

How to add or drop classes using Self Service

If you require further assistance the following options are available:

- Freecall **1800 882 661**.
- If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service www.relay.service.gov.au.
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

Use this guide to **add new classes** or **drop existing classes** (page 6). For detailed instructions on how to log in and register please refer to the **Register using MyTAFE SA reference guide** found [here](#).

STEP BY STEP - ADD NEW CLASSES

Click on **MYTAFE SA** on the TAFE SA website <https://www.tafesa.edu.au/>

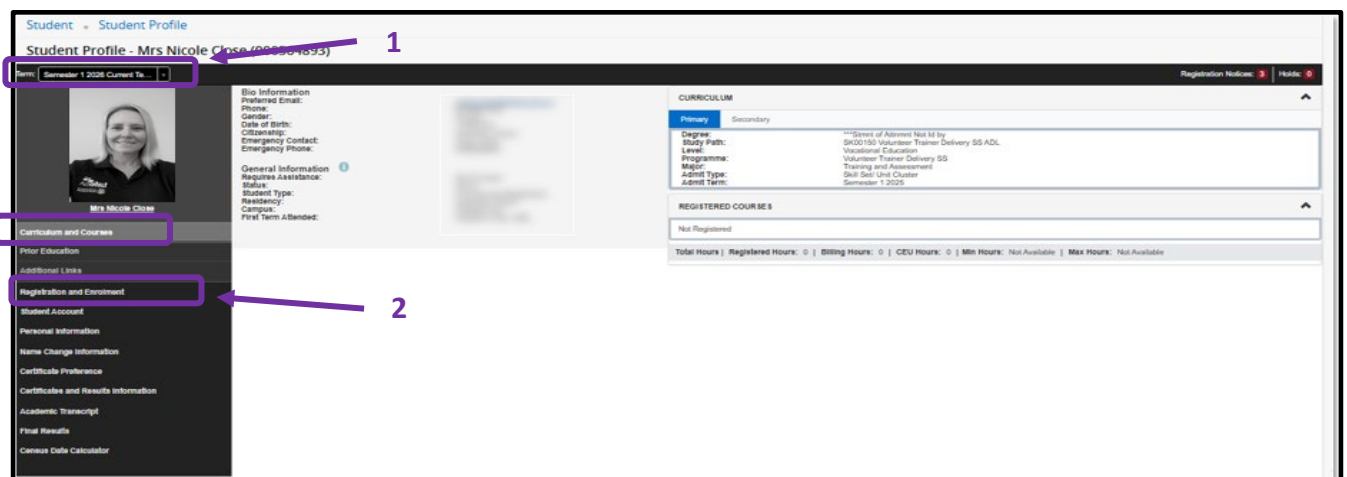


or the TAFE SA student website <https://students.tafesa.edu.au/>



Enter your student credentials (your TAFE SA Student Email address and password). You will be directed to your Student Home Page.

Click on **Self Service**

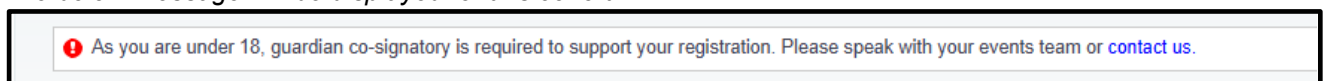


1 Using the drop-down box and **Select a Term** (Semester)

2 To add or drop classes (CRNs), select **Registration & Enrolment**.

**** Students under 18 years of age will not be able to progress past this point and will need to speak with your events team or contact us.**

The below message will be displayed for this cohort

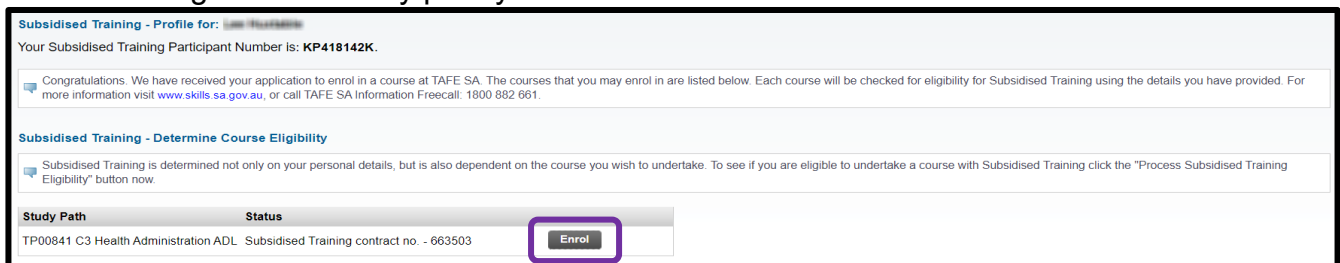


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NOTE: If you select the wrong Semester, go back to the previous screen, and click **Select Term**.

