

# ACCESSING THE LEARNER PORTAL

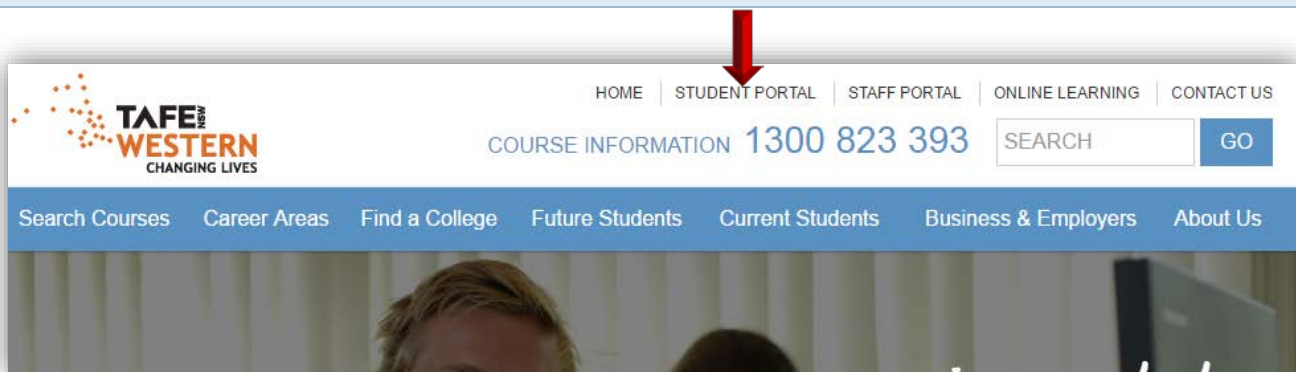
## A Guide for TAFE Western Students

When you have been issued with your DEC username and temporary password you must access the Learner Portal to set your secret questions, update your password and finalise your enrolment.

To ensure full access to your course materials and TAFE Western services you must be a financial learner with an “Active” status against your enrolment in the MY LEARNING PLAN tab.

If you require any assistance in accessing your portal or course materials please contact your Facilitator or Local Campus for assistance.

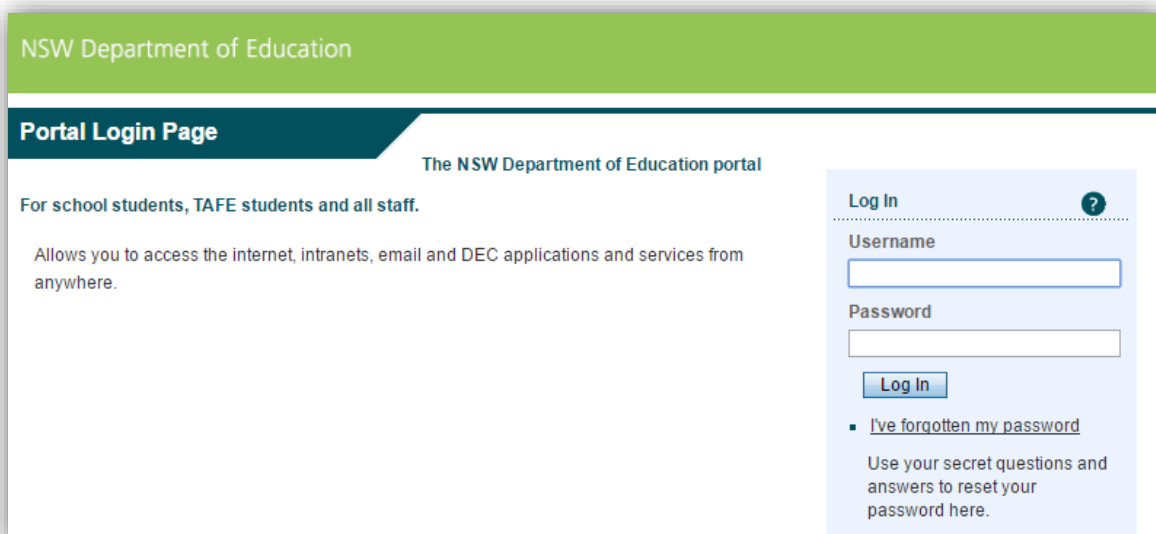
### 1. You can access your learner portal through the [TAFE Western Website](#)



