Step by Step Guide – First time login, enrol for classes and pay your fees

1. Go to https://my.tafesa.edu.au

2. Click on “Student Login” and login using your User ID and PIN
3. Change your PIN and set your security question

4. Select the correct **Registration Term** and click Submit.
5. Complete the **Pre-Enrolment Checklist**

6. On the “**Enrol – Add or Drop Classes**” page, tick the boxes next to the CRNs (classes) you wish to enrol into
7. Once you have completed your CRN selection, click on “Enrol/Register”.

8. Some classes require you to enter the Start Date for each of the classes – if this is required, enter in the “Start Date” field, a date within the “Permitted Start Date” range then click “Submit Changes”.
9. The classes you have enrolled into will be displayed under "Current Schedule" – Check to ensure that you have enrolled into the correct classes (refer to the CRN list attached to your Welcome Letter or provided by the campus during enrolment session).

10. If you wish to remove a class from your schedule, in the “Action” column, select “Drop Class”, then click “Submit Changes”, then review the updated “Current Schedule” list.
11. Once you are happy that you have enrolled into the correct classes, click on “Finish” – this will finalise your enrolment in these classes. Your fees will be displayed on the next page.

12. To make a payment, click on “Pay Now”. Except where you wish to apply for Fees by Instalment or are eligible for fee concessions, you must pay your fees within 7 days (due date is indicated on the invoice). Payment may be made online using a credit card or through Australia Post.
13. Confirm the payment amount and click "Submit".

14. Enter your credit card details – make sure that there are no spaces or dashes between the numbers. Click "Submit Payment". Upon successful processing of your payment, please print a copy of that page for your future reference.
You have now successfully enrolled into your classes and paid your fees.

You may sign out or proceed to view other functions within the myTAFESA website by clicking on “Home”, and then on the “Student” or “Personal Information” buttons.

If you require any assistance, please check the Help – myTAFESA section at www.tafesa.edu.au/mytafesa/help, go to any TAFESA campus, or call 1-800-882-661.