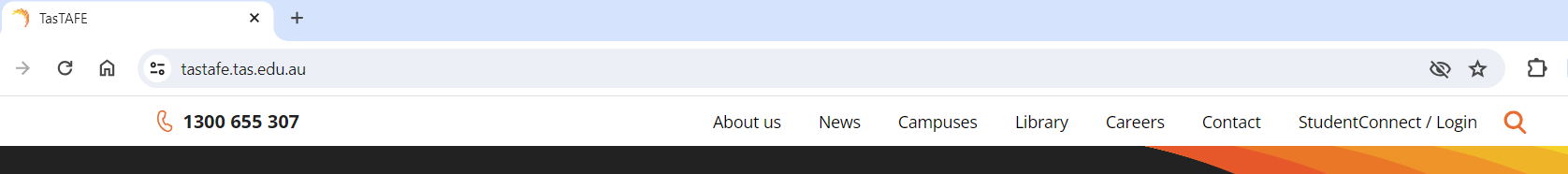
**TasTAFE Accommodation – Making a Booking Online**

Go to the TasTAFE Website – [www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)

On the top right hand side of the screen, click ***StudentConnect / Login***



Click on ***Student Portal***

A screenshot of a computer

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Enter your **personal** ***email address***(this is the email address you put on your enrolment form)

1. If you have used the portal previously and know your password, enter your ***password***

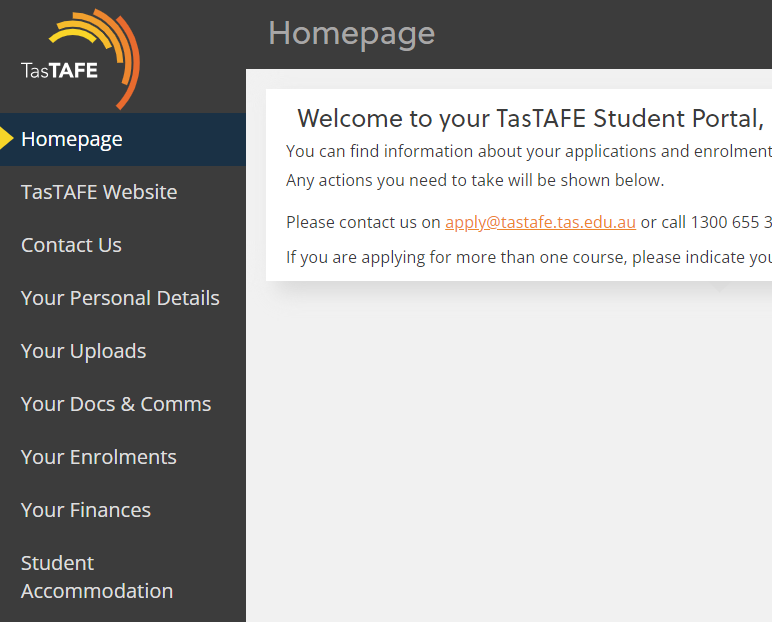
***or***

1. If you have never accessed the portal, click on ***Forgot your password****This will generate the reset password link to be sent to the same email address you entered on your enrolment form.*

A screenshot of a login screen

Description automatically generated

Once you have logged into the portal, select ***Student Accommodation***



If you are under 18, you will be asked the following question:

A screenshot of a computer

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Select ***Yes or No***

If it is your first time booking accommodation for 2024, you will receive the following message

A white background with orange text

Description automatically generated

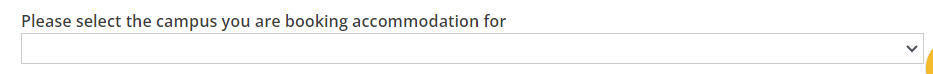
Once your form has been signed and emailed, select ***Yes*** from the drop down menu

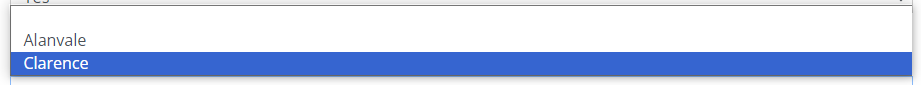
You need to ***read and agree*** to the guidelines listed, see below:

A screenshot of a computer

Description automatically generated

Select the campus you are booking accommodation for:





Click on the link. The link you are given is based on your age and gender on your enrolment form.

