Hello and welcome to Central Regional TAFE!

Logging into Emails at TAFE with Office 365

To access your TAFE Office 365 account and other online TAFE resources you will need your Student ID and password.

As a student of Central Regional TAFE, you are given a Student ID number that will have a letter followed by 6 digits or an 8-digit number starting with 500, E00, G00 or D00 E.g. G001111, E001111, D001111 or 50001111.

This number was sent with your welcome email following your enrolment.

Username: **StudentID**@tafe.wa.edu.au

Default Password: **tafewaddmmyyyy**

Your default password for our systems will be <u>tafewa</u> followed by your date of birth in <u>ddmmyyyy</u> format. i.e. tafewa19021985

==**Services will be available for login 48 hours after enrolling.**==

1. Logging in to your O365 account can be achieved in two ways.

   a) You can access it through **Student portal > Office 365 – Student email > Log In now** button.

      OR

   b) You can directly go to office.com and press **sign in** to access your email.

2. The first time you log into Office 365, use the default password and it will prompt you to setup your own password. The new password needs to be a minimum of **forteen (14) characters in length** with <u>no other complexity requirements</u>. You cannot use your **name** or the word **Tafe** though.
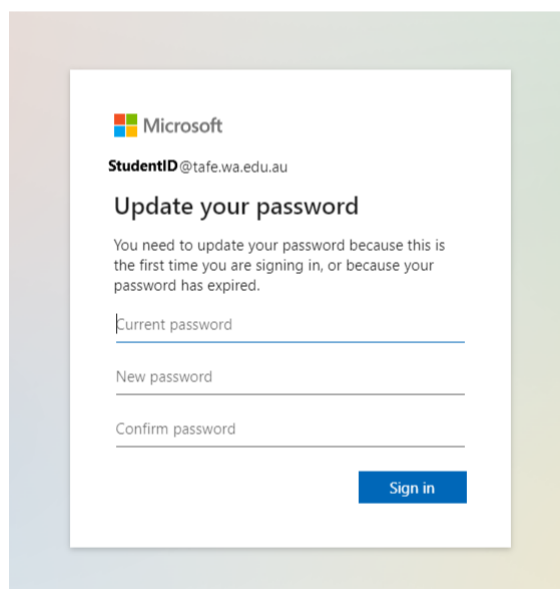
==**Please remember this password as this is your password for all TAFE systems**==.

3. To keep your account secure you will need to setup a 2nd authentication method (MFA). A **More Information Required** box will pop up so click **Next** on this step. You have two options available for 2nd level authentication. You need to select **TWO (2)** minimum authentication methods for each of the options.
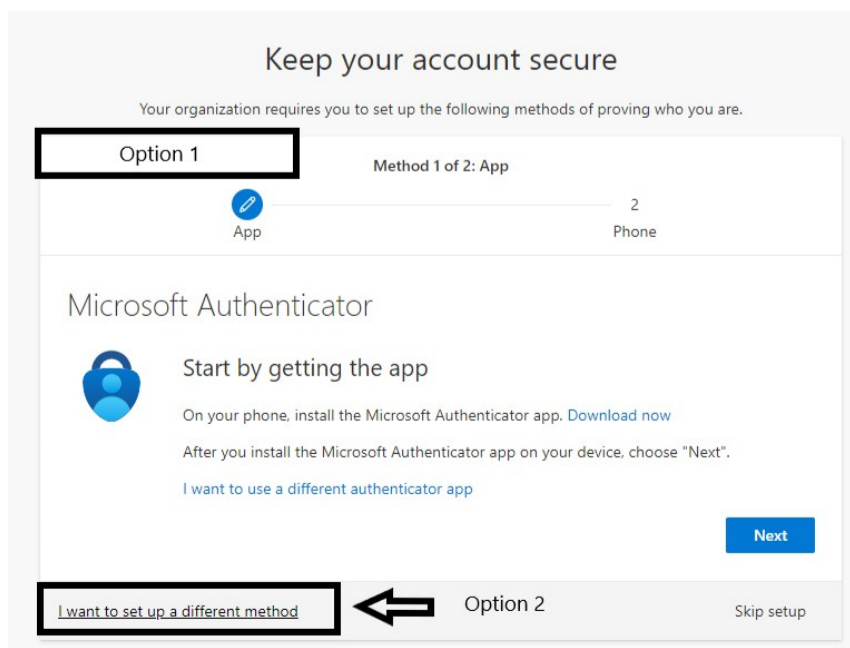
Option 1 - Microsoft Authenticator App and a Phone Number