If your personal information is up to date the **Subsidised Training Profile page** will be displayed. If your personal information is incomplete follow the prompts to enter the required information, then the Subsidised Training Profile page will display.

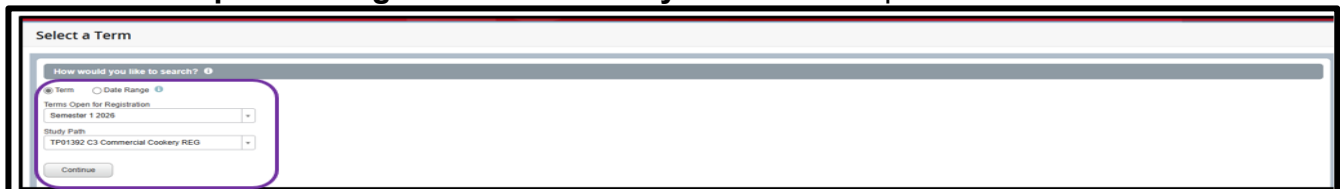
Click **Enrol** against the study path you want to add classes to.



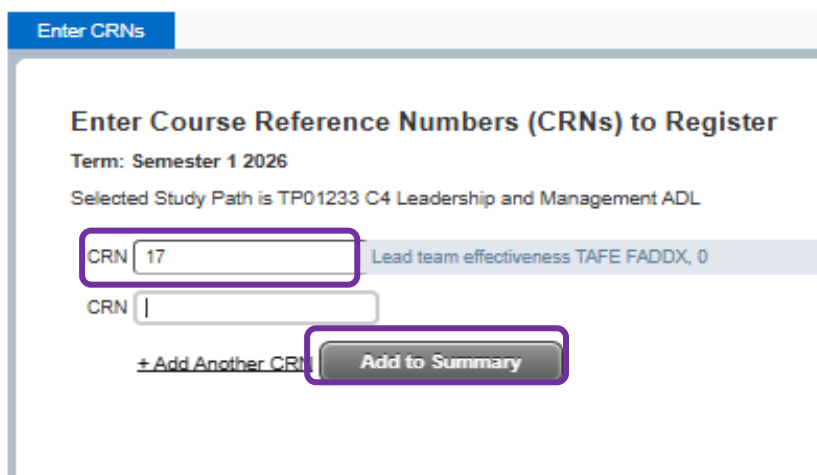
Select Enrol – Add or Drop Classes



Select **Term Open for Registration** and **Study Path** from drop down lists then Continue