A close up of a text

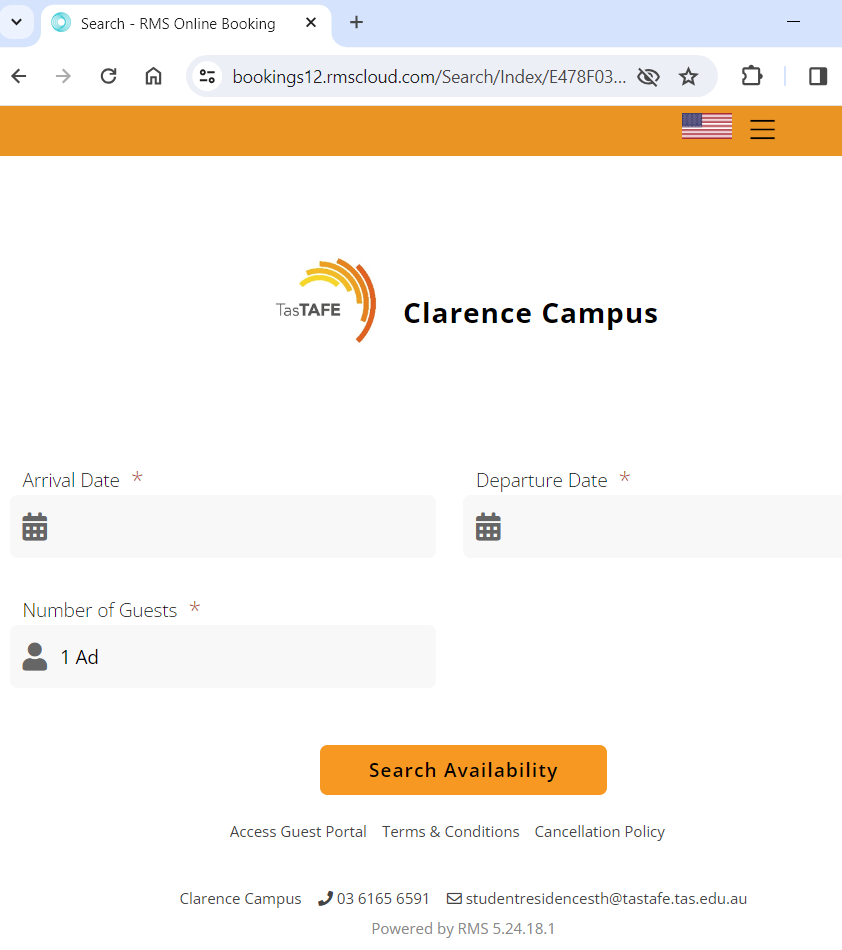
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A dialogue box will appear at the top of your screen advising you are leaving the site.   
Click on ***Leave***

A blue circle with black text

Description automatically generated

You will be redirected to the RMS Online website, this is where all TasTAFE accommodation bookings are made.

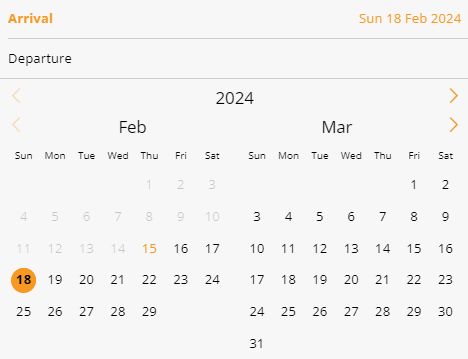


To select arrival date click on  in the arrival field, this displays a calendar.