Microsoft Authenticator App can be downloaded from Google and Apple App stores. Once downloaded and installed, Press **Next**.
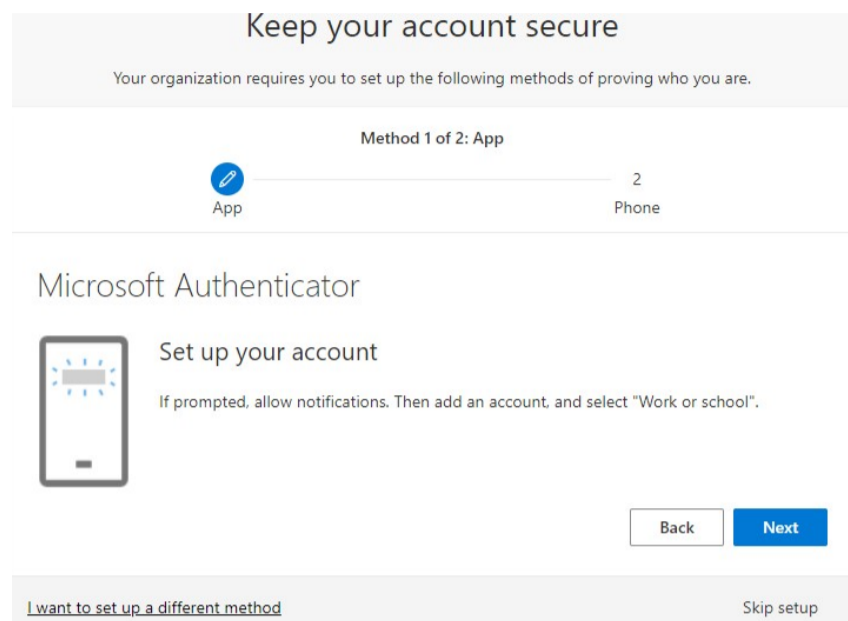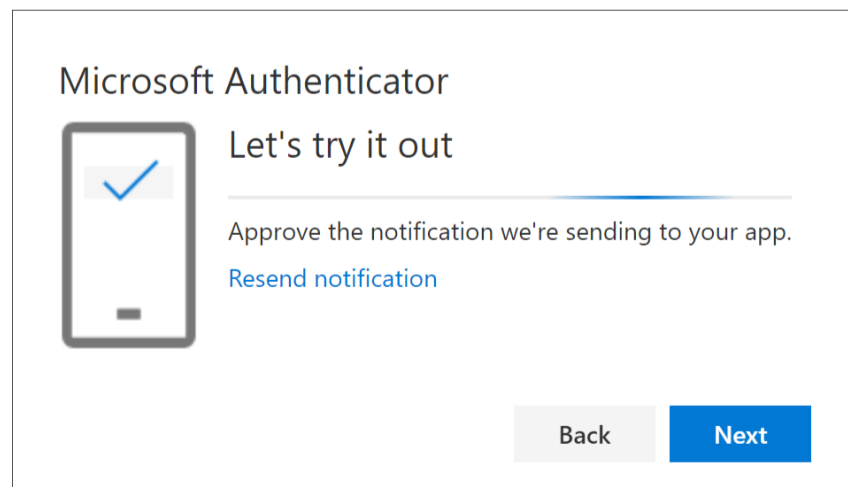

Open the **Microsoft Authenticator** app, select **allow notifications** (if prompted). In the app select **Add account** from the **Plus** icon on the upper-right, and then select **Work or school account**. This will give you an option to scan the QR Code that will appear in the following step. **Please scan the QR Code on your screen. Do not scan the QR Code in the following example.**