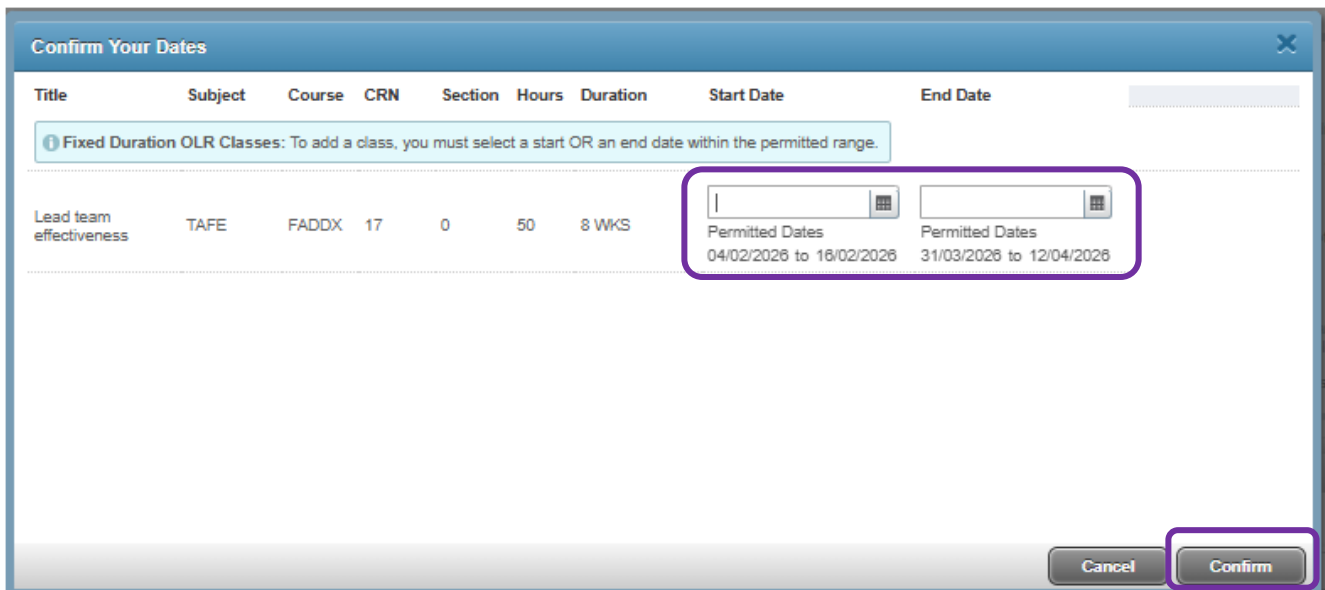


To enrol into a class, enter your provided CRNs in the box provided. To add more than one CRN click on the **Add another CRN** link to add more boxes. When you have completed the entry of your CRNs select **Add to Summary**.



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If your CRNs have a set start date, a date will already appear in the start date field. If, however, there is a range of permitted start dates as in the example below, you will need to enter the date you will start this class, in the format DD/MM/YYYY, or select from the calendar. You will need to choose today's date or a future date. Click **Confirm**.

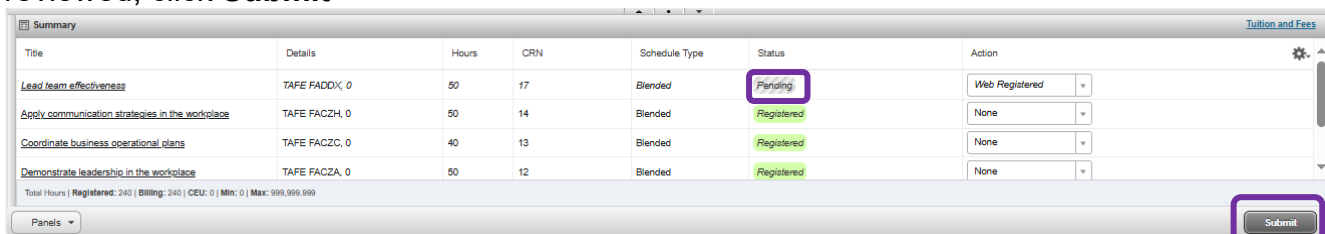


Title	Subject	Course	CRN	Section	Hours	Duration	Start Date	End Date
Lead team effectiveness	TAFE	FADDX	17	0	50	8 WKS	Permitted Dates 04/02/2026 to 16/02/2026	Permitted Dates 31/03/2026 to 12/04/2026

If you are registering into a VET Student Loan Eligible qualification, the census date will be displayed as soon as you have entered the start date.

Important Note: *If you receive a Program Curriculum error, please call TAFE SA on 1800 882 661 (free call). You are not registered into the CRN at this time and will be unable to register into the CRN online until you resolve the issue.*

The CRN details will then appear in your Summary tab as **Pending** for you to review. Once reviewed, click **Submit**



Title	Details	Hours	CRN	Schedule Type	Status	Action
Lead team effectiveness	TAFE FADDX, 0	50	17	Blended	Pending	Web Registered
Apply communication strategies in the workplace	TAFE FAC2H, 0	50	14	Blended	Registered	None
Coordinate business operational plans	TAFE FAC2C, 0	40	13	Blended	Registered	None
Demonstrate leadership in the workplace	TAFE FAC2A, 0	50	12	Blended	Registered	None

The **Save Successful** notification will appear, and your CRNs will show a status of Registered



