How to register 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.relayservice.gov.au.
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

*** Students under the age of 18 cannot complete the full registration process, but they can enter and update their details as part of this process.*

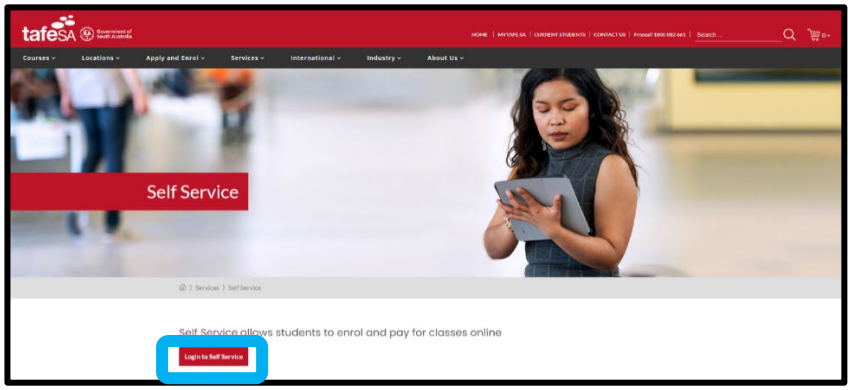
STEP 1 - LOGGING IN

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/

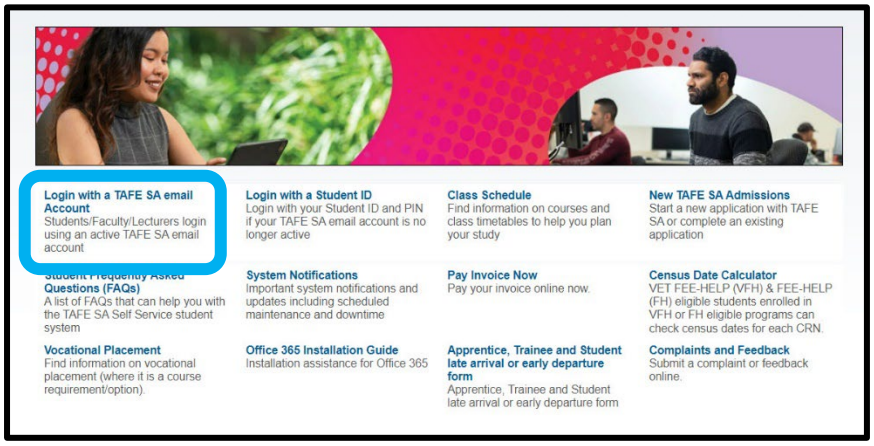
Click on **Self Service**

Click on **Login to Self Service**



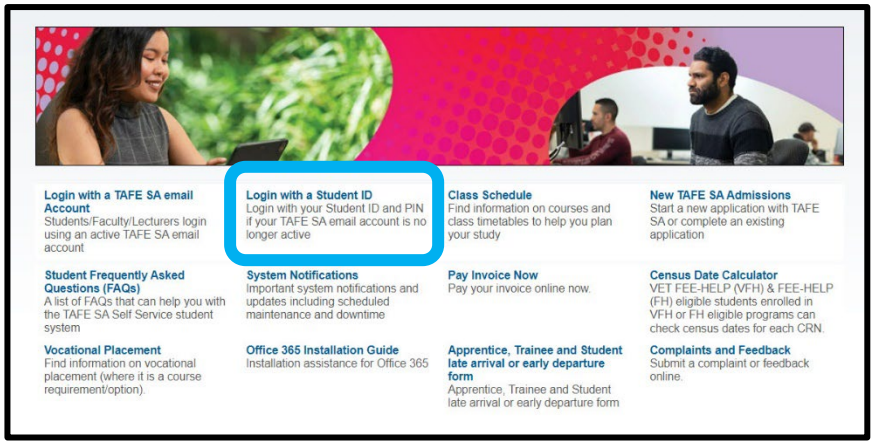
To log in using your TAFE SA email account click on **Login with a TAFE SA email Account**

How to register using Self Service

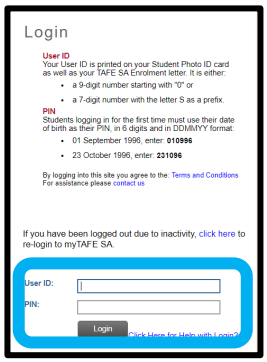


NOTE: *If you are unable to log in using your TAFE SA email account please follow the steps on page 2 to log in using your TAFE SA Student ID instead.*

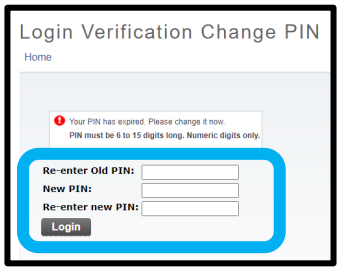
To log in using your TAFE SA Student ID click on **Login with a Student ID**



Enter your **TAFE SA student ID** and **PIN**, then click **Login** (*the first time you log in, your PIN will be your date of birth in 6-digit format (DDMMYY).*

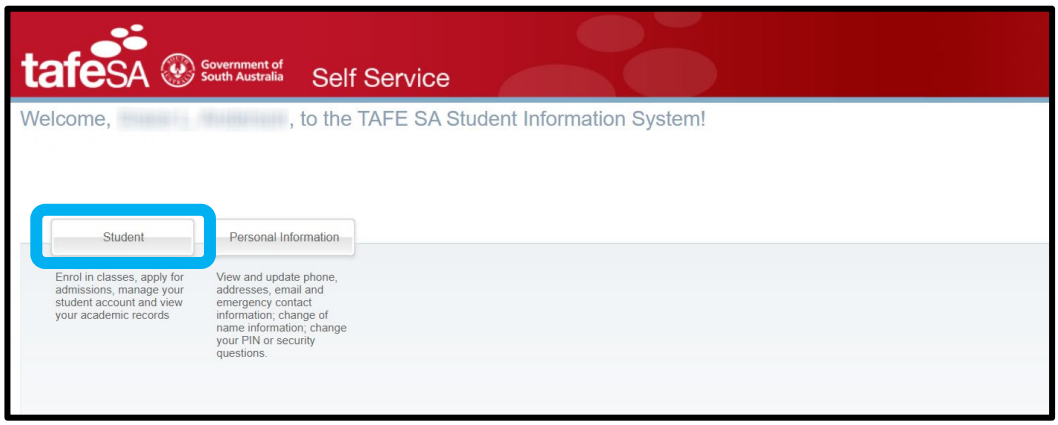


The first time you use your Student ID and PIN, you'll be asked to choose a new PIN. Re-enter your **Old PIN**, then type your **new PIN** as prompted then click **Login**.

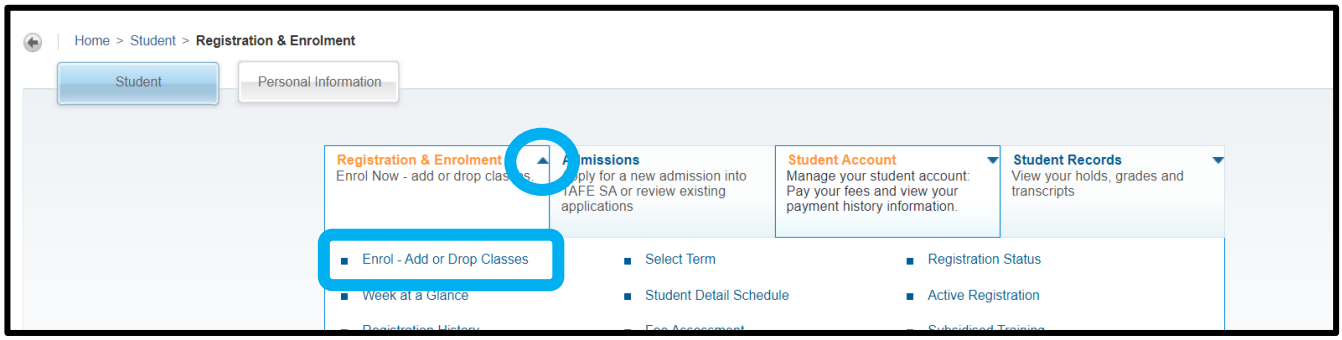


Once you have successfully logged in you will see the following screen. Select **Student** to view your account and registration details.

How to register using Self Service

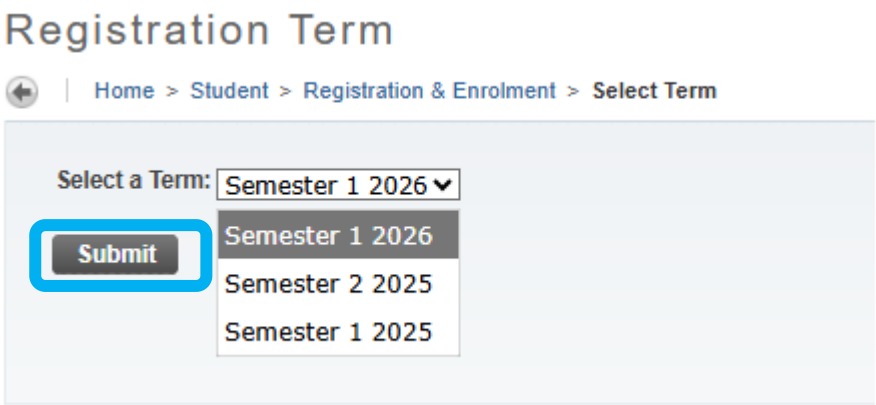


To add or drop classes (CRNs), select the **Enrol – Add or Drop Classes** option from the drop-down list under **Registration & Enrolment**.



STEP 2 - SELECTING THE TERM

Use the drop-down box and **Select a Term** (Semester) in which to add/drop a CRN then click **Submit**.



