Hello and welcome to North Metropolitan TAFE!

Instructions for logging into Office365 are detailed on the back of this flyer.

** Note you can only access our systems 24 hours after enrolling!
Office 365 Email Login

*As a student of North Metropolitan TAFE, you are given a Student ID number that looks like a letter in front of six digits i.e. J001123

User Name: **Student ID@tafe.wa.edu.au**

Default Password: **TafeDDMMYYYY**

*Your default password for our systems will be Tafe (with a capital T) and your date of birth in DDMMYYYY format. i.e. Tafe19021985*

1. The first time you log into your student email, you will need to setup security options for password recovery. Click **Set it up now**

2. When the following screen appears you are required to register an alternate email address or your personal mobile phone to be connected to the account for future security like password resets. It does this by sending a 6 digit pin code to the email address or phone.

3. Once in you will need to change your password by going to **Settings**, clicking on **Password**.

Forcing your password to change is required to sync your Blackboard, Student portal, wireless accounts & computer logins in classrooms and campus libraries.