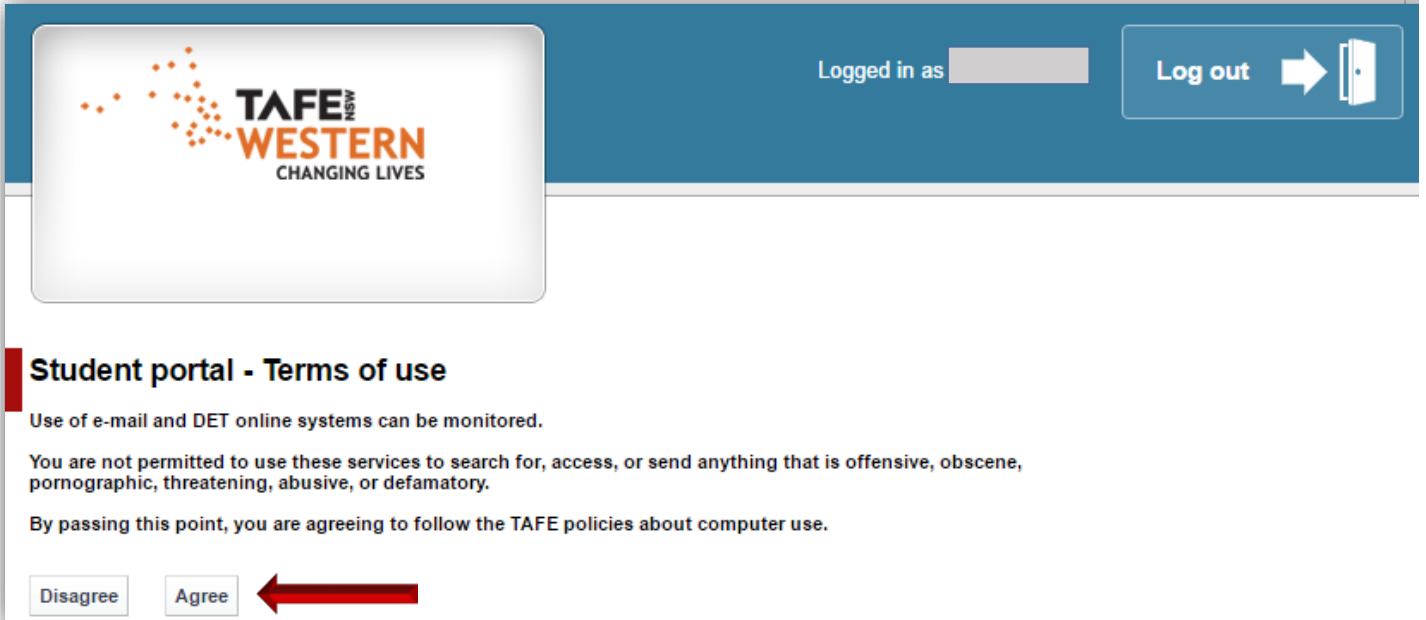
Or you can login using the [Portal Login Page](#)