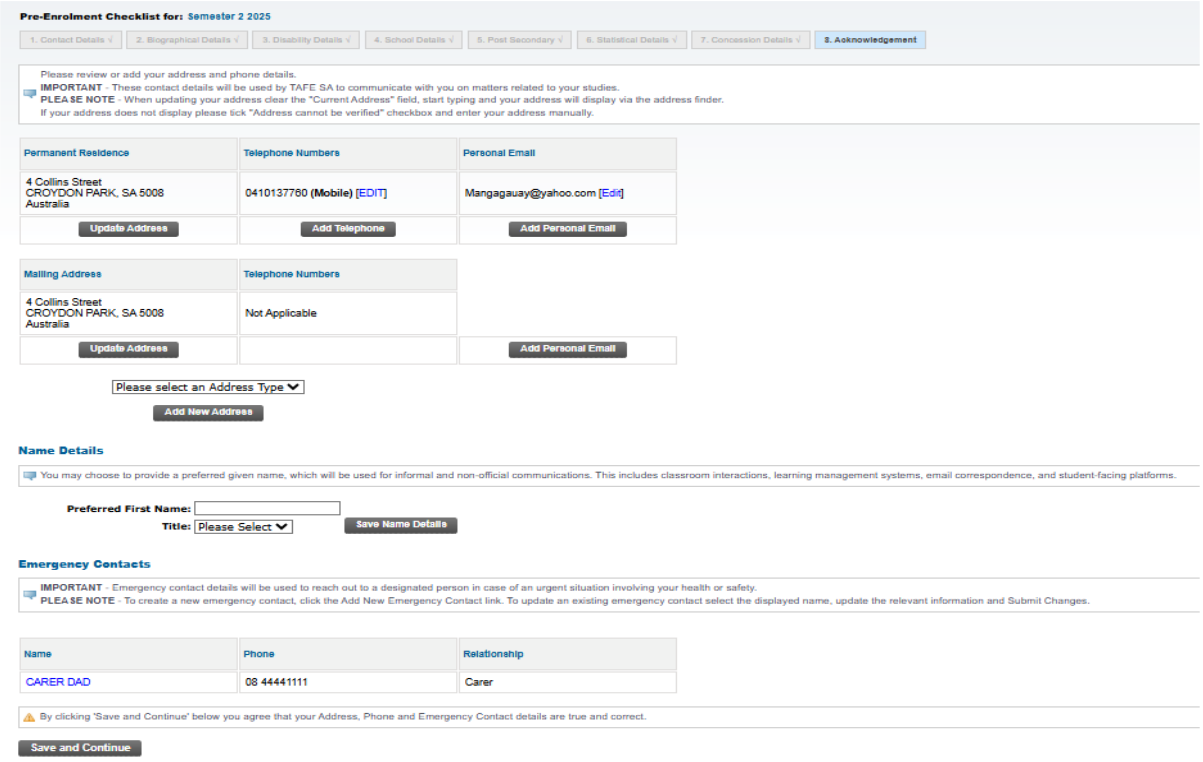
NOTE: *If you select the wrong Semester, go back to the previous screen, and click* ***Select Term****.*

STEP 3 - CONTACT DETAILS

Please check your address and telephone number details and add additional details or update existing details if required. It is mandatory to provide both a Permanent Residence and Mailing address so you will need to click **Add New Address** if you have not supplied both address types (see example below where only one address has been given).

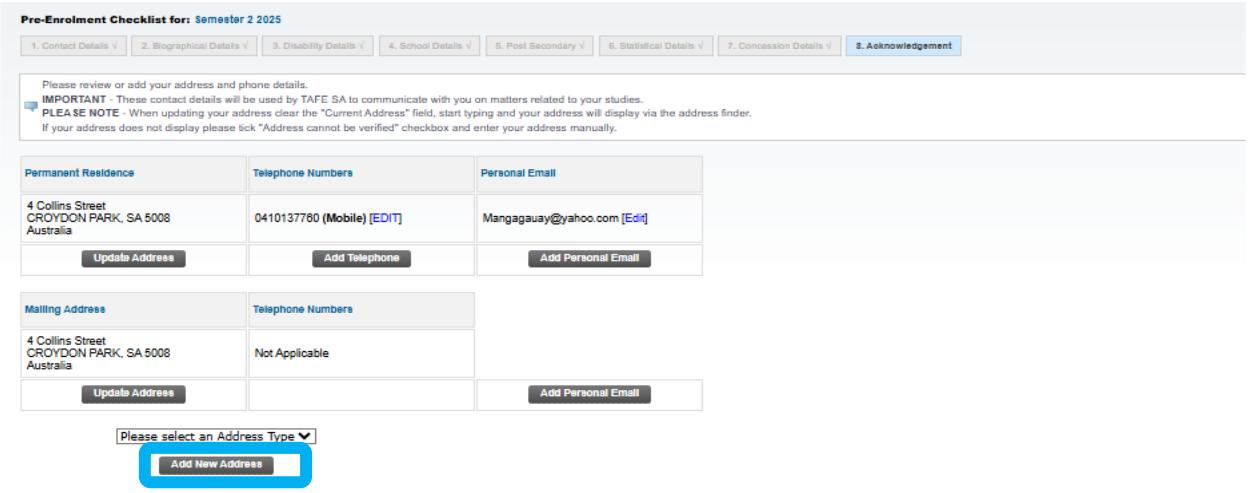
How to register using Self Service

If you have previously supplied address and telephone number details that now require updating, click the **Update Address** or **Edit** option. You can also add additional telephone numbers by clicking **Add Telephone**.



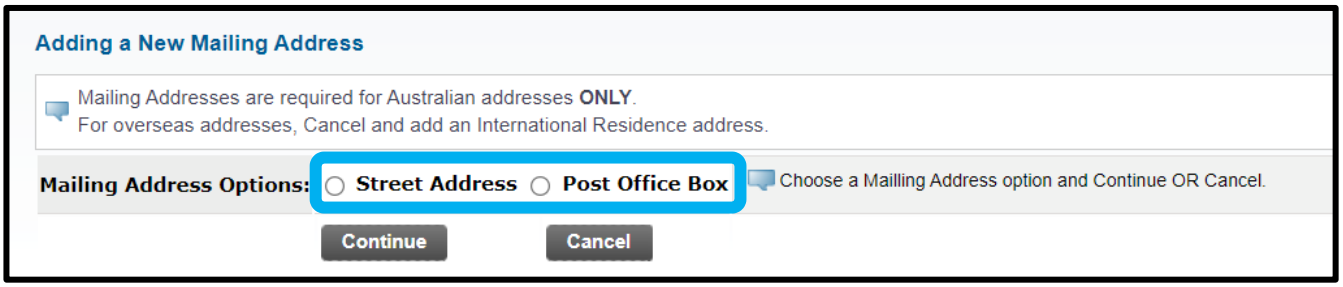
If all details displayed are correct click **Save and Continue** and go to Step 4.

To Add a New Mailing Address:
Select Mailing Address from the drop down list then click Add New Address to add your mailing address details.



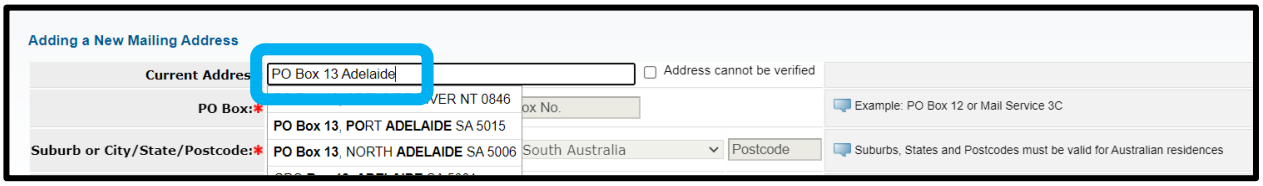
How to register using Self Service

Select either **Street Address** or **Post Office Box** and click **Continue.**

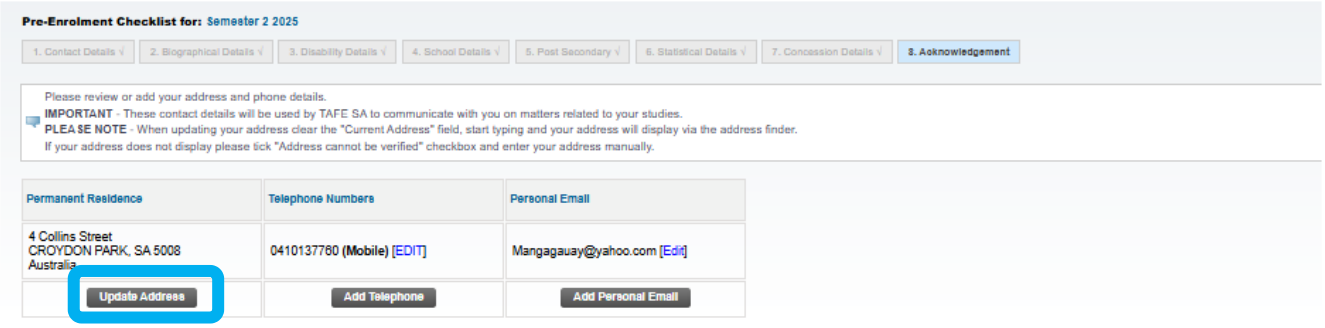


STREET ADDRESS EXAMPLE – This will default to the address entered in Permanent Residence address. If your mailing address if the same, simply click **Save Address**. If your mailing address is different, amend the details and when finished click **Save Address.**

POST OFFICE BOX EXAMPLE – Begin typing your PO Box number and suburb and select from the drop-down list. If your PO Box number does not appear, you can manually enter it by selecting the check box **Address cannot be verified.** When finished click **Save Address.**

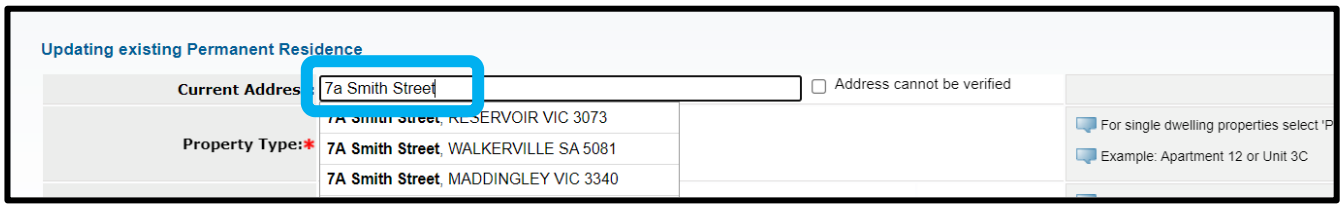


To Update your existing Address:
Click **Update Address** in the Permanent Resident box to update your Permanent Resident address.

