



myTAFESA Help - myTAFESA

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Enrolling help using myTAFESA

To Login and Register (Enrol) online

- See also: [How to Retrieve your Invoice](#)

Note: Your browser may continually show you a dialogue box asking if you want to view 'only secure information' with a choice of 'Yes' or 'No'. Choose 'No'.

- At the TAFE SA website, www.tafesa.edu.au, go to '[myTAFESA](#)', choose the first option from the drop down box, 'Login – myTAFESA' as shown below.



- A new page will display, choose 'Student Login'.



- If you have previously studied with TAFE SA, enter your User ID, (capital 'S' followed by your old Student ID) the first time you log in. Your PIN is your date of birth, i.e. 07th January 1979 would become 070179.

If you are a new student with TAFE SA, your User ID is the new 9 digit '000.....' Number and your PIN is your date of birth, i.e. 07th January 1979 would become 070179.

User Login

Students can use their previous TAFE SA Student ID number with a capital S inserted eg. S283746 or their current TAFE ID which starts with 0 and is 9 digits long. Lecturers can also use their EmpowerHR (ESS) ID number with a capital E inserted eg E123456
 Your PIN is a 6 digit number.
 By logging into this site you agree to the: [Terms and Conditions](#)

User ID:

PIN:

Select 'Login'

4. If you are enrolling for the first time you will be asked to change your PIN.

Select 'Submit Changes'.

5. A new screen will display asking you to reconfirm your PIN (twice)

Then set up the "Security Question" from the drop down box and enter your answer in the space below.

Select 'Submit Changes'.

6. A new screen will appear showing 2 options, 'Personal' and 'Student' (as shown below),

Choose 'Student'.

Personal Information	Student
View and update phone, addresses, email and emergency contact information; change of name information; change your PIN or security questions.	Apply for admission, register for a course, manage your student account and view your academic records.

Note: For subsequent logins, it is important to complete the Checklist.

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7. At the following screen, choose 'Registration'.

Home > Student

Personal Information Student

Admissions Apply for a new admission into TAFE SA or review existing applications	Registration Add or drop classes Pre-registration checklist (including concessions) and more...	Student Records View your holds, grades and transcripts	Student Account Manage your student account Pay your fees and view your payment history
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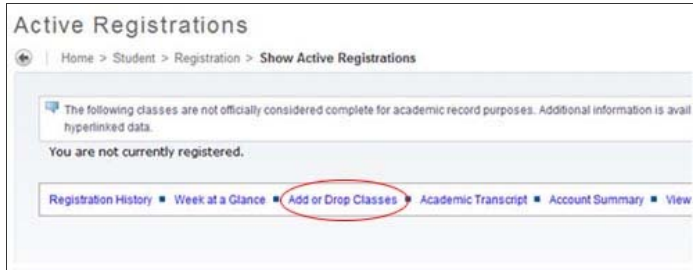
8. At the next screen, choose 'Active Registrations'.

Personal Information Student

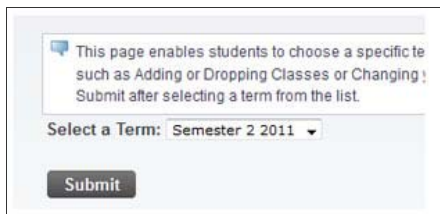
Admissions Apply for a new admission into TAFE SA or review existing applications	Registration Add or drop classes Pre-registration checklist (including concessions) and more...	Student Records View your holds, grades and transcripts	Student Account Manage your student account Pay your fees and view your payment history
<ul style="list-style-type: none"> ■ Pre-Registration Checklist ■ Add or Drop Classes ■ Active Registration 	<ul style="list-style-type: none"> ■ Select Term ■ Week at a Glance ■ Registration History 	<ul style="list-style-type: none"> ■ Registration Status ■ Student Detail Schedule ■ Fee Assessment 	

9. At this point you will need to go through the 'Pre-Registration Checklist', (once per academic year).

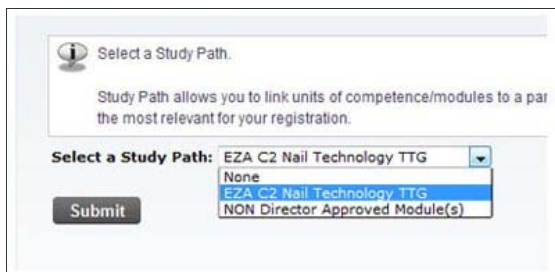
10. When Checklist is complete, Choose 'Add or Drop Classes'.



