Logging Into the Student Portal

➢ Click on the link below to access the Ci Anywhere (the portal)

https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/$S1_STU

➢ Follow the instructions below to login

**Username:** Your Student ID number

**Password:** The password you created when you set up your Office 365 Account. If that doesn’t work try your DOB in the form DDMMYYYY

**Domain:** Click on the Drop down arrow and change to TAFE

➢ You will now be logged into the Portal and see the following tiles

➢ An explanation of each of these tiles functions are below
**Blackboard**
This is a link to your Blackboard account. Blackboard is an online learning portal which may form part of your course delivery.

**My Applications**
My applications allows you to apply for courses at North Metro TAFE. Details on when and how to apply for courses can be found on our website at [http://www.northmetrotafe.wa.edu.au/futurestudents/apply-and-enrol](http://www.northmetrotafe.wa.edu.au/futurestudents/apply-and-enrol)

**My Calender**
As of semester 2 2018 this Tile is not being used. Students can find their study timetable through their office 365 account.

**My Details**
My Details allows you to see and update your contact details with North Metro TAFE. It is vital to your study that your provide your most up to date contact details.

- Clicking on my Details will bring up the screen as below
You can navigate with the_tabs on the left. To update your contact details click on the_Contacts tab.
You can edit information already Entered or Add new Contact details with the add button in the Top right corner. It will ask you if you want to add a new address, phone or email. An email has been added in the below example.

Enter the email type, Email Address and you can tick if you would like this to be your preferred email. Then press save.

My details also lets you do things like view the Terms and Conditions of enrolment, see any sanctions on your record and view system issued emails and documents.
My Overview

My Overview lets you view information around your study. You can view a summary of your coursework, applications and completions as a student at North Metro TAFE.

- Clicking on My Overview will display this screen. Navigation is done by the tabs on the left.

Course Summary

- Coursework Summary lets you see your progress in a given course. Here you can see all your enrolled, passed, credited or exempt units in your qualification. Units with a planned status have not been completed.

BSB1011S Certificate I in Business (Admitted)

Year  | Study Period | Unit Code | Unit Title                                      | Nominal Hours | Result         | Status     |
------|--------------|-----------|------------------------------------------------|---------------|----------------|------------|
2018  | Term 1       | BSBWHS001 | Contribute to health and safety of self and others | 15            | No Result      | Enrolled   |
2018  | Term 1       | BSWRT301  | Write simple documents                          | 30            | No Result      | Planned    |
2018  | Full Year Enrolment | BSELD101 | Plan skills development                         | 20            | CO             | Passed     |
2018  | Semester 2   | BSBADM101 | Use business equipment and resources             | 20            |                | Planned    |
2018  | Semester 2   | BSBKMM101 | Apply basic communication skills                | 40            |                | Planned    |
2018  | Semester 2   | BSBUIT102 | Develop keyboard skills                         | 40            |                | Planned    |
2018  | Semester 2   | BSBUIT101 | Operate a personal computer                     | 20            | No Result      | Planned    |

Yearly Summary

Year | Enrolled Nominal Hours | Passed Nominal Hours | Failed Nominal Hours |
-----|------------------------|----------------------|----------------------|
2017 | 15                     | 0                    | 0                    |
2018 | 20                     | 20                   | 0                    |

- My Overview also lets you view a finance summary, completion summary and application summary. Please note: Financial Summary's may not be accurate for student on Payment plans or Vet Loans. Contact Student Services for current financial information.

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My Payments

My payments allows you to make full payments of fees associated with your study at North Metro TAFE. **Note:** Only use My Payments if you are paying for your course in full. Payments Plans or VET Student Loans must be set up at Student Services.

- If paying in full click on My Payments. You will be taken to this screen
- You must select all applicable units. Click on all the tick boxes to the left. Do not modify the payment amount
- To finalise the payment, click on the Pay Now button at the top of the screen
You will then be taken to the BPOINT payment portal to complete the payment and enter your card details.

**My Study**

My Study allows you to enrol into units associated with your course. Students will be advised each semester when enrolments are open. Self help guides will be available at this time.

**My Tasks**

All students must complete the outstanding mandatory tasks in this tile. The number of outstanding tasks is displayed as a number in an orange box. This example has 2 outstanding tasks. **Please respond to these tasks as soon as possible after enrolling.**
Click on the My Tasks tile. All Mandatory questions will be listed on the left hand side.

Provide your responses and click save on the right hand side after each question.

You will know you have completed all tasks when your My Tasks tile displays like this:

This concludes the quick overview of the tiles in your Student Portal. If you having problems or would like further information please call us 1300 300 822 or by emailing enquiry@nmtafe.wa.edu.au