You may receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.
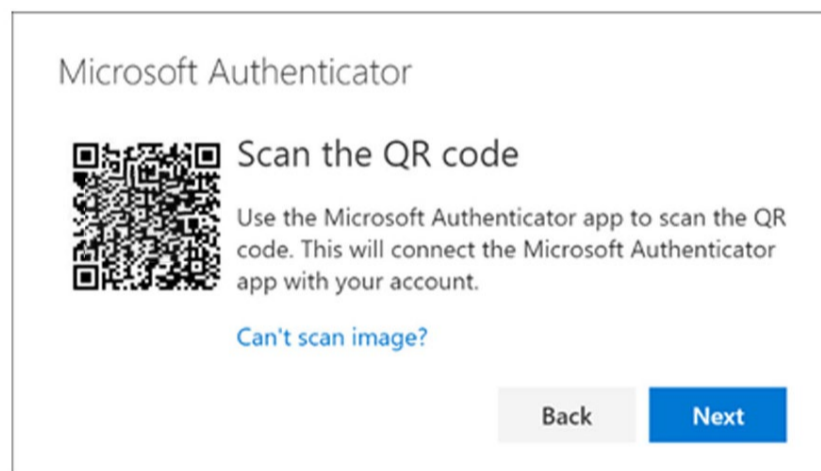

The authenticator app will add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app. For more information about manually adding a code, see Manually add an account to the app.

Select **Next** on the Scan the QR code page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.