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Title	Details	Hours	CRN	Schedule Type	Status	Action
Lead team effectiveness	TAFE FADDX, 0	50	17	Blended	Registered	None
Apply communication strategies in the workplace	TAFE FACZH, 0	50	14	Blended	Registered	None
Coordinate business operational plans	TAFE FACZC, 0	40	13	Blended	Registered	None
Demonstrate leadership in the workplace	TAFE FACZA, 0	50	12	Blended	Registered	None
Lead and facilitate a team	TAFE FACYN, 0	50	15	Blended	Registered	None
Lead effective workplace relationships	TAFE FACZB, 0	50	16	Blended	Registered	None

Total Hours | Registered: 290 | Billing: 290 | CEU: 0 | Min: 0 | Max: 999,999,999

Click on Tuition and Fees Link to view fees added to your account

Title	Details	Hours	CRN	Schedule Type	Status	Action
Apply communication strategies in the workplace	TAFE FACZH, 0	50	14	Blended	Registered	None
Lead and facilitate a team	TAFE FACYN, 0	50	15	Blended	Registered	None
Lead effective workplace relationships	TAFE FACZB, 0	50	16	Blended	Registered	None

Total Hours | Registered: 150 | Billing: 150 | CEU: 0 | Min: 0 | Max: 999,999,999

Pop up screen will display fees for the semester

Code	Description	Amount (AUD)
TG21	MGMT FULL FEE PAYG ST...	A\$1,500.00
Total:		A\$1,500.00

Total Credit Hours: 150

From **Student Profile** navigate to **Student Account** and select **Pay Now**

Student Account

Hello Mrs Nicole Close,
Please select from the options below:

- Account Detail for Term
- Account Information
- Account Summary
- [Invoice and Payment History](#)
- TAFE SA Payment Options
- **Pay Now**

Information displayed in My Account for your review before selecting **Make a Payment**:

1. Account Balance
2. Fee Description

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The screenshot shows the 'My Account' page with the following sections:

- Account Balance:** \$114.00
- Payment Options:** TAFE SA accepts VISA, Mastercard and American Express via secure online payment.
- Payment Assistance:** Information regarding financial support payments.
- Account History:** A table showing transaction details.

Fee Description	Semester	Date	Charge	Payment	Balance
PLUMBING U/CHOICE 3	Sem 1, 2026	22//2026	\$38.00		\$114.00
PLUMBING U/CHOICE 3	Sem 1, 2026	22//2026	\$76.00		\$76.00
PLUMBING U/CHOICE 3	Sem 1, 2026	22//2026	-\$136.80		\$0.00
PLUMBING U/CHOICE 3	Sem 1, 2026	22//2026	\$136.80		\$136.80

Total Account Balance: \$114.00

The **Payment Details** page is displayed. Select the **Card Type** you are using to make payment. Enter your **Card Number**, **Expiration Month**, **Expiration Year** and **CVN** then click **Next**.

The screenshot shows the 'Card Payment' form with the following fields:

- Account Balance:** \$114.00
- Card Payment:**
 - Accepted cards: VISA, Mastercard, AMEX
 - Amount: \$114.00
 - Card Number: 4111 1111 1111 1111
 - Expiry Date: 07 / 2026
 - CVV: 123
 - Name on card: Dev Rogers
- Pay Now** button

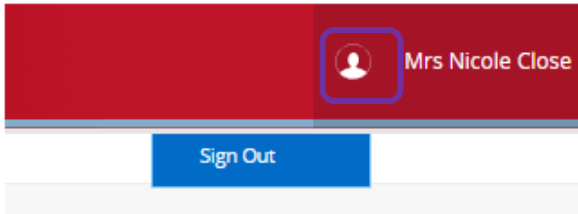
Payment confirmation is displayed

The screenshot shows the 'Payment Confirmation' page with the following details:

- Payment Confirmation** (with green checkmark)
- Amount Paid:** \$114.00
- Transaction ID: 7690535767446598703802
- Thank you for your payment. We've sent you an email with the payment details.
- You can view your payment history in your [Account Balance](#).
- If you have any questions please [Contact Us](#).

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When you have finished using Self Service make sure you **Sign Out**. Click on the profile outline and **Sign Out** option will drop down select to sign out.



END ADDING CRN OF PROCESS

STEP BY STEP – DROP EXISTING CLASSES

Important Note: Please make sure you have read the TAFE SA Withdrawals and Refunds information as found on the TAFE SA website, click [here](#). Any student thinking of withdrawing from study should inform the program area as soon as possible. Student services staff are available to discuss and help resolve difficulties that might influence a student's decision to withdraw.

Follow the instructions at the beginning of this guide to log in to Self Service through to Register for Classes screen.