<https://sso.det.nsw.edu.au/sso/UI/Login?goto=https://student.det.nsw.edu.au/>

Enter your DEC user name and password, then select Log in



## 2. You will then need to Agree to the Student Portal terms of Use.




Logged in as  **Log out** 

### Student portal - Terms of use

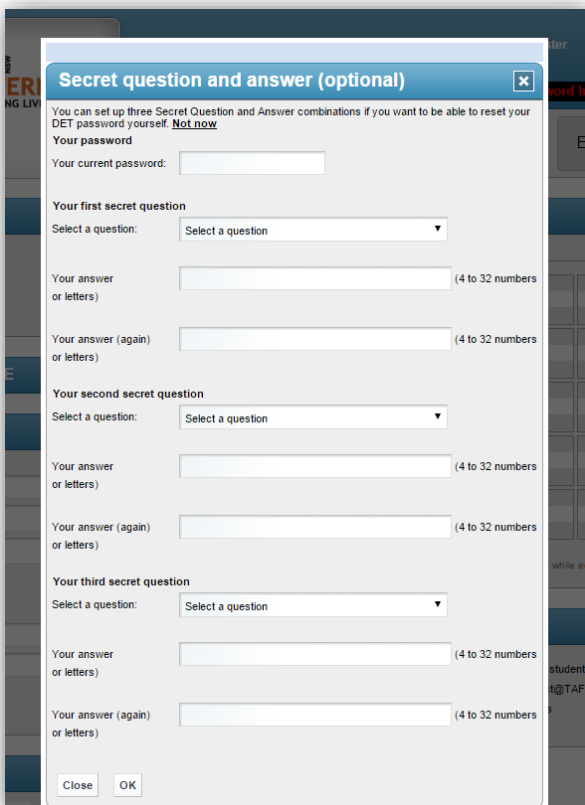
Use of e-mail and DET online systems can be monitored.

You are not permitted to use these services to search for, access, or send anything that is offensive, obscene, pornographic, threatening, abusive, or defamatory.

By passing this point, you are agreeing to follow the TAFE policies about computer use.



## 3. Set up your secret questions



**Secret question and answer (optional)**

You can set up three Secret Question and Answer combinations if you want to be able to reset your DET password yourself. Not now

Your password

Your current password:

Your first secret question

Select a question:

Your answer or letters:  (4 to 32 numbers or letters)

Your answer (again) or letters:  (4 to 32 numbers or letters)

Your second secret question

Select a question:

Your answer or letters:  (4 to 32 numbers or letters)

Your answer (again) or letters:  (4 to 32 numbers or letters)

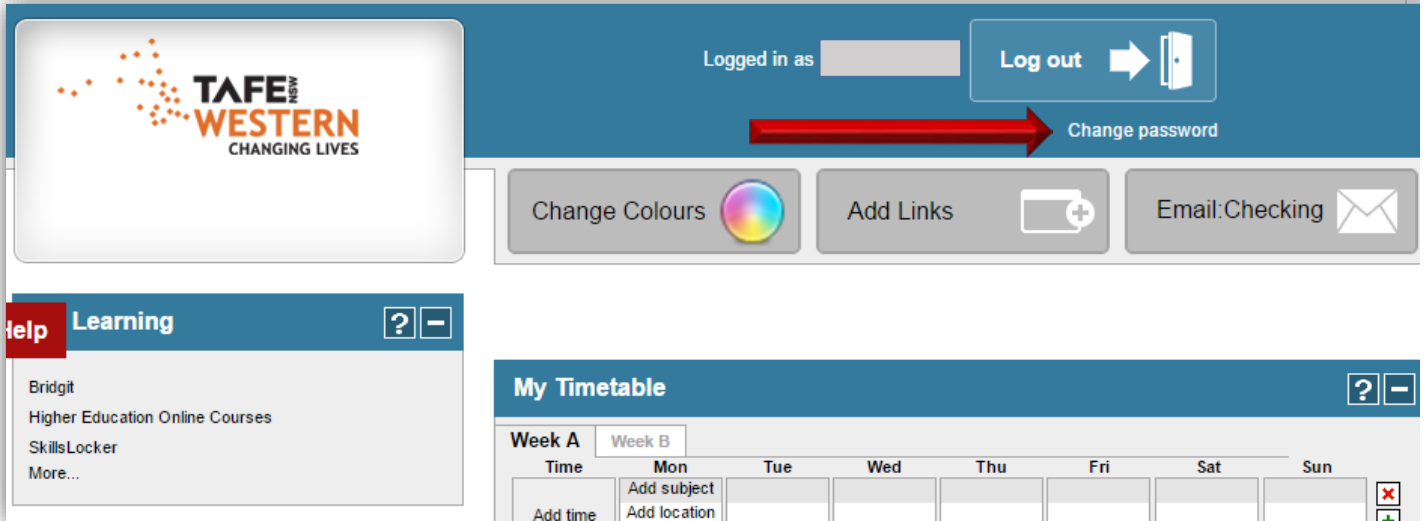
Your third secret question

Select a question:

Your answer or letters:  (4 to 32 numbers or letters)

Your answer (again) or letters:  (4 to 32 numbers or letters)

