

Welcome to North Metropolitan TAFE

As a student of North Metropolitan TAFE, you are given a student number that has a letter in front and 6 digits following i.e. **J001123**

Please note You can only access our systems 24 hours after enrolling.

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

Firstly you will need to log into your TAFE emails, also known as Office 365.
To do this go to <https://outlook.office365.com/> or follow this [link](#).

To login to your emails please use the following format:

Username	J001123@tafe.wa.edu.au
Default Password	Tafe19021985 (Capital T)

The first time you log in to your student emails, it will ask you to setup some security options for password recovery.

Don't lose access to your account



j001123@tafe.wa.edu.au



Add information to your account so you don't lose access if you ever forget your password.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

Click "Set it up now"

And you will see....

Microsoft Azure

j001123@tafe.wa.edu.au

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you - we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

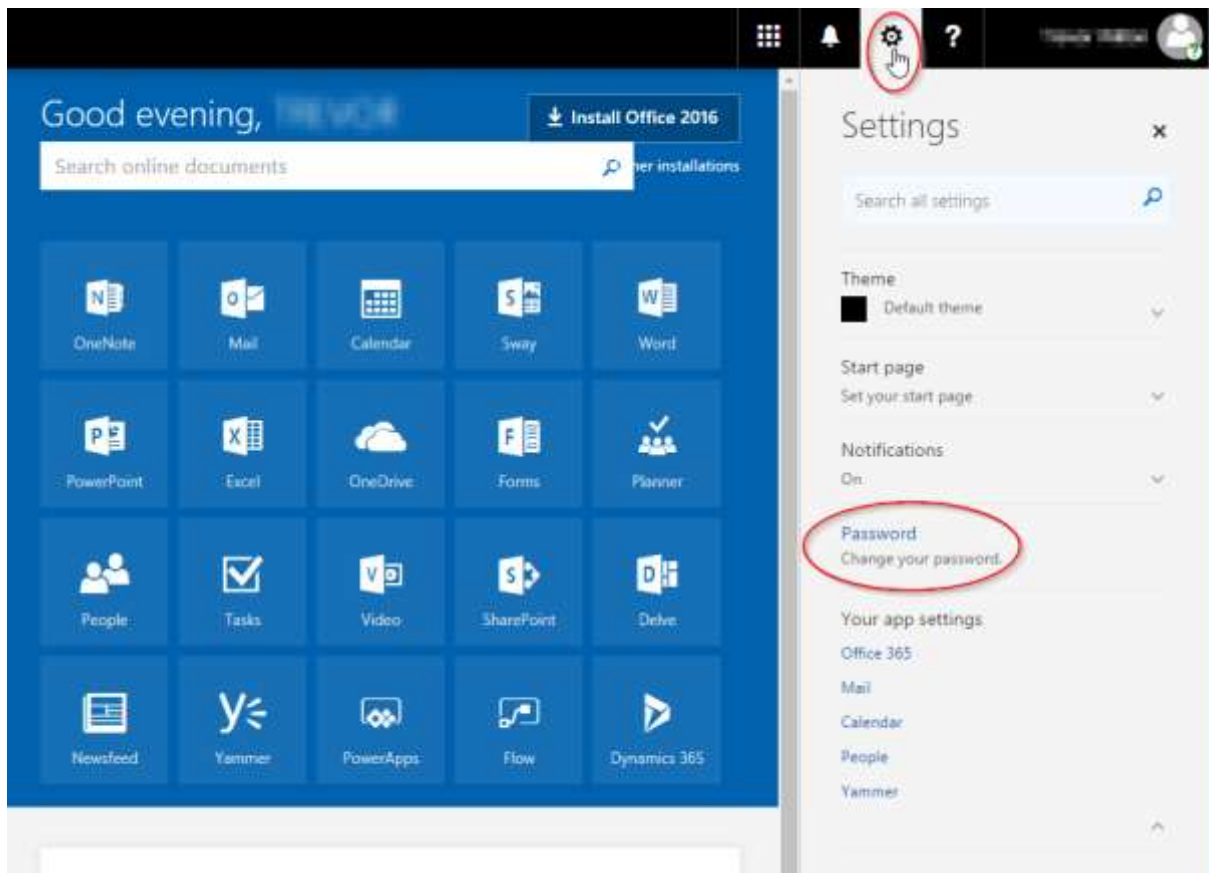
 Authentication Phone is not configured. [Set it up now](#)

 Authentication Email Address is not configured. [Set it up now](#)

[Finish](#) [Cancel](#)

From here you register an alternate email address or your personal mobile phone to be connected to the account for future security and password resets. It does this by sending a **6 digit** pin code to the email address or phone.

Once you are logged in you **MUST** change your password by going to Settings --> Password and change your password there. Forcing your password to change is required to sync your Blackboard, Student portal, wireless accounts & computer logins in classrooms and campus libraries.



Enter you old (current password) and your new password **twice**, then click **save**.

**If you forget your password you can reset it yourself at the Office 365 login screen, and click the "Can't access your account?" as below! Click [here](#) to access Office 365 now