A screenshot of a computer

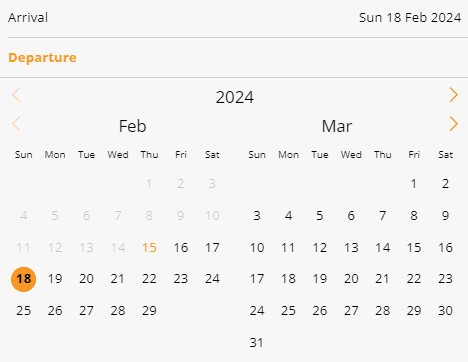
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Ensure arrival is orange at the top of the calendar



In the calendar ***click on Departure,*** then select the date you will depart the accommodation.

*Note: accommodation is to be vacated by 9am on the day of departure.   
Check Out is not available on Saturday and Sunday.*

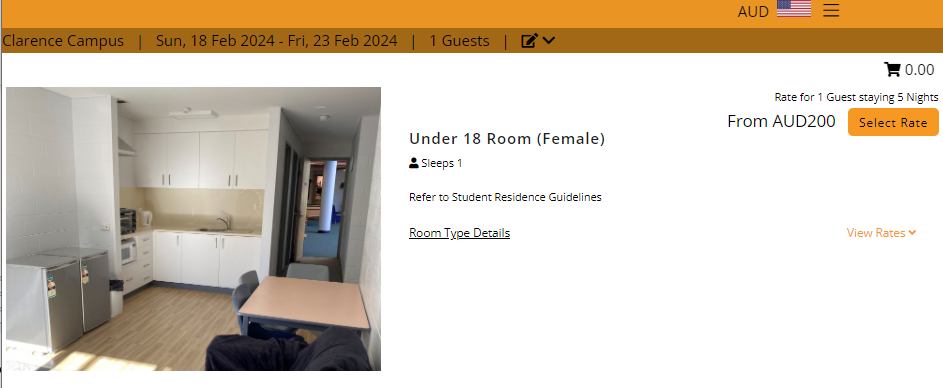


Check the dates are correct, the select ***Search Availability***

A screenshot of a computer

Description automatically generated

Choose ***Select Rate***

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Select ***Continue***

A screenshot of a hotel

Description automatically generated

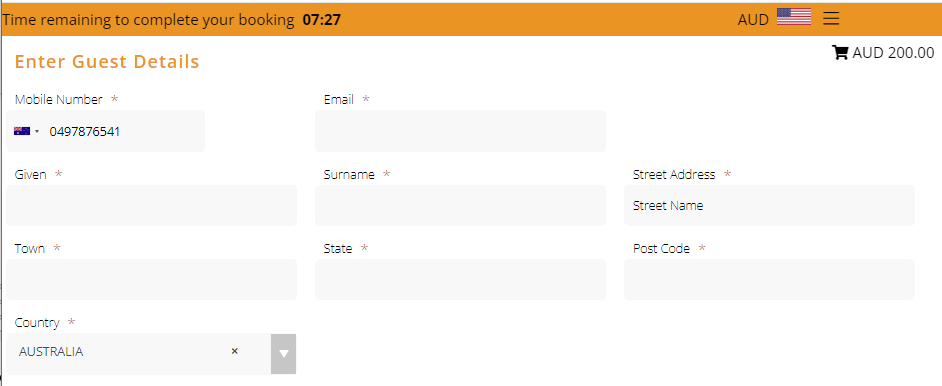
Doona and towels are not included unless you select them here, the ***charges are per night***

*NOTE: All beds have a mattress protector, bottom fitted sheet, pillow and pillow case.*

