Hello and welcome to North Metropolitan TAFE!

**Office 365 Email Login**

*As a student of North Metropolitan TAFE, you are given a Student ID number that looks like a letter followed by 6 digits, an 8 digit number starting with 200. e.g. J001111, V001111, or 20001111. This number was sent with your welcome email and enrolment quote.*

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**.

Note:

- Forcing your password to change is required to sync your Blackboard, Student Portal, Wi-Fi access & computer logins in classrooms and campus libraries.
- You can only access our systems 48 hours after enrolling!
- Student passwords expire EVERY 90 days

**Need extra help?**

Should you require any extra help:

- T 1300 300 822 (select option 3 for technical assistance with online enrolments)
- E enquiry@nmtafe.wa.edu.au

Be sure to include your preferred contact phone number in your email so we can call you.