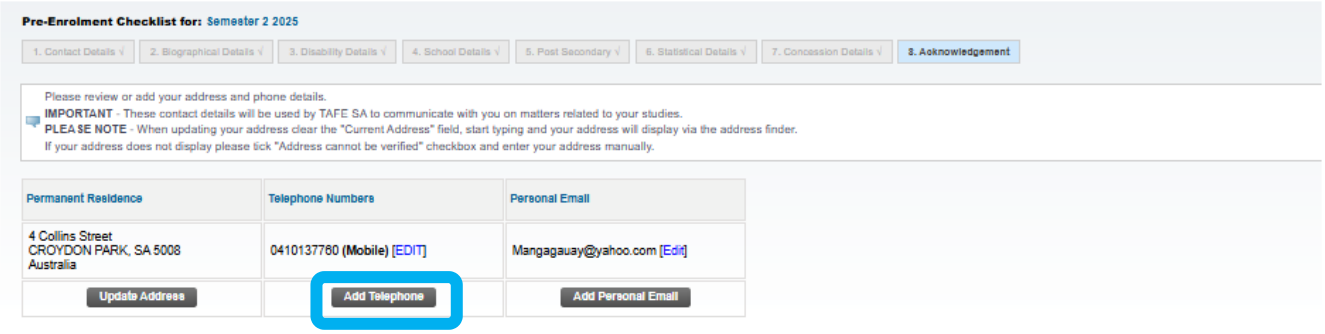


Begin typing in the **Current Address** field and select from the listed options. If your address does not appear, you can manually enter it by selecting the check box **Address cannot be verified**. When finished click **Save Address.**

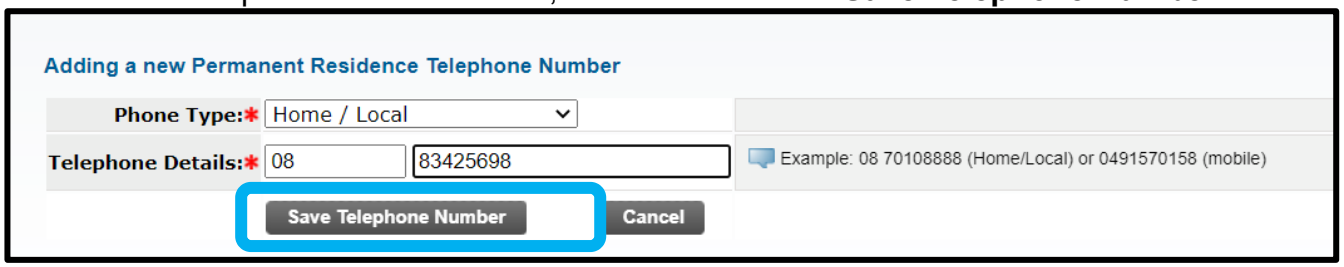
How to register using Self Service



To Add another Telephone Number:
Click **Add Telephone** in the Telephone Numbers box to add an additional telephone number if required.



Add the new telephone number details, when finished click **Save Telephone Number.**

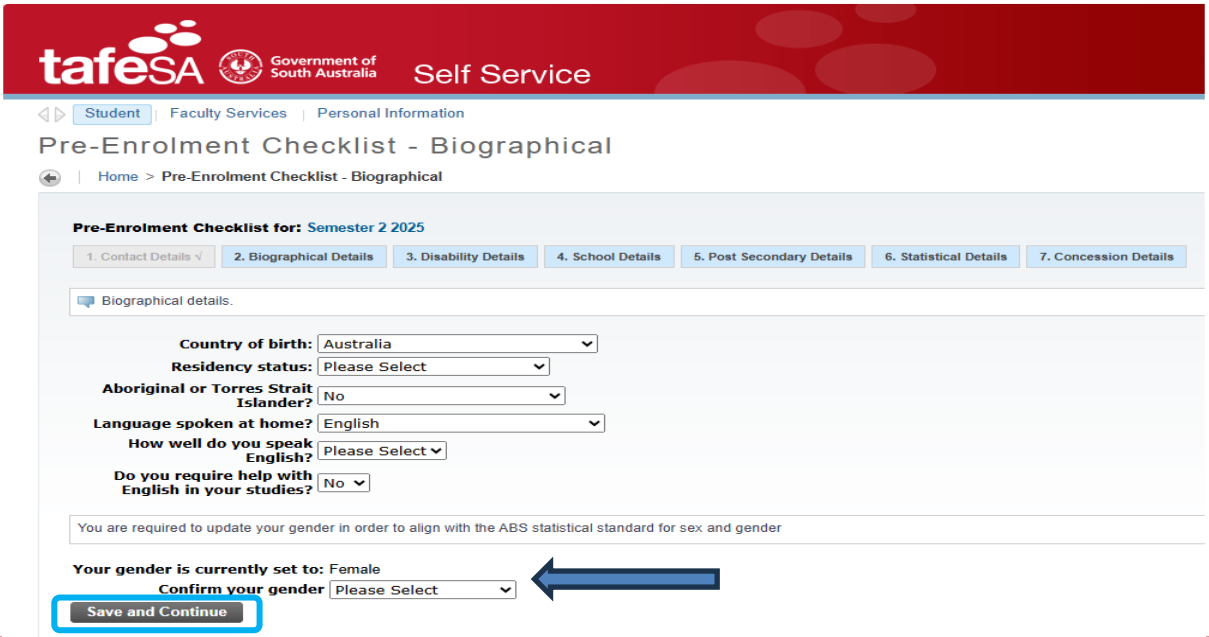


When all address and telephone details have been added/updated click **Save and Continue.**

STEP 4 – Biographical Details

Answer each question using the drop-down selections
Gender Confirmation must be entered prior to saving, you will not be able to progess if this is not confirmed. Once completed then click **Save and Continue**

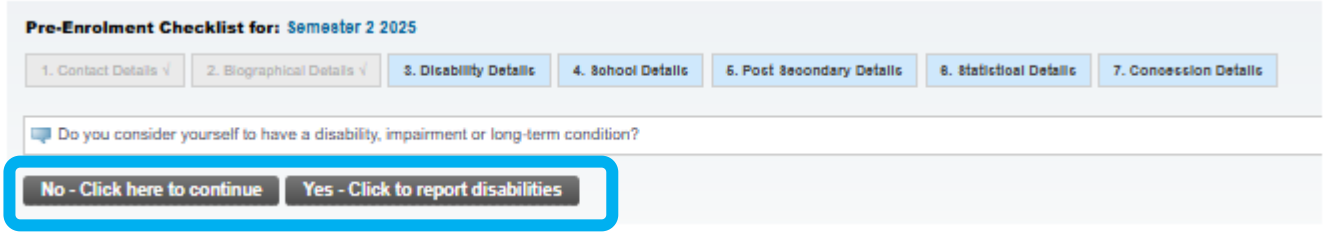
How to register using Self Service



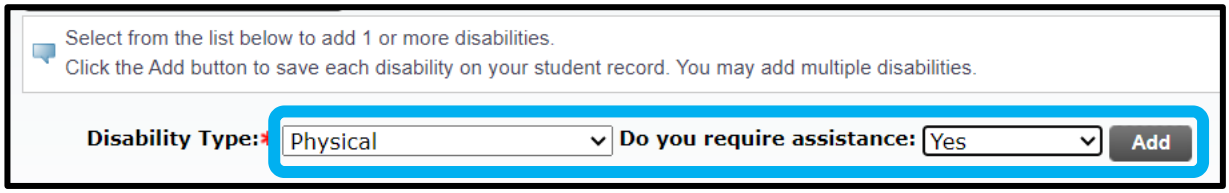
STEP 5 – DISABILITY DETAILS

TAFE SA is committed to providing opportunities to students with disabilities to maximise their learning experience. Please tell us if you have a disability that may affect your studies, and if you require assistance with your study at TAFE SA.
For more information go to: http://www.tafesa.edu.au/services/disability-support

If you **DO NOT** consider yourself to have a disability, impairment or long-term condition click **No – Click here to continue** and go to Step 6.
If you **DO** consider yourself to have a disability, impairment or long-term condition click **Yes – Click to report disabilities.**

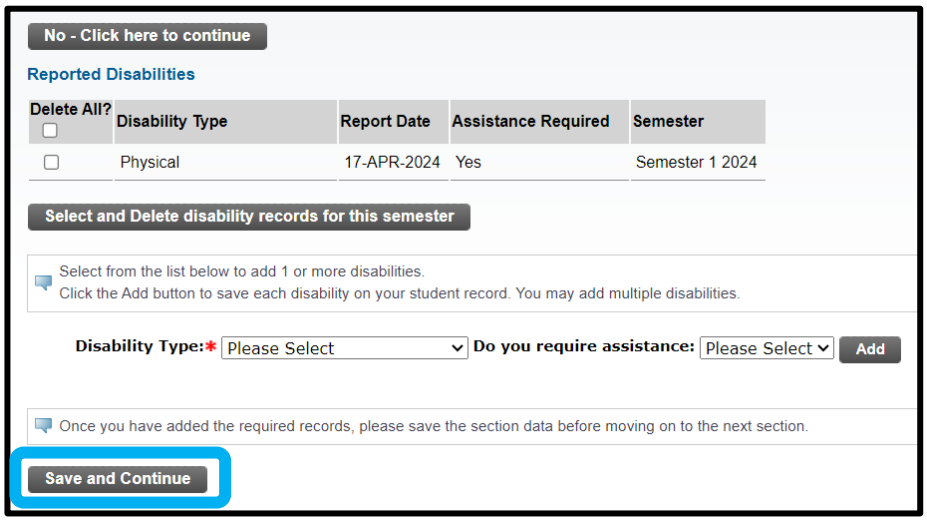


If you have selected **Yes – Click to report disabilities** select the **Disability Type** from the drop-down box, select Yes or No if you **require assistance** from the drop-down box and then click **Add.**



The following screen will then be displayed. If required repeat the steps above to enter additional disability information, when finished click **Save and Continue.**