Approve the notification in the Microsoft Authenticator app, and then select **Next**. Your security info is updated to use the Microsoft Authenticator app by default and to verify your identity when using two-factor verification (MFA).
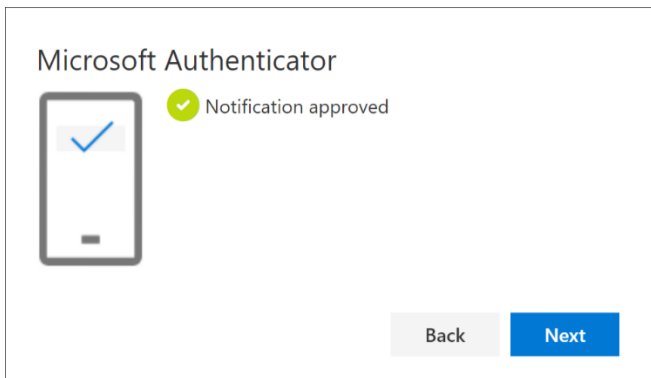
Voila, you are done with the hard Part. Press **Next**, it will take you to the page to add the second authentication method, which will be to add your **phone number**. This one is straight forward, use your phone number to complete this step, you can use either of options, **Text or Call**. Once you enter your phone number click **Next**
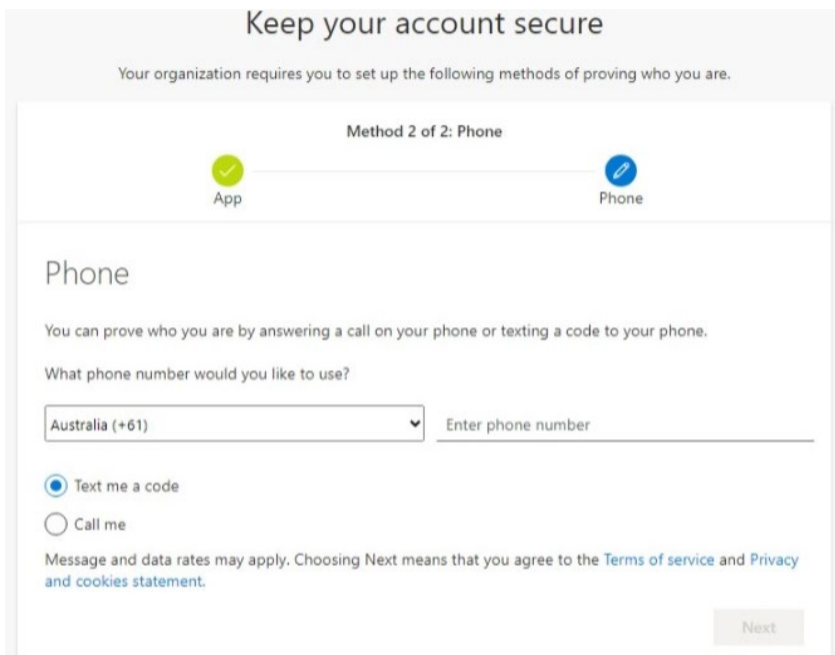
When prompted, please enter the 6-digit code that you received over **Text or Call**.
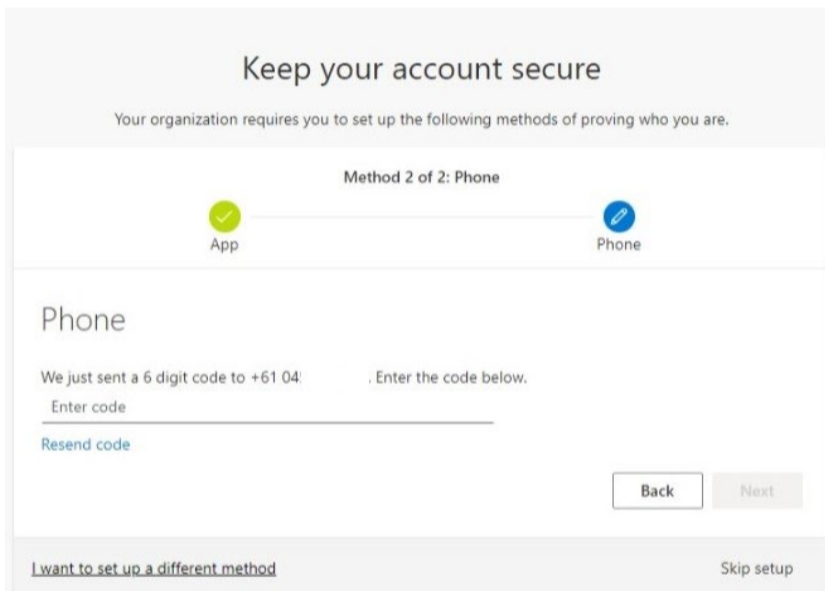
This will be the f**inal step** and you will get the following confirmation on your screen. Click **Done** and you will be taken to the Office 365 welcome page.
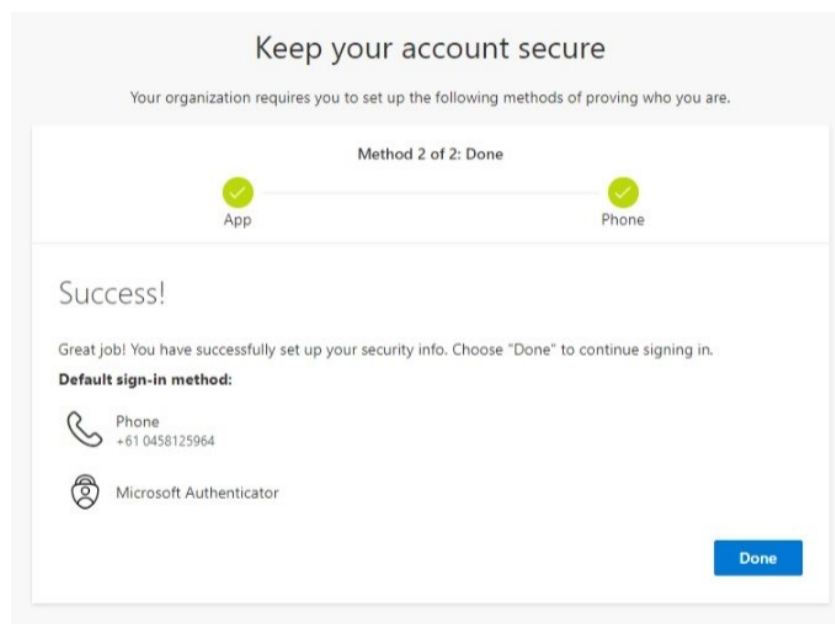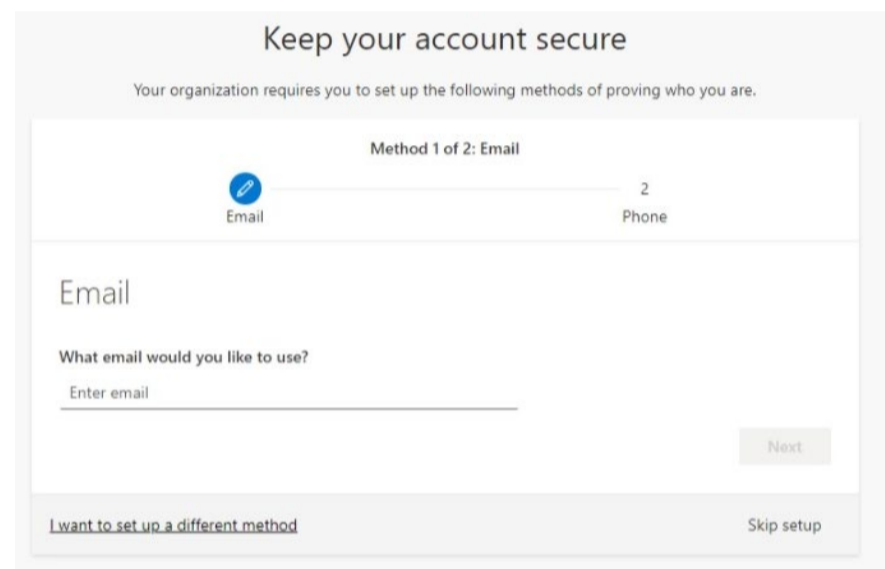

