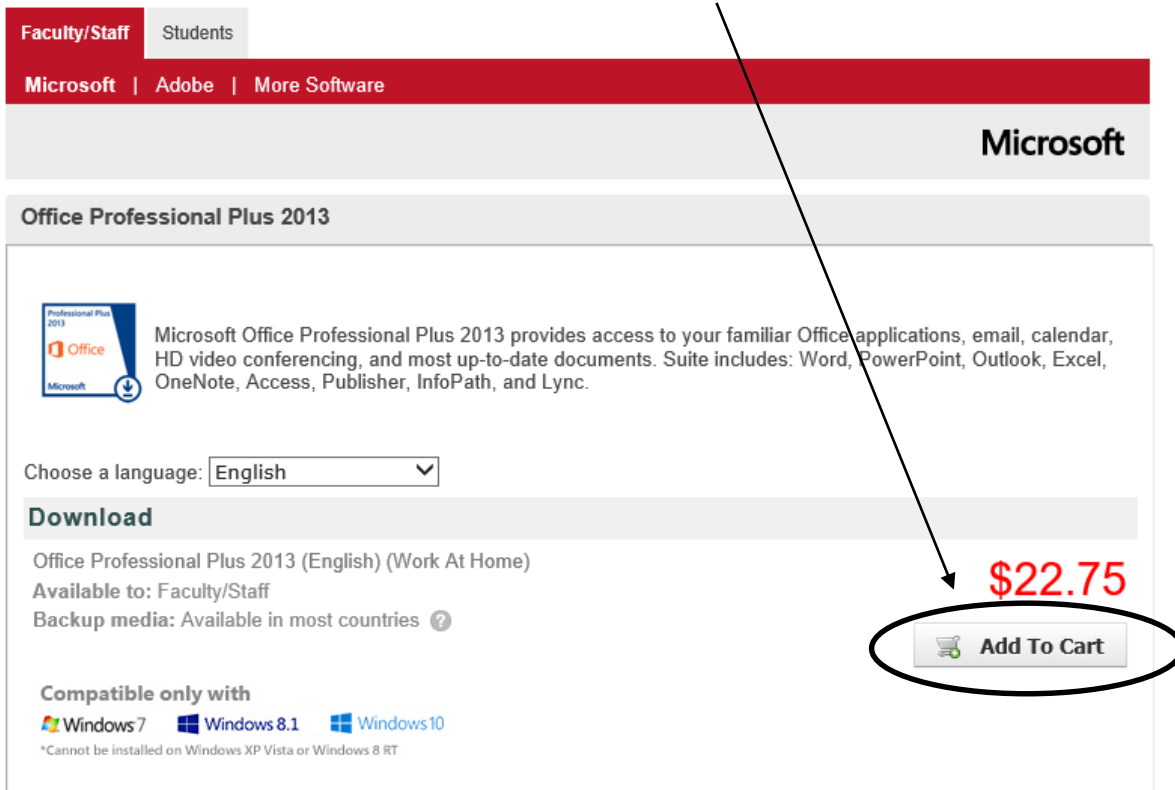

Step 6

Click on the software to install eg Office 2013

Step 7

The page below will display showing the item you selected

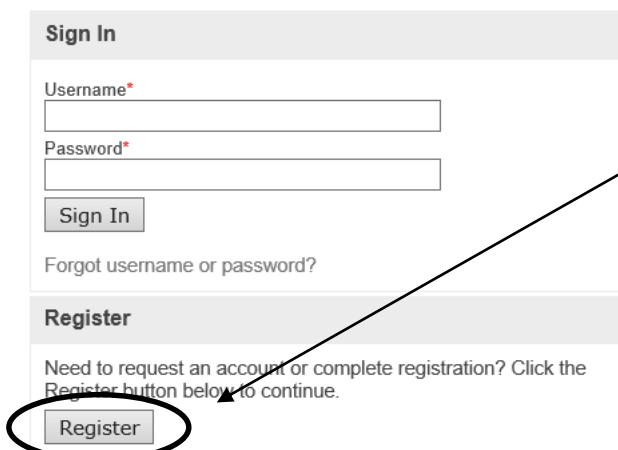To proceed with this download click **Add To Cart**