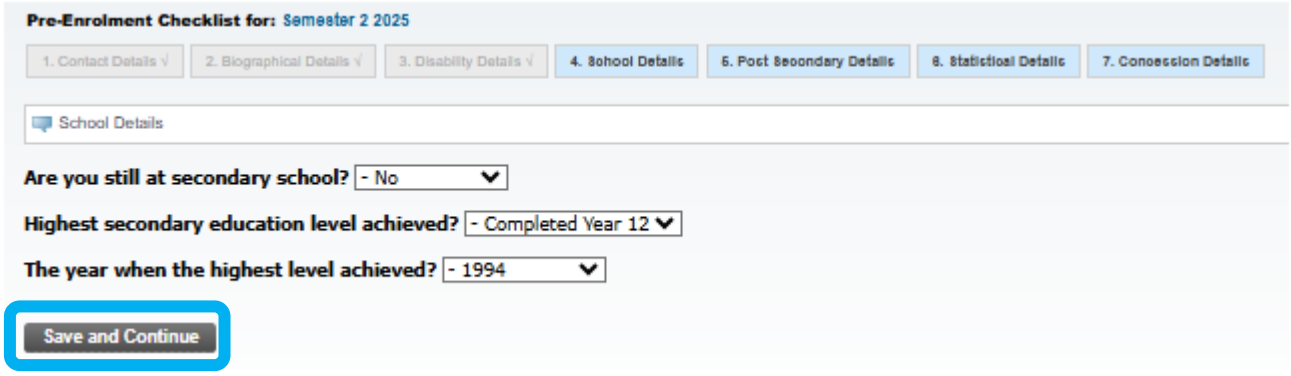
How to register using Self Service



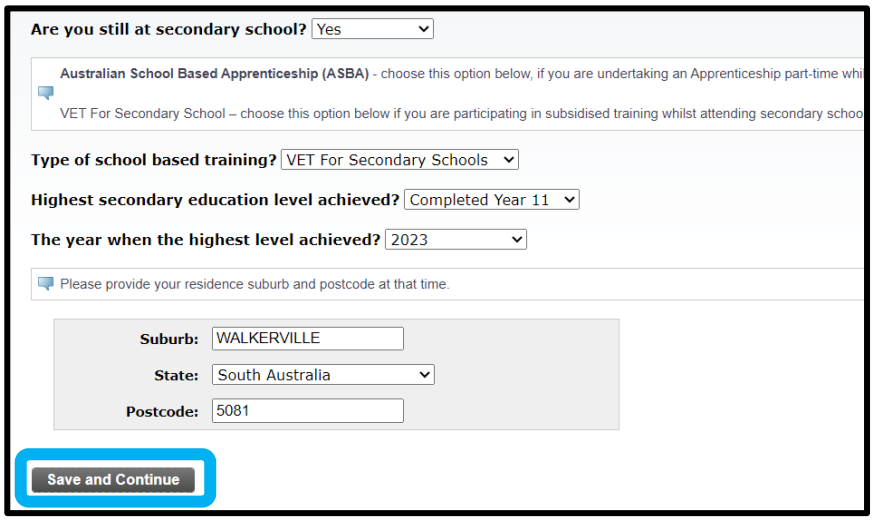
STEP 6 – SCHOOL DETAILS

Are you still at school?
Answer each question using the drop-down selections then click **Save and Continue**

No – not at school Example:



Yes – still at school Example:



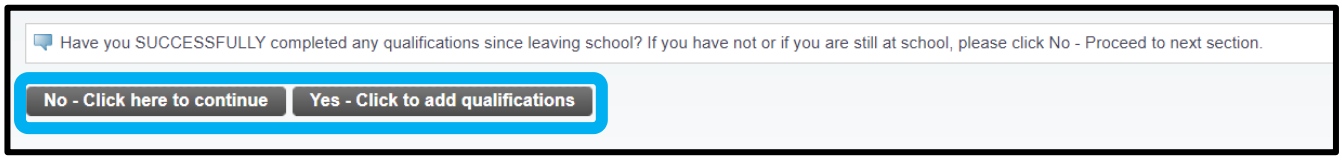
NOTE: When entering the suburb, you must enter the full name (i.e. Regency Park not Regency or Regency Pk) and corresponding postcode. An error will occur if the suburb and postcode do not match. To find the correct suburb and postcode go to the [Australia Post Find a Postcode webpage.]

How to register using Self Service

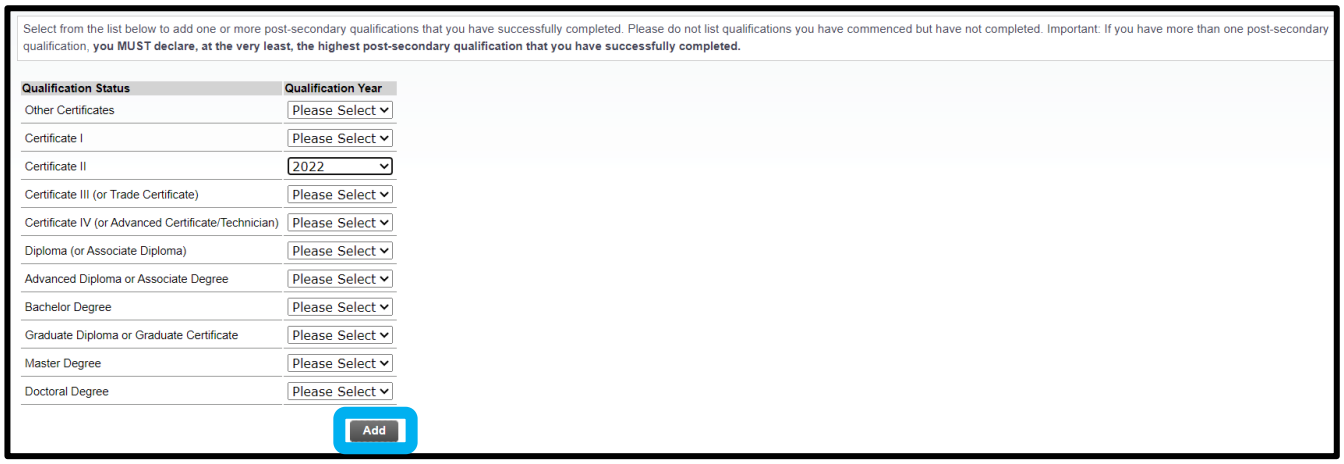
STEP 7 – POST SECONDARY DETAILS

Have you successfully completed any qualifications since leaving school, with us or another training provider?

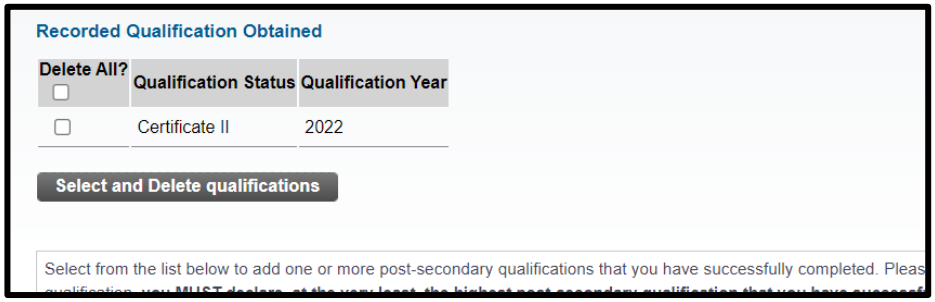
If you **HAVE NOT COMPLETED** any other qualifications click **No – Click here to continue.**
If you **HAVE COMPLETED** any other qualifications click **Yes – Click to add qualifications.**



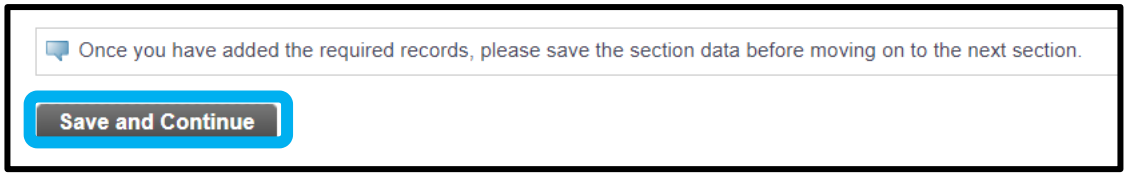
If you have selected **Yes – Click to add qualifications** alongside the applicable Qualification Status select the **Qualification Year** from the drop-down box and then click **Add.**



The following screen will then be displayed:



If required repeat the steps above to enter additional qualification information, when finished click **Save and Continue.**



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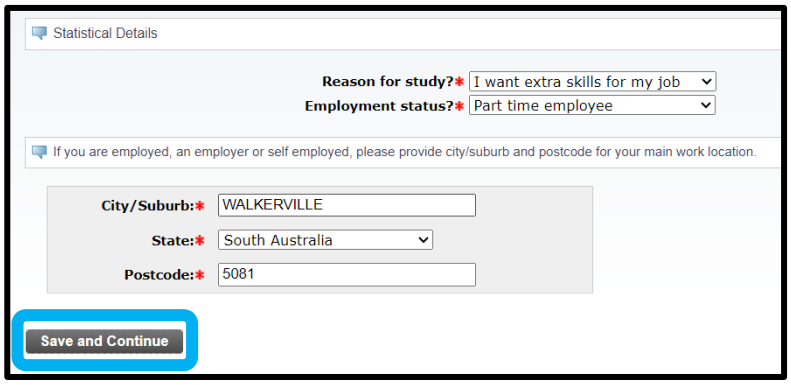
STEP 8 – STATISTICAL DETAILS

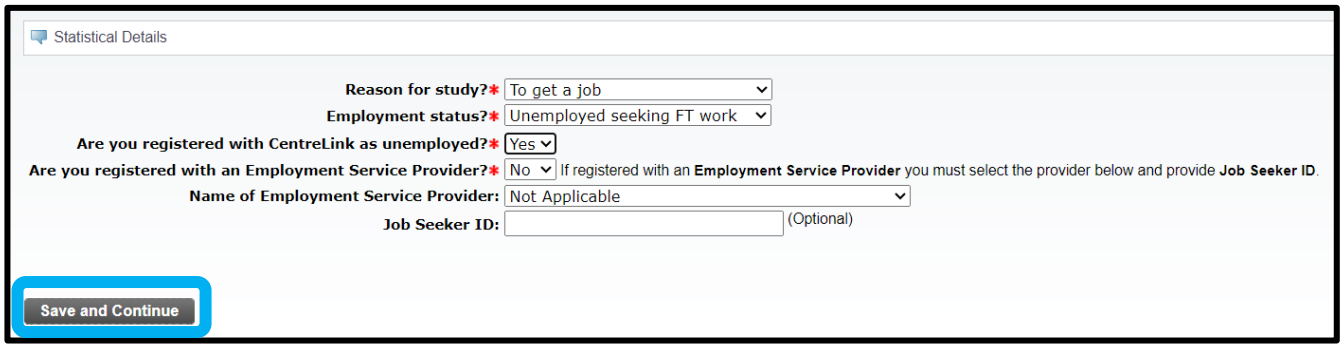
Answer each question using the drop-down selections and text fields then click **Save and Continue.**

Employed Example:



NOTE: When entering the suburb, you must enter the full name (i.e. Regency Park not Regency or Regency Pk) and corresponding postcode. An error will occur if the suburb and postcode do not match. To find the correct suburb and postcode go to the Australia Post Find a Postcode webpage.

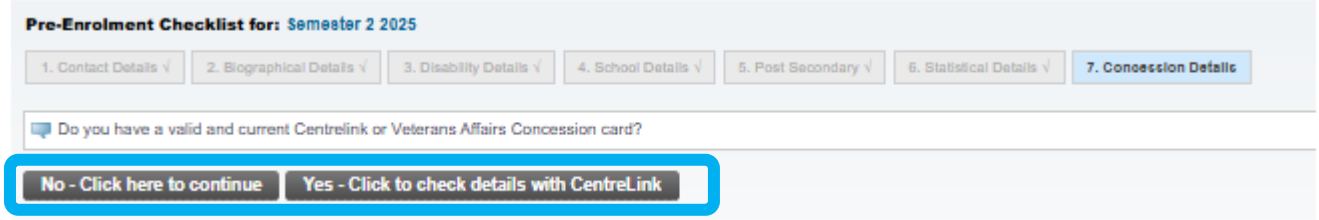
Unemployed Example:



STEP 9 – CONCESSION DETAILS

Concessions to TAFE SA subsidised fees may be given to students who hold a valid and current health care card, pension concession card or are receiving a Veterans Affairs Services Pension.