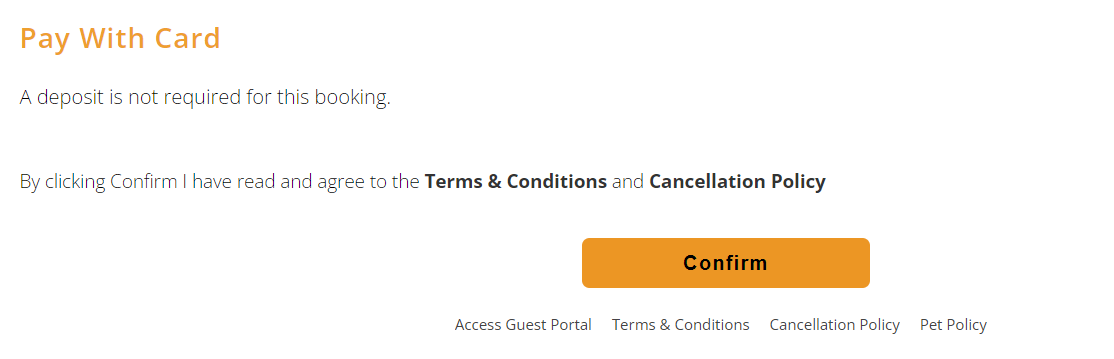
A screenshot of a computer

Description automatically generated

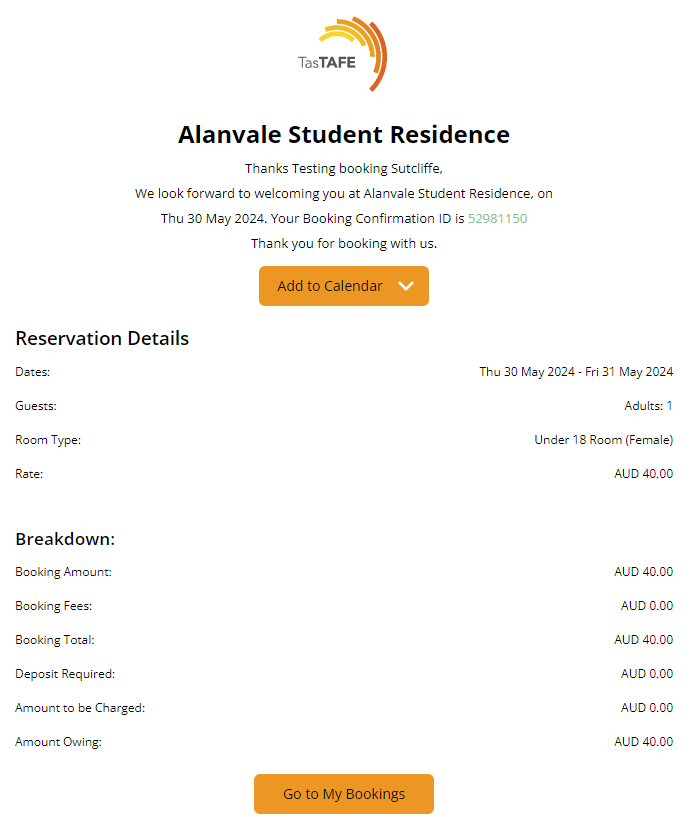
Enter Guest Details, all fields with an \* must be completed



