Student Study Portal: SRT Applicant/Student Study Portal

User Name: Your Student ID and Password (Updated from Office 365 login details)

Password: The password you created when you set up your Office 365 Account.

Domain: Click on the drop-down arrow and choose TAFE

This will take you to the main screen.

Each tile’s function is explained below.
Student Study Portal Menu Bar Overview

Blackboard
This is a link to your Blackboard online learning platform account. This account has the same login details as your TAFE Student account and Office 365.

My Application
My Application portal allows you to apply for courses at South Regional TAFE and will display current applications in process.

My Details
My Details allows you to view and update your contact details. If your contact details change during the course of your study with South Regional TAFE, it is vital that you update them here. These details are: Contact/Residential Address, Phone Numbers, Email address, Parent/Guardian address and Nationality/VISA information.

My Finances
My Finances displays transaction details and any outstanding balances for current study.

My Overview
My Overview provides a snap shot of your overall study with South Regional TAFE, inclusive of Coursework, Applications, Financial, Agreements, Forms and Completions.

My Study
My Study provides your academic history of enrolments and outcomes on courses undertaken with South Regional TAFE.

My Tasks
My Tasks provides outstanding information that is missing within your enrolment. IE: Contact Address, VISA information or Disability questions.

Office 365
This provides a link to your TAFE Student Account with Office 365.
Student Study Portal View and Actions

My Details

The below screen will be displayed once you click on this TAB.

Contacts

You are able to update your Nationality Details, Educational Background (eg School Information, Latest Study) and Contact Details including Parent/Guardian Contact Details if you are an Under 18 student.

Click on the field you wish to adjust, EDIT and then update the Details in the left side of the screen. Click SAVE once updated.

Communication History

To view documents such as Statement of Academic Record, Tax Invoice, Enrolment Confirmation Reports.

Click on Communication History – View Document

Go back to the home screen, click on HOME at the top of the screen.
My Finances

You can view transactions, outstanding payments and summary of enrolment here.

Click on the icon and the below screen will populate.

My Overview

By clicking on each section on the right-hand side you can view each summary.

Student Summary – Provides overview

Coursework Summary – Qualification and units with results

Application Summary – Applications not enrolled yet

Financial Summary – Outstanding monies

Agreement Summary – Active agreement (Third Party)

Forms – Active forms requiring completion

Completion Summary – Courses completed
My Study

This tab provides an overview of your study at South Regional TAFE.

At this stage you are unable to self enrol, however you are still able to view each screen within Manage My Course. This will provide basic information on each unit of competency.

My Tasks

Any outstanding tasks will display here, these may be fields that have not been completed correctly at point of enrolment or data that is missing pertaining to your enrolment.

Click on the task and action the required field entry.