If you **DO NOT HAVE A VALID CONCESSION** click **No – Click here to continue.**
If you **DO HAVE A VALID CONCESSION** click **Yes – Click to check details with Centrelink.**



If you have selected **Yes – Click to check details with Centrelink** select **Yes** from the **I give consent** drop down box, select your **Card Type** from the drop-down box, enter your **Concession Card Number** then click **Save and Continue**

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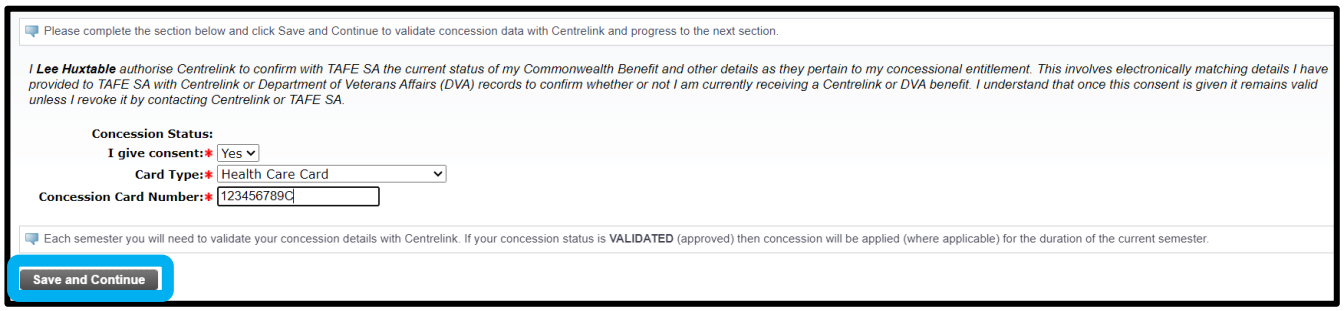

Please complete the section below and click Save and Continue to validate concession data with Centrelink and progress to the next section.

*I **Lee Huxtable** authorise Centrelink to confirm with TAFE SA the current status of my Commonwealth Benefit and other details as they pertain to my concessional entitlement. This involves electronically matching details I have provided to TAFE SA with Centrelink or Department of Veterans Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit. I understand that once this consent is given it remains valid unless I revoke it by contacting Centrelink or TAFE SA.*

Concession Status:
I give consent:* Yes
Card Type:* Health Care Card
Concession Card Number:* 123456789C

Each semester you will need to validate your concession details with Centrelink. If your concession status is **VALIDATED** (approved) then concession will be applied (where applicable) for the duration of the current semester.

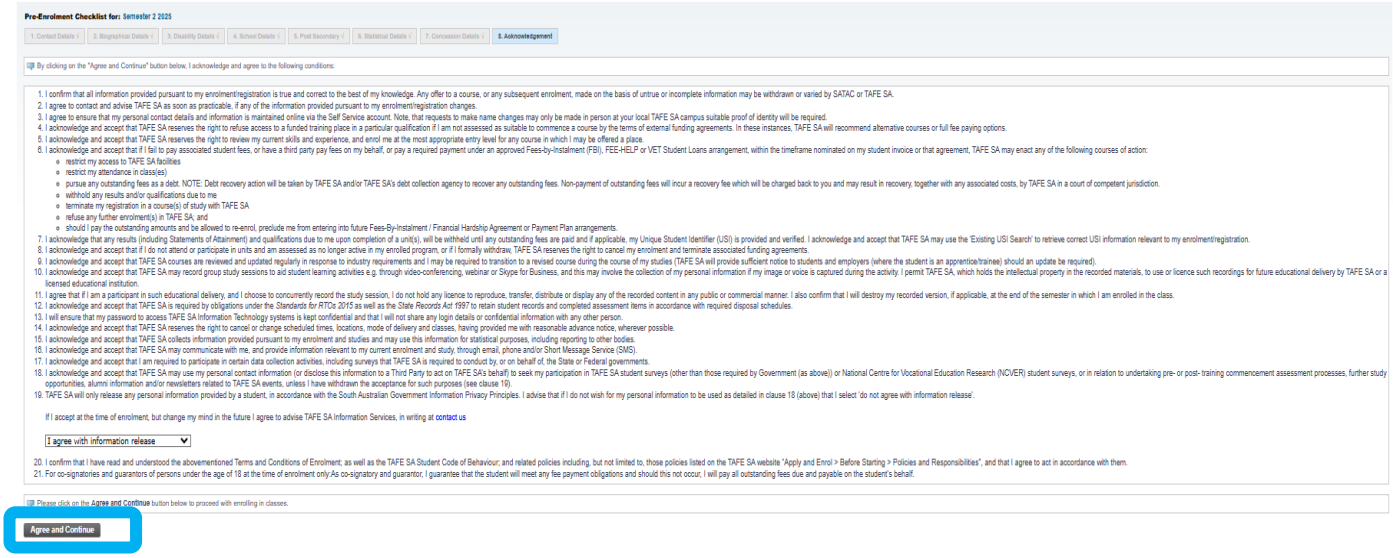
Save and Continue

Your concession will now be verified with Centrelink.
If your concession is not authenticated, click **No – Click here to continue** at the top of the page and contact TAFE SA for assistance.

STEP 10 – ACKNOWLEDGEMENT

Important Note: By clicking on the Agree and Continue Button, you are acknowledging and agreeing to the conditions listed. *You must read the conditions* and any links contained before clicking on the Agree and Continue Button.

Read the TAFE SA conditions then click **Agree and Continue.**


Pre-Enrolment Checklist for: Semester 2 2025

1. Contact Details | 2. Biographical Details | 3. Disability Details | 4. School Details | 5. Post Secondary | 6. Statistical Details | 7. Concession Details | 8. Acknowledgement

By clicking on the "Agree and Continue" button below, I acknowledge and agree to the following conditions:

1. I confirm that all information provided pursuant to my enrolment/registration is true and correct to the best of my knowledge. Any offer to a course, or any subsequent enrolment, made on the basis of untrue or incomplete information may be withdrawn or varied by SATAC or TAFE SA.
2. I agree to contact and advise TAFE SA as soon as practicable, if any of the information provided pursuant to my enrolment/registration changes.
3. I agree to ensure that my personal contact details and information is maintained online via the Self Service account. Note, that requests to make name changes may only be made in person at your local TAFE SA campus suitable proof of identity will be required.
4. I acknowledge and accept that TAFE SA reserves the right to refuse access to a funded training place in a particular qualification if I am not assessed as suitable to commence a course by the terms of external funding agreements. In these instances, TAFE SA will recommend alternative courses or full fee paying options.
5. I acknowledge and accept that TAFE SA reserves the right to review my current skills and experience, and enrol me at the most appropriate entry level for any course in which I may be offered a place.
6. I acknowledge and accept that if I fail to pay associated student fees, or have a third party pay fees on my behalf, or pay a required payment under an approved Fees-by-Instalment, (FBI), FEE-HELP or VET Student Loans arrangement, within the timeframe nominated on my student invoice or that agreement, TAFE SA may enact any of the following courses of action:
   - restrict my access to TAFE SA facilities
   - restrict my attendance in class(es)
   - pursue any outstanding fees as a debt. NOTE: Debt recovery action will be taken by TAFE SA and/or TAFE SA's debt collection agency to recover any outstanding fees. Non-payment of outstanding fees will incur a recovery fee which will be charged back to you and may result in recovery, together with any associated costs, by TAFE SA in a court of competent jurisdiction.
   - withhold any results and/or qualifications due to me
   - terminate my registration in a course(s) of study with TAFE SA
   - refuse any further enrolment(s) in TAFE SA; and
   - should I pay the outstanding amounts and be allowed to re-enrol, preclude me from entering into future Fees-By-Instalment / Financial Hardship Agreement or Payment Plan arrangements.
7. I acknowledge that any results (including Statements of Attainment) and qualifications due to me upon completion of a unit(s), will be withheld until any outstanding fees are paid and if applicable, my Unique Student Identifier (USI) is provided and verified. I acknowledge and accept that TAFE SA may use the 'Existing USI Search' to retrieve correct USI information relevant to my enrolment/registration.
8. I acknowledge and accept that if I do not attend or participate in units and am assessed as no longer active in my enrolled program, or if I formally withdraw, TAFE SA reserves the right to cancel my enrolment and terminate associated funding agreements.
9. I acknowledge and accept that TAFE SA courses are reviewed and updated regularly in response to industry requirements and I may be required to transition to a revised course during the course of my studies (TAFE SA will provide sufficient notice to students and employers (where the student is an apprentice/trainee) should an update be required).
10. I acknowledge and accept that TAFE SA may record group study sessions to aid student learning activities e.g. through video-conferencing, webinar or Skype for Business, and this may involve the collection of my personal information if my image or voice is captured during the activity. I permit TAFE SA, which holds the intellectual property in the recorded materials, to use or licence such recordings for future educational delivery by TAFE SA or a licensed educational institution.
11. I agree that if I am a participant in such educational delivery, and I choose to concurrently record the study session, I do not hold any licence to reproduce, transfer, distribute or display any of the recorded content in any public or commercial manner. I also confirm that I will destroy my recorded version, if applicable, at the end of the semester in which I am enrolled in the class.
12. I acknowledge and accept that TAFE SA is required by obligations under the *Standards for RTOs 2015* as well as the *State Records Act 1997* to retain student records and completed assessment items in accordance with required disposal schedules.
13. I will ensure that my password to access TAFE SA Information Technology systems is kept confidential and that I will not share any login details or confidential information with any other person.
14. I acknowledge and accept that TAFE SA reserves the right to cancel or change scheduled times, locations, mode of delivery and classes, having provided me with reasonable advance notice, wherever possible.
15. I acknowledge and accept that TAFE SA collects information provided pursuant to my enrolment and studies and may use this information for statistical purposes, including reporting to other bodies.
16. I acknowledge and accept that TAFE SA may communicate with me, and provide information relevant to my current enrolment and study, through email, phone and/or Short Message Service (SMS).
17. I acknowledge and accept that I am required to participate in certain data collection activities, including surveys that TAFE SA is required to conduct by, or on behalf of, the State or Federal governments.
18. I acknowledge and accept that TAFE SA may use my personal contact information (or disclose this information to a Third Party to act on TAFE SA's behalf) to seek my participation in TAFE SA student surveys (other than those required by Government (as above)) or National Centre for Vocational Education Research (NCVER) student surveys, or in relation to undertaking pre- or post- training commencement assessment processes, further study opportunities, alumni information and/or newsletters related to TAFE SA events, unless I have withdrawn the acceptance for such purposes (see clause 19).
19. TAFE SA will only release any personal information provided by a student, in accordance with the South Australian Government Information Privacy Principles. I advise that if I do not wish for my personal information to be used as detailed in clause 18 (above) that I select 'do not agree with information release'.