Option 2 – Phone Number and Email

If you do not wish to install the Authenticator app on your device select **I want to setup a different method** option.
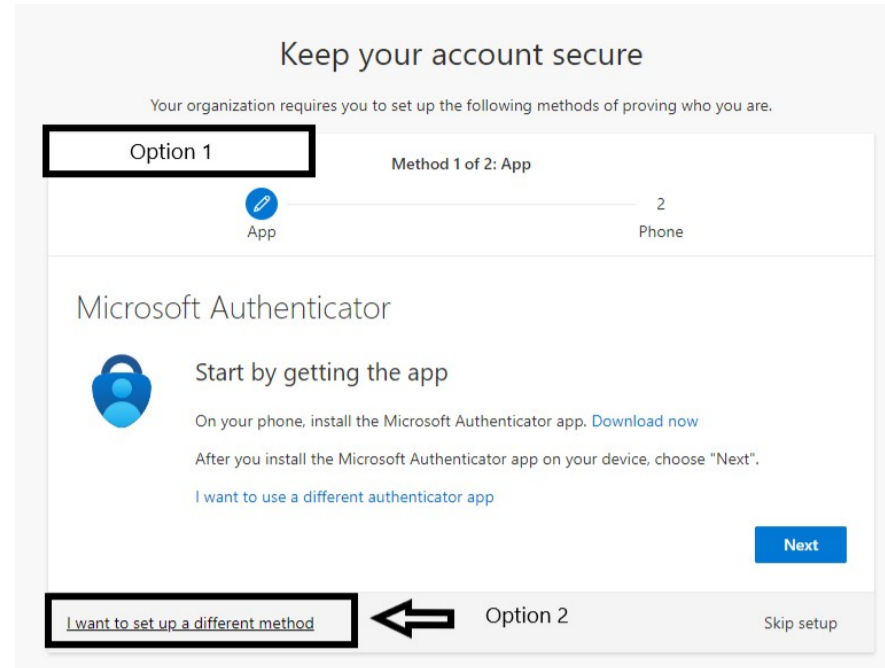

This will require an **Email and a phone number** as the authentication method.

Please enter a **personal email address** and Press **Next**. You will receive a 6-digit number to your email, **enter the code and click next**, then follow the same procedure to setup your **phone number**. Once complete you will be taken to the Microsoft Office 365 Home Page.