#### 4. Change your password



The screenshot shows the TAFE Western user interface. At the top right, there is a 'Logged in as' field followed by a 'Log out' button with a right-pointing arrow. Below this, a red arrow points to a 'Change password' link. The interface also includes a 'Change Colours' button with a color wheel icon, an 'Add Links' button with a plus icon, and an 'Email:Checking' button with an envelope icon. On the left, there is a 'Learning' menu with options like 'Bridgit', 'Higher Education Online Courses', and 'SkillsLocker'. On the right, there is a 'My Timetable' section with a table for 'Week A' and 'Week B' showing days of the week and options to 'Add subject' and 'Add location'.

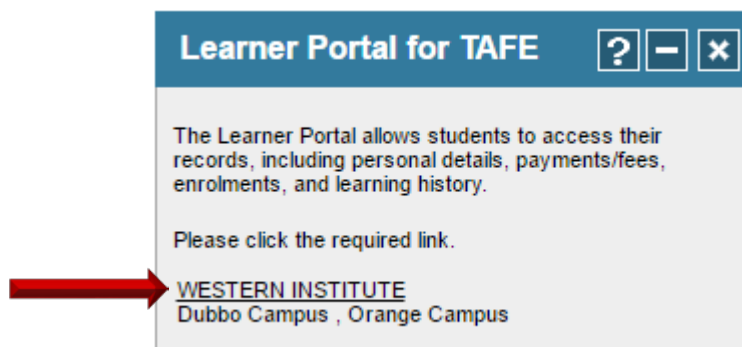
#### 5. After you have completed your password update you will need to access your Learner Portal for TAFE.

Click on plus sign + to open up the Learner Portal



A close-up of a blue button labeled 'Learner Portal for TAFE'. To the right of the text are three icons: a question mark, a plus sign, and a close (X) icon. A red arrow points down to the plus sign icon.

#### 6. Once box is open, select WESTERN INSTITUTE.



The screenshot shows the 'Learner Portal for TAFE' window open. The window title bar says 'Learner Portal for TAFE' with question mark, minus, and close icons. The main content area contains the following text: 'The Learner Portal allows students to access their records, including personal details, payments/fees, enrolments, and learning history. Please click the required link.' Below this text, there is a link for 'WESTERN INSTITUTE' with subtext 'Dubbo Campus , Orange Campus'. A red arrow points to the 'WESTERN INSTITUTE' link.

7. To complete your enrolment, scroll down to the area My Learning Plans.

- ✦ A list of your courses and current status will be displayed.
- ✦ Click on To complete your enrolment click here against the relevant course.

### My Learning Plans


TAFE Statement in General Construction OHS Induction in NSW - Workcover No.03493 (166-1209V01)  
 Located at Dubbo College, Commencing on 21/08/2009 - Status "Auto Complete"

Statement of Attainment in Introduction to Arboriculture (166-55553V01)  
 Located at Orange College, Commencing on 30/04/2016 - Status "Complete"

Certificate II in Agriculture (AHC20110-01V03)  
 Located at Dubbo College, Commencing on 01/07/2013 - Status "Active"

Certificate III in Arboriculture (AHC30810-01V02)  
 Located at Orange College, Commencing on 16/07/2016 - Status "Unpaid" [To complete your enrolment click here](#)

Certificate III in Outdoor Recreation (SRO30206-01V01)



8. If you haven't already done so, you will need to check your personal information in the MY DETAILS tab to make sure it is correct and update if required.

MY DETAILS
MY LEARNING PLAN
MY RESULTS
MY FINANCIALS

### My financials

This page allows you to review your payment history, view any outstanding fees and charges, make credit card payments or payment methods. If you have overdue fees or charges in the current year, or previous years, you will not receive document information please contact your College or visit the TAFE NSW Fee page.  
 Please navigate to the "My Reports" section of the learner portal to view the receipts of payments made. **Note:** If you have d further information.

Summary	
Total fees	\$ 2,600.00
Total instalments	\$ 0.00
Total receipts	\$ 0.00
Invoice receipts	\$ 0.00

9. If you have not already paid for your course you can make payment in the MY FINANCIALS tab.