    If I accept at the time of enrolment, but change my mind in the future I agree to advise TAFE SA Information Services, in writing at contact us

    I agree with information release
20. I confirm that I have read and understood the abovementioned Terms and Conditions of Enrolment; as well as the TAFE SA Student Code of Behaviour; and related policies including, but not limited to, those policies listed on the TAFE SA website "Apply and Enrol > Before Starting > Policies and Responsibilities", and that I agree to act in accordance with them.
21. For co-signatories and guarantors of persons under the age of 18 at the time of enrolment only:As co-signatory and guarantor, I guarantee that the student will meet any fee payment obligations and should this not occur, I will pay all outstanding fees due and payable on the student's behalf.

Please click on the Agree and Continue button below to proceed with enrolling in classes.

Agree and Continue

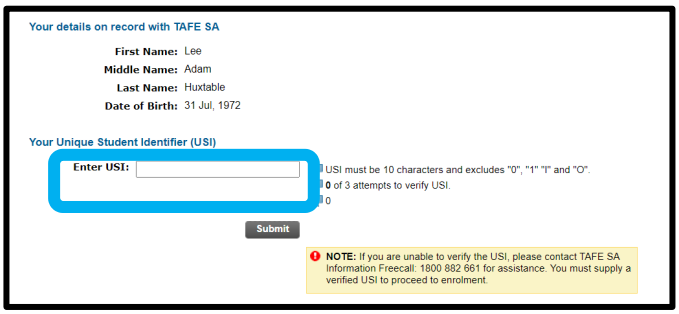
STEP 11 – UNIQUE STUDENT IDENTIFIER (USI)

The Unique Student Identifier (USI) is designed to enable vocational education and training (VET) students to obtain a comprehensive and authoritative transcript of their VET achievements online. From 2015, new and continuing students undertaking nationally recognised VET courses will need to have a USI to receive their statement of attainment or qualification.

You can apply for your USI via the USI Portal. Once you have created your USI, please return to myTAFESA and verify it on the TAFE SA USI page. Make sure your name is identical to your ID used to create your USI.

Enter your **USI** and click **Submit**

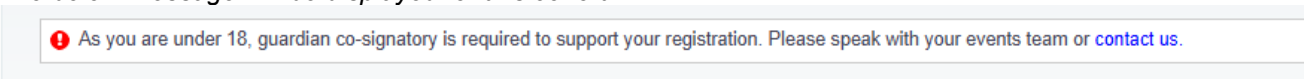
How to register using Self Service



If you are unable to verify your USI, you can log out of myTAFESA, log back in and re-enter your details. If you are still unable to verify your USI please contact TAFE SA for assistance.

*** 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



STEP 12 – SUBSIDY PROFILE

Important Note: By clicking on the Agree button, you are acknowledging and agreeing to the conditions listed. *You must read the conditions* and any links contained before clicking on the Agree Button.

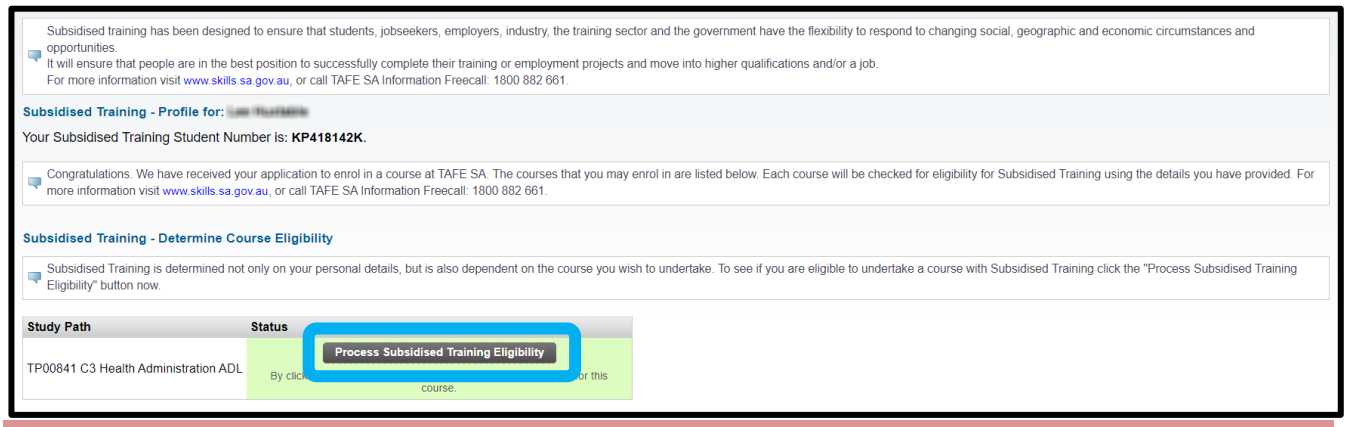
Check your details as displayed (you can edit details if required by clicking Edit) then click **Agree.**

STEP 13 – CHECK FOR GOVERNMENT SUBSIDY ELIGIBILITY

Important Note: If you do not wish to receive funding and wish to pay the full fee, please be aware that the full fee price is significantly higher than the subsidised price.

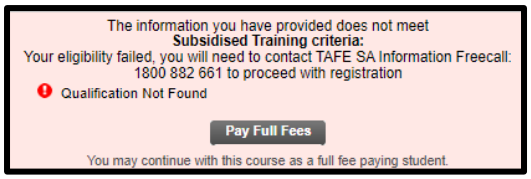
The study path you have been admitted to will be listed. You must select the **Process Subsidised Training Eligibility** button before continuing to register. When you click on the **Process Subsidised Training Eligibility** button your eligibility for subsidised training will be checked and returned so that you can continue with registration. If you do not see either of these buttons, you can select the **Enrol** button or **Continue to Enrolment** button.

How to register using Self Service



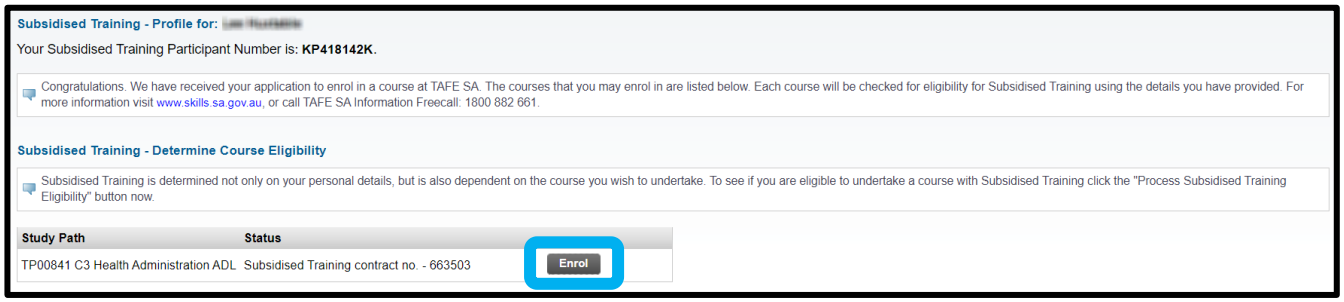
STEP 14 – ELIGIBILITY

Important Note: If you are **not** eligible due to your provided details or previous studies, a message like that below will be returned after clicking on the Process Subsidised Training Eligibility button. If you feel that you should be eligible, please contact the TAFE SA Information Line – Freecall 1800 882 661 – or your local campus.



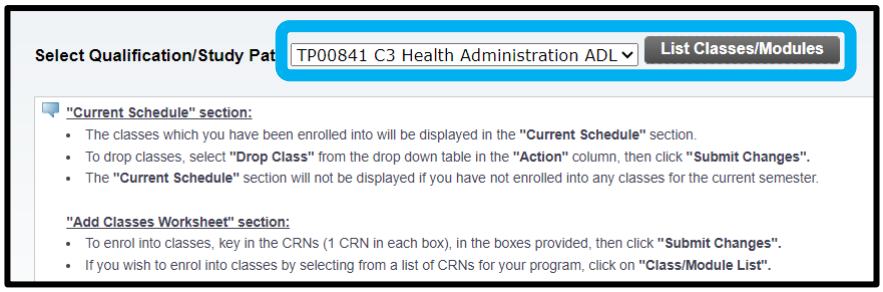
If you are eligible for subsidised funding, the status field will display a message as below advising you of your Subsidised Training contract number.

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



STEP 15 – MANAGE ENROLMENTS

Ensure the correct **qualification/study path** is chosen from the drop-down list then click **List Classes/Modules**.

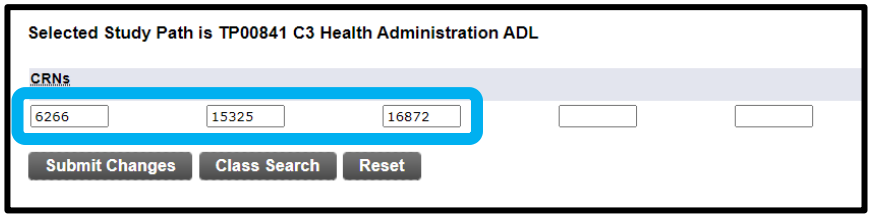


How to register using Self Service

STEP 16 – ADD CLASSES

You would have been given a registration fee advice identifying which classes to enrol in. The class identification numbers are called CRNs (Course Reference Numbers).
Important Note: If you have more than 10 CRNS to enter, you will have another opportunity to enter more CRNs once you have submitted the first 10.

