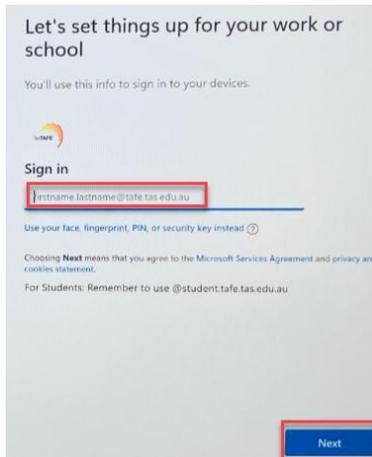


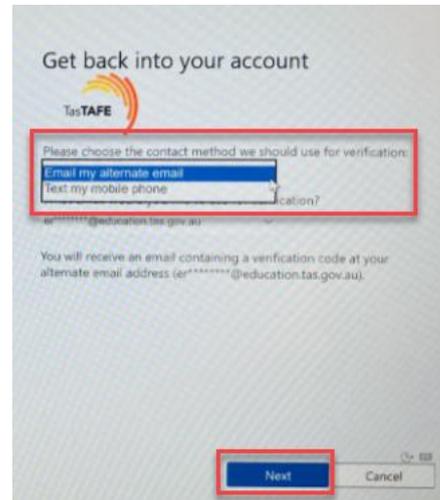
Logging in for the first time

Logging in & Verification:

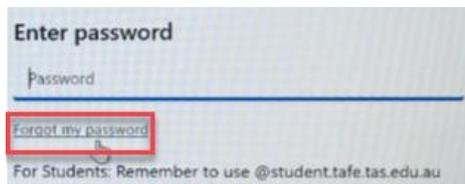
Step 1: Log in using email address (firstname.lastname@student.tafe.tas.edu.au) then click “Next”



Step 4: Using the drop-down menu, select how to receive your verification code via alternate email or mobile text. Options are based on your contact details you provided TasTafe.

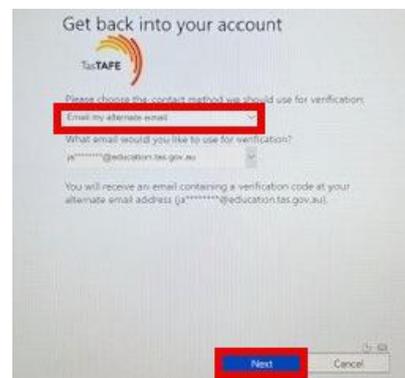


Step 2: Select “Forgot my Password”

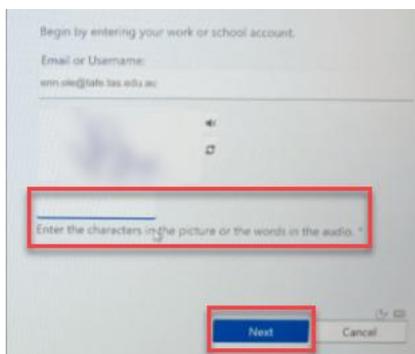


Option 1: Email my alternate email:

Select: “Email my alternate email”, then click Next:

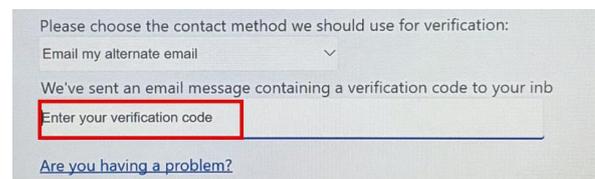


Step 3: Complete the verification by entering the characters shown in the image or choose the audio option to type what you hear.



You will receive a ‘TasTAFE account email verification code’ email from Microsoft.

Enter your Verification Code



Enter a new password then click next:

Once you have completed this, you will now receive a message to say “your Password has been reset”

Click finish

Continue to “Once verification is complete” section.

Option 2: Text my mobile phone:

Select “Text my mobile phone,” enter your mobile number, then click Next.

You will receive a Text Message from Microsoft.

Enter your Verification Code:

You will need to create a new password, click next:

You should now see a message: “your password has been reset”

Click finish.

Once verification is complete:

Once you have reset your password via Option 1 or 2, you will be prompted to log in using your updated credentials.

The system will now finish setting up your account and will show the screen below: “setting up for work or school”.

Once your device has restarted, you will be prompted to log in.

This process is now complete.

If you require additional support, please contact TasTAFE on **1300 655 307**