4. Accessing your email from Microsoft Office 365

Once you complete all the steps above, you will be directed to the Microsoft Office 365 Welcome Page, where you will see all the apps available on the left-hand side. All your communication from your Lecturer and CRTAFE will be via Outlook. If You click on Outlook, it will take you to the outlook homepage.
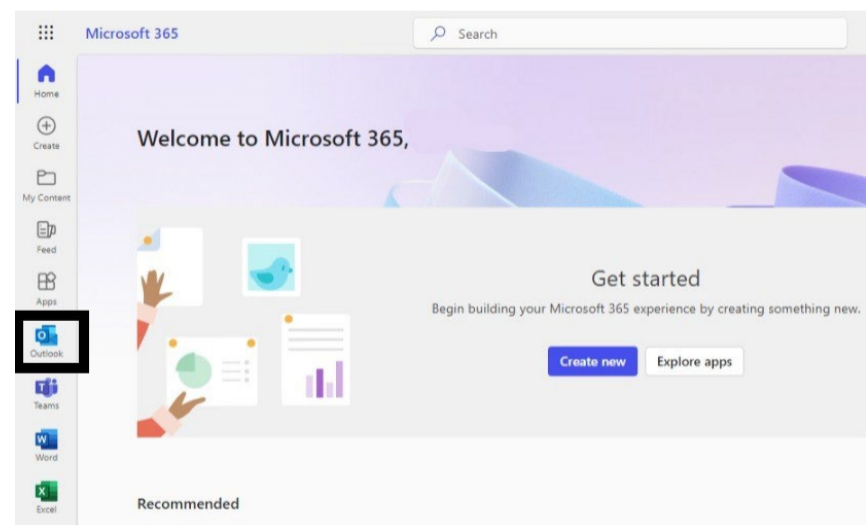

NOTE:

- If you have an existing Office 365 work or school account this might cause issues signing into your Tafe Office 365 account. Please use In Private Window – Microsoft Edge, New Incognito Window - Chrome or Private window in Safari as this will isolate any synced account on your web browser.
- Student passwords expire every **180 days**.

How to change your TAFE password before it expires

You can change your password from the Office 365 portal.

- Sign in to office.com with your work or school account then click on **Settings > Change your Password**.
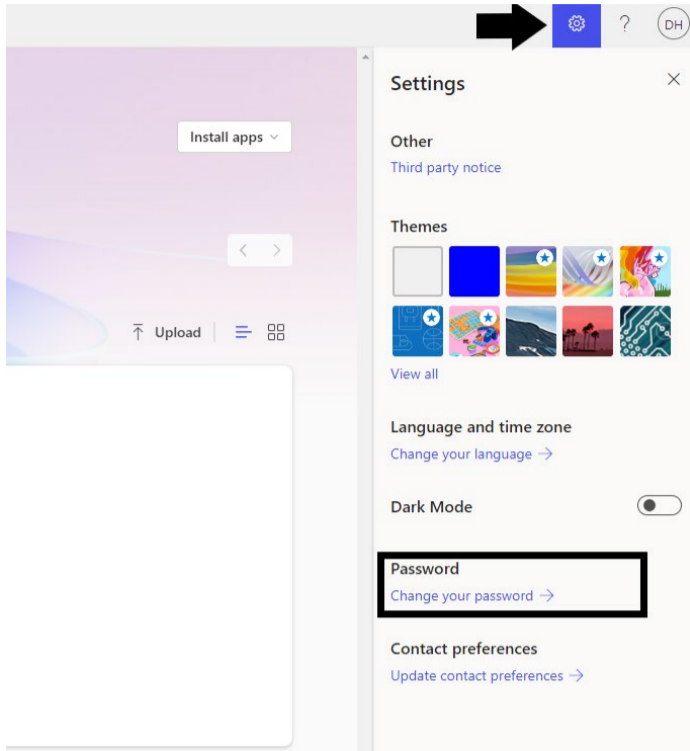
- Once clicked, it will take you to the following screen. Enter your old password. Create a new password and confirm it. Select **Submit** to finish and change your password.

How to reset your TAFE password if you forget

You can **reset your own password anytime via the Microsoft password reset portal**:

http://passwordreset.microsoftonline.com

Enter your **student email address** and characters in the picture and click **Next**.

Follow the instructions and provide your **TWO** factor verification (MFA) methods. Once complete you can enter a new password.

If you can't get this method to work, you can contact your lecturer or Client Services to request a password reset.

Need extra help?

Should you require any extra help:

T 1800 672 700

E info@crtafe.wa.edu.au

Be sure to include your preferred contact phone number in your email so we can call you.