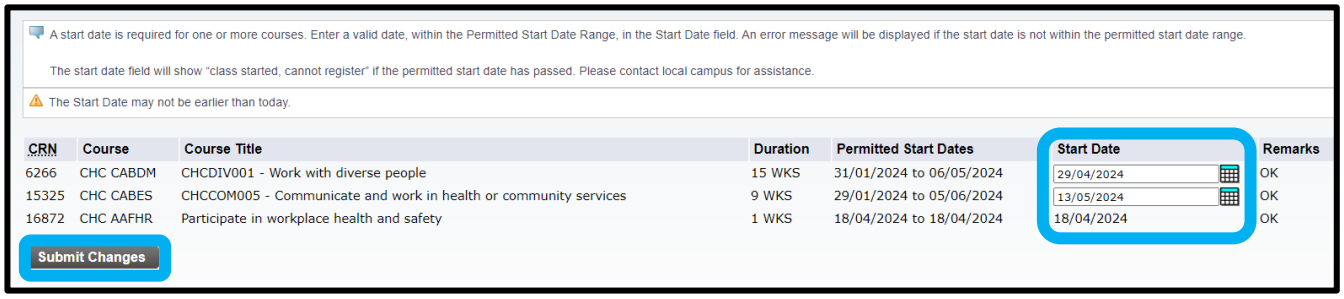
Enter your **Course Reference Numbers (CRNs)** into the fields provided.
Check you have entered the correct CRNs then click **Submit Changes.**



How to register using Self Service

STEP 17 – ADD CLASS START DATE

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 **Submit Changes**.

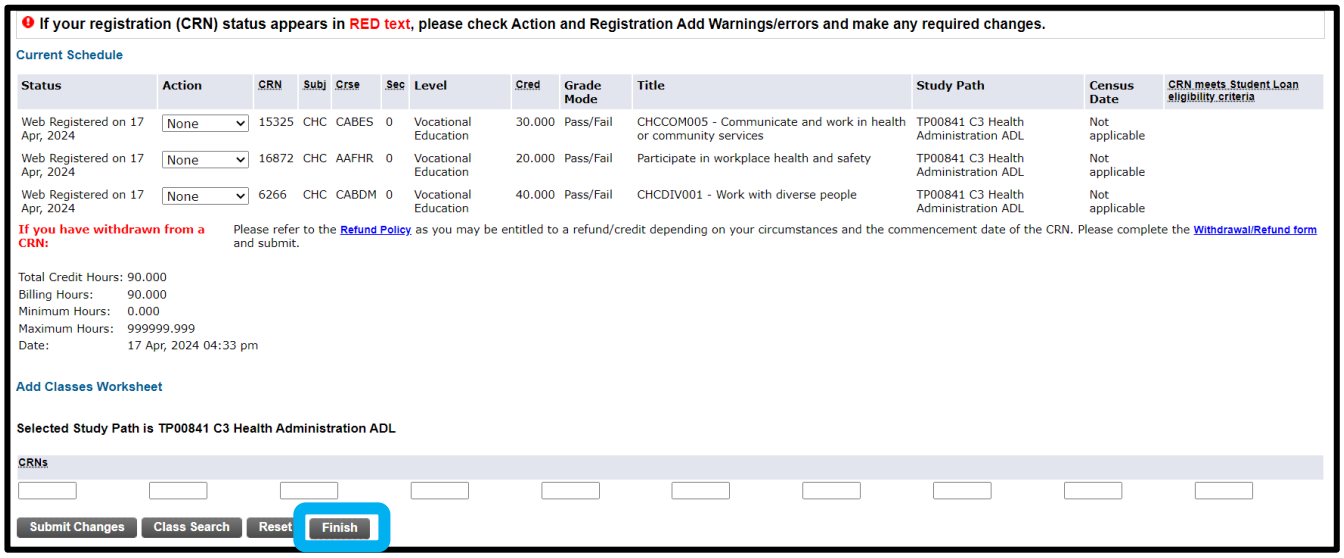


If you are registering into a VET Student Loan Eligible qualification, the census date will be displayed as soon as you have entered the start date.

STEP 18 – CHECK REGISTRATIONS

Important Note: If you received 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.

If you enrol successfully, you will see the following.
Check your registrations are correct.
If any changes are required, use the drop-down action boxes to make changes and click **Submit Changes.**
If everything is correct, click **Finish.**

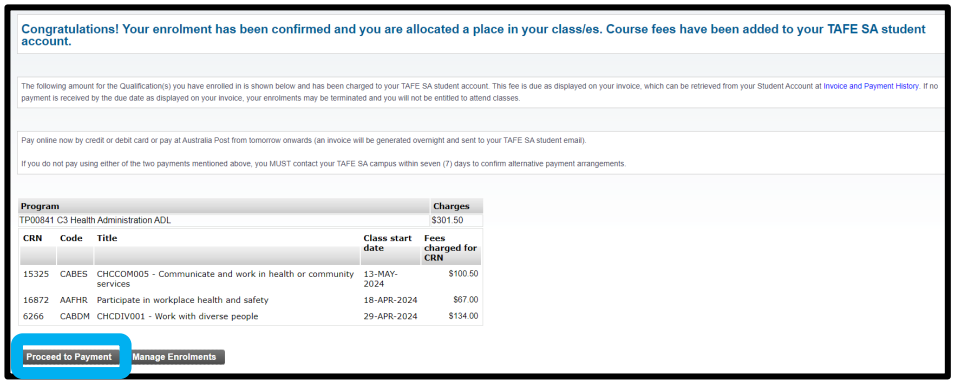


How to register using Self Service

STEP 19 – REGISTRATION SUMMARY

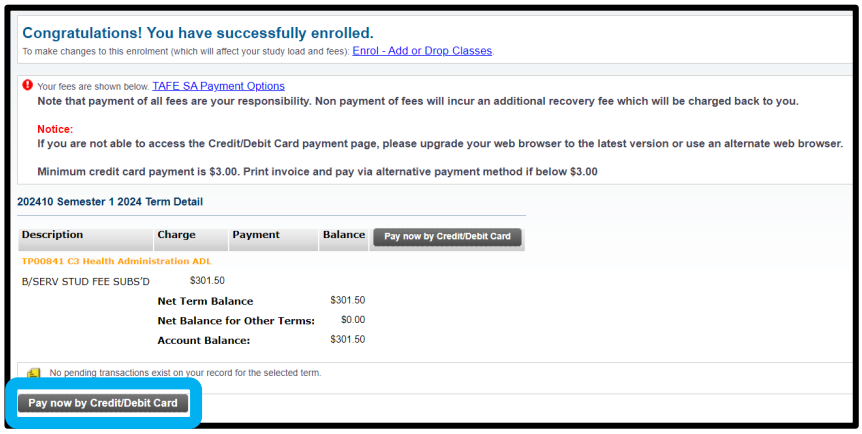
Important Note: Check your charges for the class enrolments. If they are not correct, please contact TAFE SA on 1800 882 661 (free call).

The Registration Session Summary screen appears. This screen advises you of the course fees that have been charged to your TAFE SA account.
Click **Proceed to Payment**

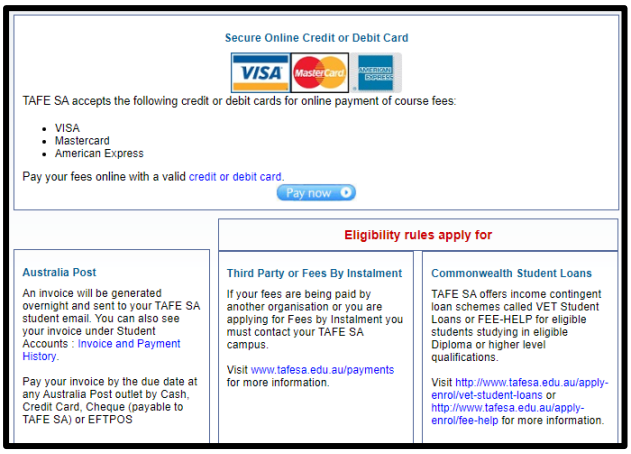


Important Note: It is important to make payment or payment arrangements promptly after registering. Payment of all fees are your responsibility. Non-payment of fees will incur an additional recovery fee which will be charged back to you.

The following screen will be displayed.
Click **Pay now by Credit/Debit Card** to pay charges now and go to Step 20.



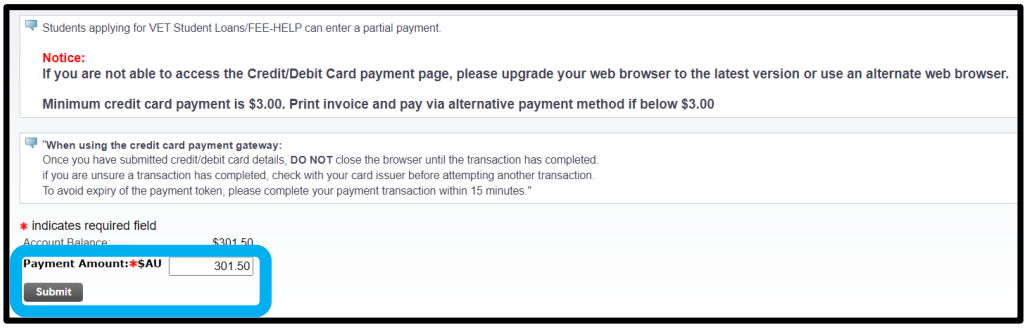
To view the available payment options click **TAFE SA Payment Options** and the following will be displayed.



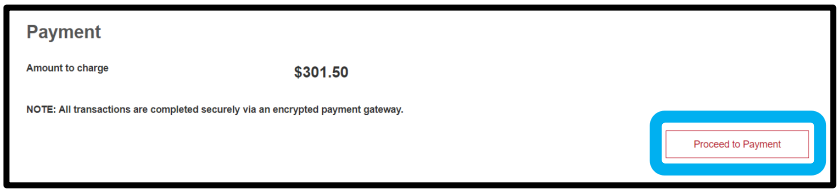
How to register using Self Service

STEP 20 – CREDIT OR DEBIT CARD PAYMENT

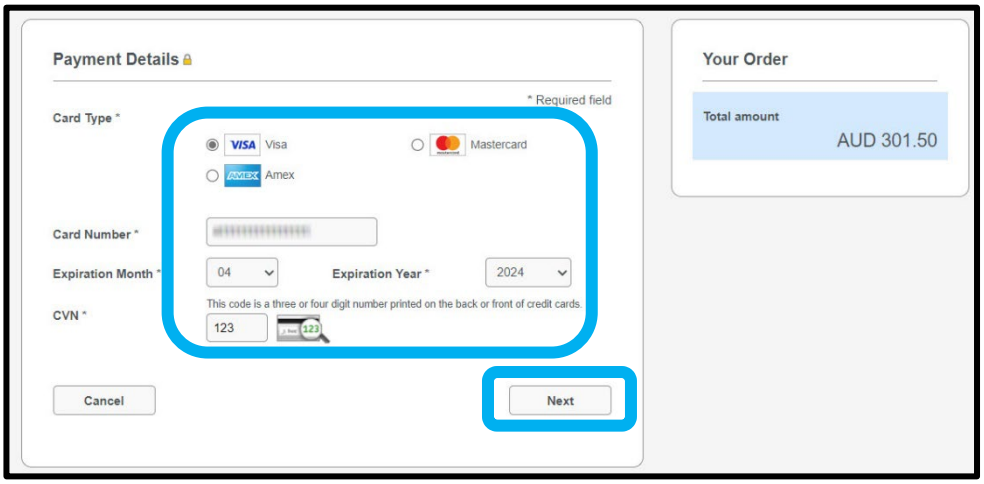
In **Payment Amount** enter the amount you wish to pay then click **Submit.**



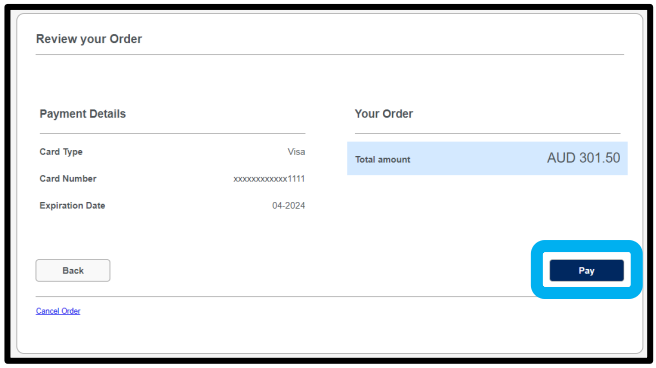
Click **Proceed to Payment**.