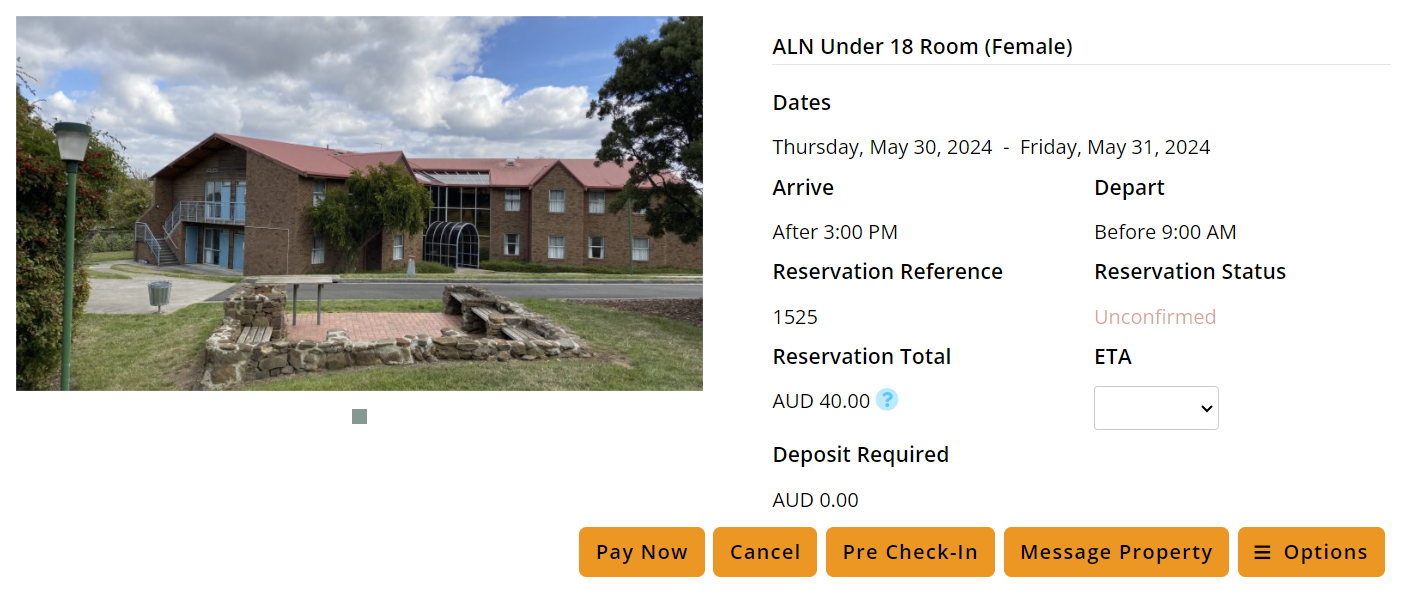
Click on ***Confirm***

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The next screen will be your booking confirmation.

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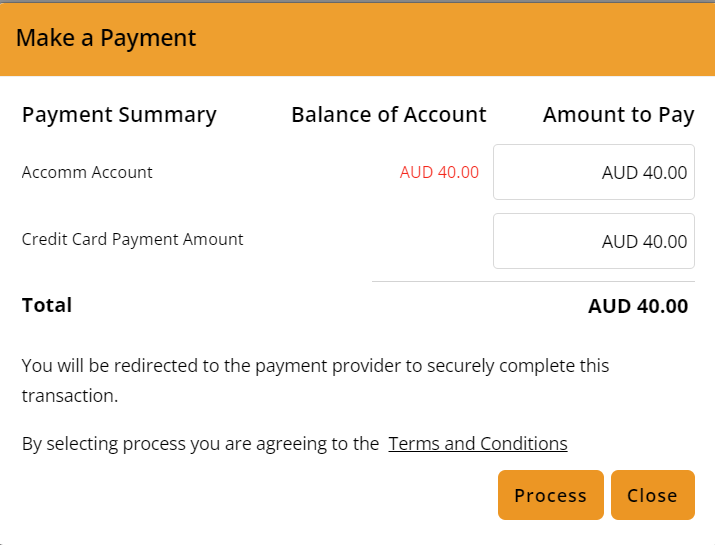
Click Go to My Bookings to make payment



Select ***Pay Now*** to make payment for your booking.

Please note payment is not required at the time of booking, however bookings must be paid for prior to arrival at the campus. If you are arriving on a Saturday or Sunday night, bookings must be paid for by Friday 3pm.

The screen below appears when you are going to pay for your booking.



Select ***Process***

You are then required to enter your credit card details, as below.

A screenshot of a login form

Description automatically generated

Enter your credit card details and select ***Pay $***

You will receive an SMS confirmation of your booking.

Approximately 1 minute after your booking is made, you will also receive an SMS with a payment link to pay for your accommodation if you haven’t already paid.

A SMS is sent 3 days prior to your booking asking you check in, this must be completed

At 3pm on your arrival day, you will receive a SMS asking you to check in, this must be completed to generate your access codes.