11. Select a Term.



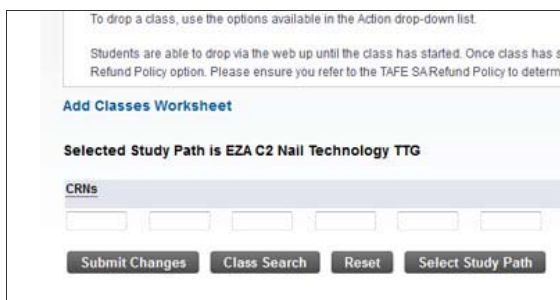
12. Choose your study path from the drop down box in the new page. Options will include 'None', your study path (course) & NON Director Approved Module (a Short Course).



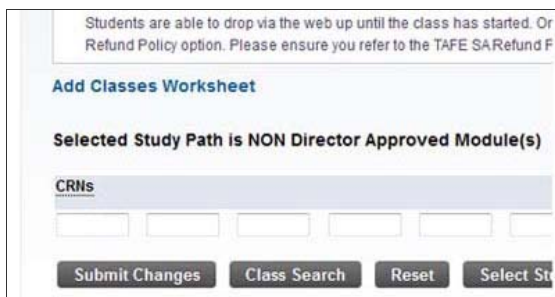
Select 'Submit'.

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13. In the next screen, enter the Course Reference Number (CRN), in the boxes provided. (If you don't have the CRN please contact your campus).



OR enter the CRN for your selected Short Course (NON Director Approved Module) if appropriate.



Select 'Submit Changes'.

- At the following screen, enter a start date (if the start date box is blank) from the 'Permitted Start Dates' Field, (it may already be populated).

Note: If the Start Date is today's date or earlier - please check with staff at your campus.

CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	Permitted Start Dates	Perr Date
85685	NON AAAAA	Advanced waxing	1 WKS	25/10/2011		25/10/2011 to 25/10/2011	31/1

Select 'Submit Changes'.

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How to retrieve your Invoice

- After you have completed the steps above and are enrolled, the Invoice should be generated within 48 hours.
- Log back in. Continue on from Step 6 above.



Choose 'Student'

- Choose 'Student Account', (the fourth one along from the 4 different options)
- Choose 'Invoice and Payment History'

View the appropriate Invoice for payment by clicking on the 'View Statement' hyperlink.

Print out, or Save for printing later.

This allows you to make a payment at the post office

- Alternatively, if you choose to pay with a credit card, choose:

'Student', 'Student Account', 'Account Detail For Term' then click 'Pay Now'

Government of South Australia **tafeSA** Self Service

Personal Information Student

Invoice and Payment History

Home > Student > Student Account > Invoice and Payment History

Statement Payment History Unbilled

Statements available for review since 01 Feb, 2010

Account Balance: \$0.00

Select Statement Bill Date: 14 Jul, 2011 View Statement

Statement Summary

Amount Due: \$670.00

Due Date: 21 Jul, 2011

Payments since 01 Feb, 2010

Post Date	Term	Description	Amount	Bill Date
15 Jul, 2011	Semester 2 2011	Bizgate - Credit Card		18 Jul, 2011

No unbilled activity exists on your account.

Account Detail for Term Credit Card Payment

Release: 8.2 - Full Terms and Conditions: <http://www.tafe.sa.edu.au/mytafe/sa/mytafe/terms-conditions.aspx>

The 'Amount Outstanding' balance is the total amount owed on the account.

If you need further assistance, please call 1800 882 661 and someone can talk you through the process.

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Courses	Campuses	Apply & Enrol	Services	Employers	About us
Agriculture & Biology	Metropolitan	Award Courses	Aboriginal support	Benefits to business	Adelaide North Institute
Arts & Design	Barossa & Riverland	Short Courses	Access and equity	Train staff	Adelaide South Institute
Building & Furnishing	Eyre & West Coast	TAFE (VET) in schools	Accommodation	Recruit staff	Regional
Business & Marketing	Southern regions	Apprenticeship or Traineeship	Child care	Recruit apprentice / trainee	Jobs in TAFE SA
Community & Health	Yorke & Northern regions	TAFEstart	Counselling	Lead Centres	Projects & initiatives
Education & Languages		Campus codes	Disability support	Other services	Services by students
Electrical & Electronics		Customised training	Employment		
Engineering & Transport		Credit transfer	ID card		
Food & Wine		Entry requirements	International students		
Government & Justice		Fees & payments	Language support		
Hair & Beauty		Find a Career? Find a Course?	Learning support		
Hospitality & Tourism		Glossary of terms	Libraries		
Information Technology		Important dates	Student records		
Recreation & Fitness		International	Student Wireless Network		
		Policies & responsibilities	Yoututor		
		Productivity Places			
		Recognition of prior learning			
		Result notification			
		Scholarships and grants			
		Student ID card			
		Skills assessment - TABS			
		Withdrawal			

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