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**.

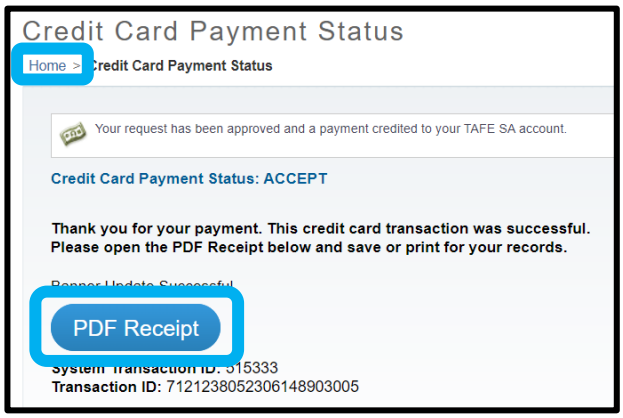


Click **Pay**.



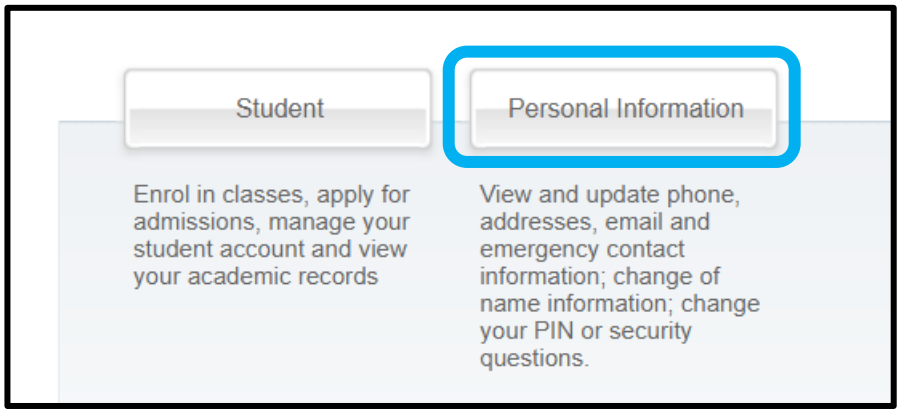
How to register using Self Service

Click **PDF Receipt** to view your receipt (this can be printed or saved) or Click **Home.**

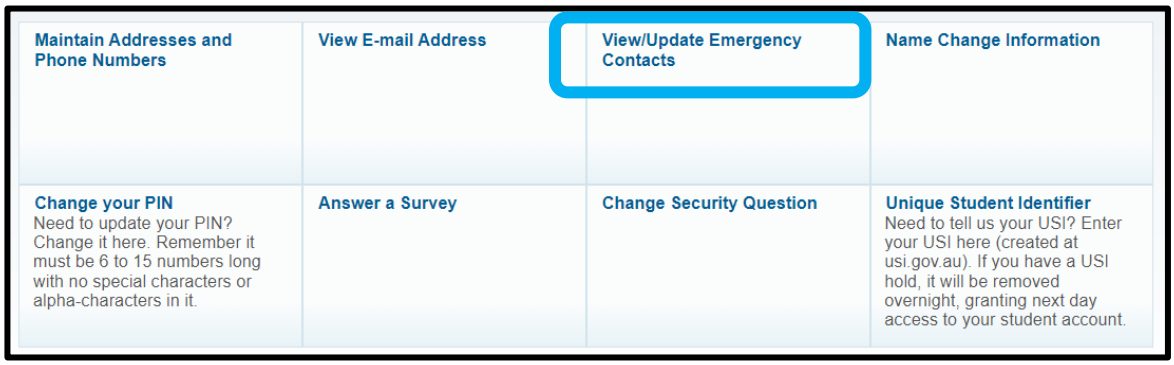


STEP 21 – ADD AN EMERGENCY CONTACT

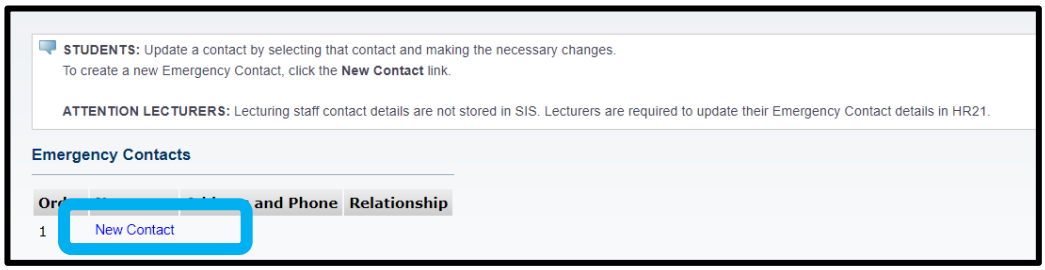
All students require a contact to be added to their information in case of emergency.
From the MyTAFE SA home screen, select **Personal Information**



Then select **View/Update Emergency Contacts**



Click **New Contact** to create a new emergency contact



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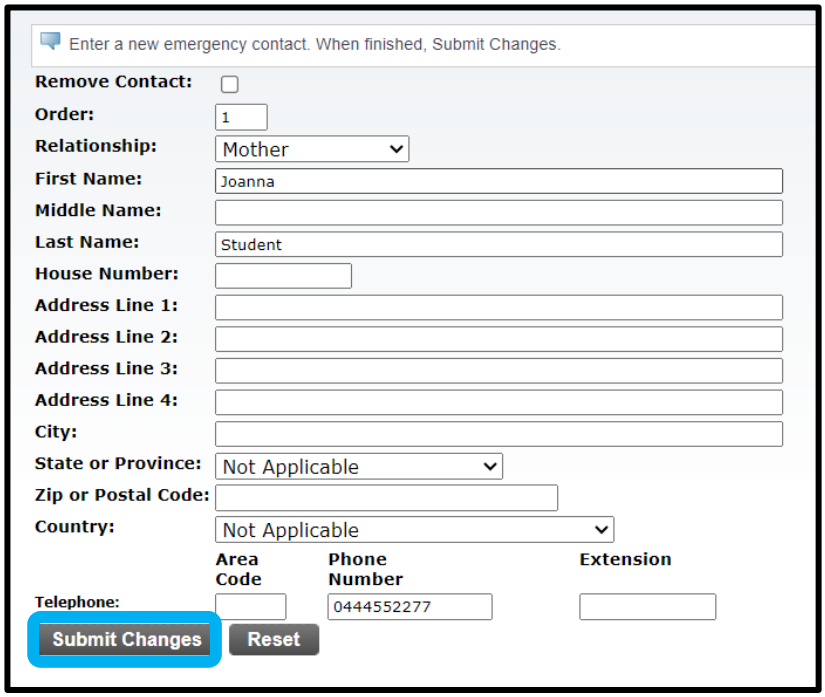
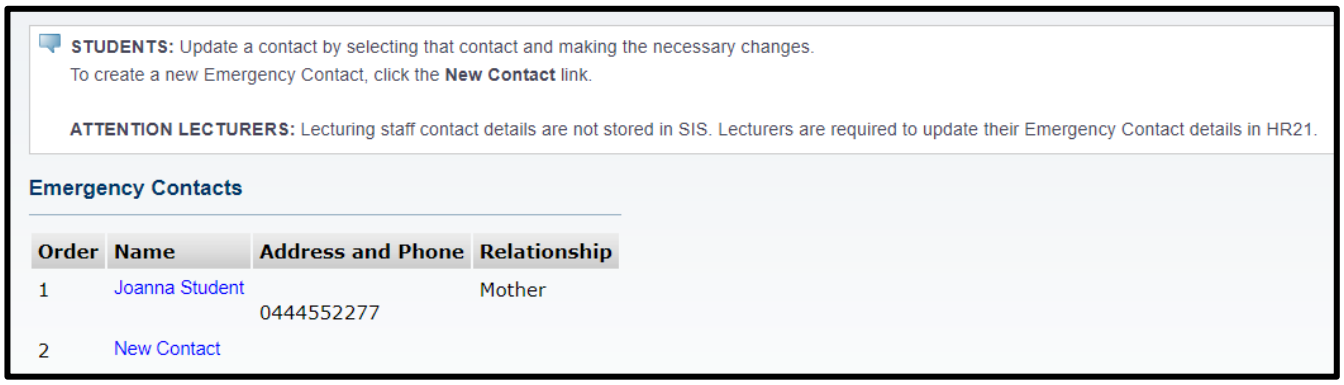
Ensure **Relationship, First Name, Last Name** and **Phone Number** is entered, then click **Submit Changes.**



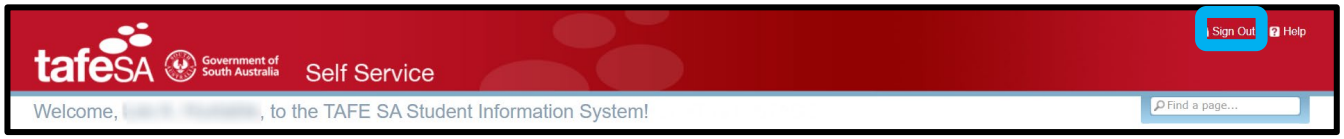
Confirm details are correct, and add any additional emergency contacts, if applicable.



If finished, proceed to Step 22 – Sign Out.

STEP 22 – SIGN OUT

When you have finished using Self Service make sure you click **Sign Out**.



END OF REFERENCE GUIDE