**** Students under 18 years of age will not be able to progress past this point and will need to speak with your events team or contact us.**

The below message will be displayed for this cohort

 As you are under 18, guardian co-signatory is required to support your registration. Please speak with your events team or [contact us](#).

NOTE: If you select the wrong Semester, go back to the previous screen, and click **Select Term**.

Before dropping or withdrawing from any CRNs, please carefully read the Refunds and Withdrawals information at the top section of the Register for Classes screen. This section includes important links and forms you may need to complete your withdrawal and possible refund.

Register for Classes

Enter CRNs

Enter Course Reference Numbers (CRNs) to Register

Term: Semester 1 2026
Selected Study Path is TP01233 C4 Leadership and Management ADL

CRN

[+ Add Another CRN](#) [Add to Summary](#)

"Summary" section:
The classes you have been enrolled into will be displayed in the "Summary" section. To drop classes, select "Drop Class" from the drop-down table in the "Action" column, then click "Submit".
The "Summary" section will not be displayed if you have not enrolled into any classes for the current semester.

"Enter Course Reference Numbers (CRNs) to Register" section:
To enrol into a class, key the CRN in the box provided, then click "Add to Summary".
To enrol into multiple classes, key the first CRN in the box provided, then click "+Add Another CRN". Continue this until all CRNs have been added, then click "Add to Summary".

[TAFE SA Refund and Withdrawal Information](#)

Important Information for Students Receiving Centrelink Benefits:
Some Centrelink payments are dependent upon maintaining a full-time study load. If you are in receipt of such Centrelink benefits, please ensure you advise Centrelink of any changes to your study load. If you need assistance, please contact [Centrelink](#).

If your registration (CRN) status appears in RED text, please check Action and Registration Add Warnings/errors and make any required changes.

If you have withdrawn from a CRN, please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit it.

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For classes that have NOT commenced:

Select **Drop Class** from the Action drop-down list alongside the class you are dropping. Click **Submit Changes**.

Communicate with influence	TAFE FADDD, 0	60	20	Blended	Registered	None
Coordinate business operational plans	TAFE FACZC, 0	40	13	Blended	Registered	Drop Class
Demonstrate leadership in the workplace	TAFE FACZA, 0	50	12	Blended	Registered	

For classes that have commenced:

Select **Withdraw See Refund Policy** from the Action drop-down list alongside the class you are dropping.

Coordinate business operational plans	TAFE FACZC, 0	40	13	Blended	Registered	None
Demonstrate leadership in the workplace	TAFE FACZA, 0	50	12	Blended	Registered	Withdraw See Refund Policy
Lead and facilitate a team	TAFE FACYN, 0	50	15	Blended	Registered	

Once all CRN drops/withdrawals have been entered

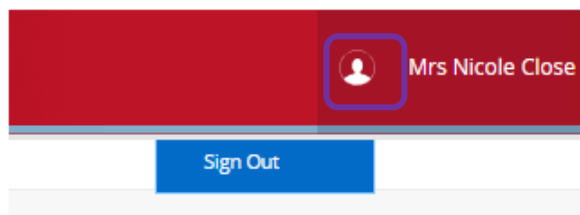
Click **Submit Changes**.

The CRN dropped will reflect deleted and CRN withdrawn will reflect dropped

Title	Details	Hours	CRN	Schedule Type	Status	Action
Apply communication strategies in the workplace	TAFE FACZH, 0	50	14	Blended	Registered	None
Communicate with influence	TAFE FADDD, 0	0	19	Blended	Deleted	None
Communicate with influence	TAFE FADDD, 0	60	20	Blended	Registered	None
Coordinate business operational plans	TAFE FACZC, 0	0	13	Blended	Dropped	None
Demonstrate leadership in the workplace	TAFE FACZA, 0	50	12	Blended	Registered	None
Lead and facilitate a team	TAFE FACYN, 0	50	15	Blended	Registered	None
Lead effective workplace relationships	TAFE FACZB, 0	50	16	Blended	Registered	None
Lead team effectiveness	TAFE FADDX, 0	50	17	Blended	Registered	None

Note: When returning to this screen in the future CRN's with deleted status will no longer be visible.

When you have finished using Self Service make sure you **Sign Out**. Click on the profile outline and **Sign Out** option will drop down select to sign out.



END OF REFERENCE GUIDE