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


   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.

3. Set up your secret questions
4. Change your password

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

Learner Portal for TAFE

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

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.

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