Register & Apply Online
Save time and Apply and Register for your course before enrolments!

You can now Register and Apply to undertake a course at Central Regional TAFE. Registration and Applications for our Flexible and Online courses are open all year round.

Go to the Registration and Application Portal. You will be able to use any device or any browser for this, although Google Chrome is recommended.


As a new Student you will be taken directly to the Registration Page and can follow the instructions below.

Existing Students may like to follow the instructions listed in the HOW TO GUIDES on the myPortal page: http://www.centralregionaltafe.wa.edu.au/student-portal

**NOTE** Student passwords expire EVERY 90 days - This affects all systems INCLUDING Blackboard, Office365 (student email) and student portal.
Enter all details as required to register as a new student.

If you have logged on to the Student Portal previously refer to the Current Student Logon instructions here.

Fields identified with an * are MANDATORY.

**Email Address**
You will need to use a current email address. This address will be used for automated correspondence which includes your Application Identification Number and Logon details for the future.

**NOTE**
You will receive an automated confirmation via email of your Application ID for tracking your application.

**Terms and Conditions**
Please ensure you read through the Terms and Conditions of Registration. You will need to agree to these before progressing with your application.

You will receive an automated email to confirm your application with Central Regional TAFE.

(Email content)

Thank you for commencing an application with Central Regional TAFE.
You can use the Login ID below and the password you specified when you commenced your application to log back on to the Student Portal at any time to continue your application or respond to any further requests for information about your application.

If you have forgotten your password you can use the forgotten password facility.

Login ID: 50000012

If you require any further information or assistance please contact Central Regional TAFE on 1800 672 700 or client.services@crtafe.wa.edu.au

Kind regards,
Central Regional TAFE
It is now time to **Select the Course** that you would like to apply for.

**Step 1 : Select a Course**
You can type in a key word ie Business or scroll through the list to choose the course that you would like to lodge an application for.

**IMPORTANT NOTE**

Courses at Central Regional TAFE are often available at different Campuses as well as available in different modes of study. Remember to choose the course that identifies the correct CAMPUS & MODE for you.

Once you are sure you have found the correct course at the right campus, click **ADD TO APPLICATION**.

**IMPORTANT NOTE**
You can choose more than one course if you are not sure about your first choice or preference.
Once you have chosen the course(s) that you would like to Apply for, click **Next** in the top right of the screen.

Follow the identified Steps from Step 1 to Step 5. A green tick symbol identifies that you have successfully completed the information required in each Step.
Step 2 : Applicant Details
Continue to complete all of the necessary information under Steps 1 to 5 to build your application.

Step 2
Applicant

Not all of the information in the following steps are mandatory, however providing more information will assist staff to determine your entry eligibility in a timely way and potentially release an offer earlier.

Important Information about Applicant Details

**MANDATORY INFORMATION**

*Phone*: it is important that we are able to contact you regarding your course and study at Central Regional TAFE.

*Email*: The primary way in which we will contact you whilst you undertake study with us at Central Regional TAFE, is via email. Please make sure you have a valid email address that you use regularly.

*Country/Address/City/Postcode/State*: Central Regional TAFE must record current address details.

*Citizenship and Cultural Details/Citizen Type/Main Language & Country of Birth*: These are important so that we can adequately assess your eligibility to enrol and to support your enrolment once enrolled.
Once you have completed all of the **MANDATORY** details in this section you can CLICK NEXT.

**STEP 3 : EDUCATIONAL BACKGROUND**

Whilst this step is not mandatory it will help our lecturing staff consider your suitability to guide making an offer for your selected course of study. This information is particularly important for courses where the entry is competitive.

Once you have completed as much information as possible in this section CLICK NEXT.

**STEP 4 : REQUIREMENTS**

Again this step is not mandatory but will help us to assess your eligibility in certain areas.

*You can upload copies of scanned documents such as your Concession Details for faster processing.*
STEP 5: Review

In Step 5 you will have an opportunity to review the information that you have provided. If you need to return to a Step to alter or add any additional information you can simply click on the Step number on the left navigation panel to return to that section of your application.

Submit your Application

Once you are comfortable with the information in your application you can CLICK SUBMIT in the top right corner of your screen.

Take note of the APPLICATION ID number which you can use in the future to search for details about the progress of your application.

You will receive an automated email response to acknowledge the successful submission of your application.

Automated email response
Checking on your application

Whilst you are already in the Student Portal and Application area you can check your application by clicking on the VIEW button. You can clearly see the status of your application in the top right of the screen.

Progressing to Enrolment

During set enrolment periods you will be required to attend the College Campus to formally enrol. Your OFFER and successful submission of your application may be advised prior to dedicated enrolment days if your enrolment has been approved by Lecturing staff. On some occasions for certain courses you may be required to attend the College to discuss your application and suitability with a Lecturer before an OFFER can be made.
Logging back into the Student Portal

You can access the Student Portal and your application information via the Central Regional TAFE Student Portal page. Go to the Central Regional TAFE Student Portal page (address below) and click on the Student Portal button to logon.


You will need your details from when you first setup your account at Registration.
Once you are in the Student Portal you will be able to access your APPLICATION and update your DETAILS as you require by clicking on the appropriate tiles.

Click on the My Applications tile to review your application and check its progress.

The Central Regional TAFE Student Portal has access to a range of student support materials.

If you require assistance with your Registration and/or Application please contact our Student or Client Services Teams:

via email at: info@crtafe.wa.edu.au

phone: 1800 672 700