Step 8

The page below will appear asking for login details

You will need to Register the first time you use this site, click **Register**
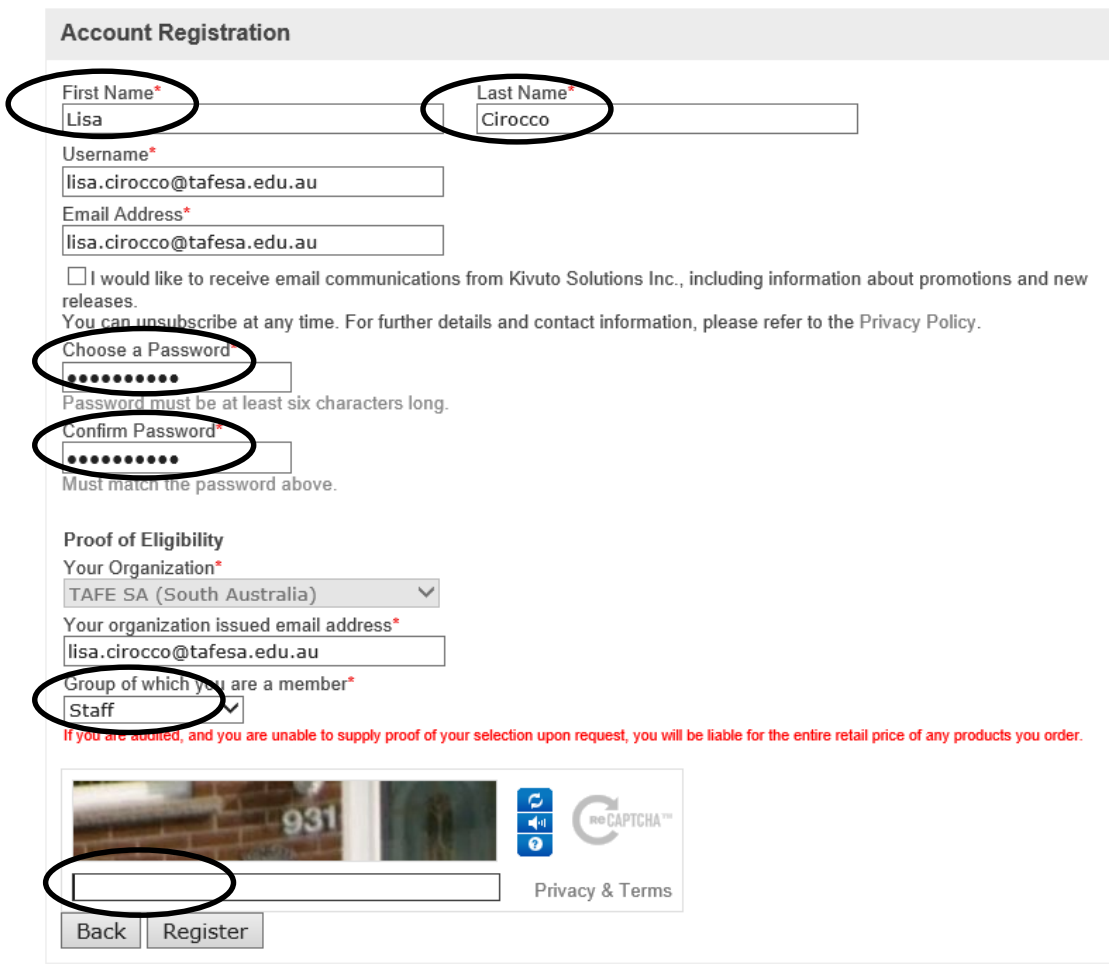
Step 9

The page below will appear

Enter your TAFE SA email address and click **Continue**

Step 10

The page below will be displayed, enter in the following details, click **Register**

Step 11

The following page will appear to inform you the account must be verified before a download of the software can commence

An automated email has been sent to your TAFE SA email address to confirm the email supplied is correct

Step 12

Open your TAFE SA email and locate and verify the email address

Step 13

Once the email has been verified you will be navigated to the TAFE SA Web Store where you can continue with your purchases

Step 14

To remove an item from the shopping cart click **Remove** otherwise **Continue Shopping** (to purchase additional software) or **Check Out** to finalise the purchase

Step 15

The page below will appear, showing the terms and conditions

Finalise purchase by entering your username and name (this is confirming the purchase) and click **I Accept** (to proceed) or **I Decline** (to cancel)