

How to add or drop classes using myTAFESA

If you require further assistance the following options are available:

- Freecall 1800 882 661
- If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service www.relayservice.gov.au
- Visit **iCentral** or the **Student Hub** at your local campus (check the TAFESA website for opening hours).

DO NOT USE Microsoft Edge as your web browser to access myTAFE SA

Use this guide to **add new classes** or **drop existing classes** (page 7).

For detailed instructions on how to log in and register please refer to the **Register using myTAFESA – Reference Guide** found [here](#).

STEP BY STEP - ADD NEW CLASSES

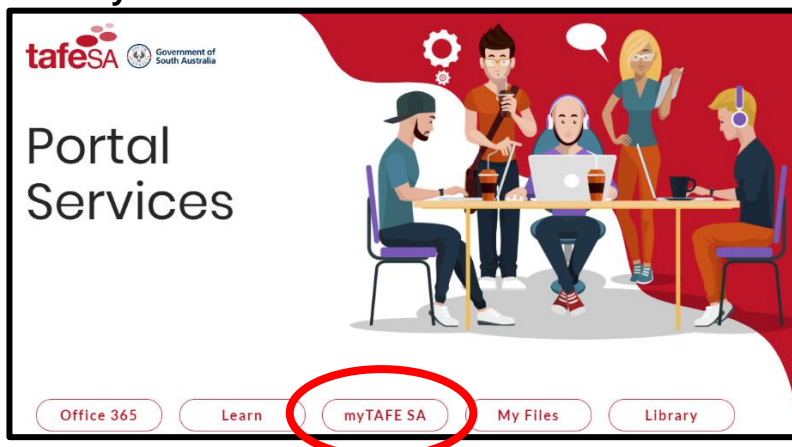
Open the TAFE SA website (www.tafesa.edu.au).
Click on **Portal**.



Enter your **TAFE SA email address** and **password** and click **Sign In**.



This will open the **Portal Services page**.
Click **myTAFESA**.



How to add or drop classes using myTAFESA

Click **Student** to view your account and registration details.

The screenshot shows the 'Self Service' page of the TAFE SA Student Information System. At the top, there is a red header with the 'tafeSA' logo and the Government of South Australia emblem. Below the header, a welcome message reads 'Welcome, [redacted], to the TAFE SA Student Information System!'. The main content area features two buttons: 'Student' and 'Personal Information'. The 'Student' button is circled in red. Below the 'Student' button, there is a description: 'Enrol in classes, apply for admissions, manage your student account and view your academic records'. Below the 'Personal Information' button, there is a description: 'View and update phone, addresses, email and emergency contact information; change of name information; change your PIN or security questions.'

Click **Registration & Enrolment** then click **Enrol – Add or Drop Classes**.

The screenshot shows the 'Self Service' page with a breadcrumb trail: 'Home > Student > Registration & Enrolment'. Below the breadcrumb trail, there are two buttons: 'Student' and 'Personal Information'. The 'Student' button is highlighted. Below the buttons, there is a section titled 'Registration & Enrolment' with a description: 'Enrol Now - add or drop classes'. This section is circled in red. Below this section, there is a list of links: 'Enrol - Add or Drop Classes' and 'Week at a Glance'. The 'Enrol - Add or Drop Classes' link is circled in red. To the right of the 'Registration & Enrolment' section, there are three other sections: 'Admissions', 'Student Account', and 'Student Records'. Each section has a description of its function.

Use the drop-down box alongside Select a Term and choose the applicable **Semester** then click **Submit**.

The screenshot shows the 'Registration Term' page. At the top, there is a red header with the 'tafeSA' logo and the Government of South Australia emblem. Below the header, a welcome message reads 'Welcome, [redacted], to the TAFE SA Student Information System!'. The main content area features a breadcrumb trail: 'Home > Student > Registration & Enrolment > Select Term'. Below the breadcrumb trail, there is a section titled 'IMPORTANT INFORMATION ABOUT YOUR ENROLMENT'. This section contains three paragraphs of text. Below the text, there is a form with a label 'Select a Term:' and a drop-down menu. The drop-down menu is circled in red. Below the drop-down menu, there is a button labeled 'Submit'. The 'Submit' button is circled in red.

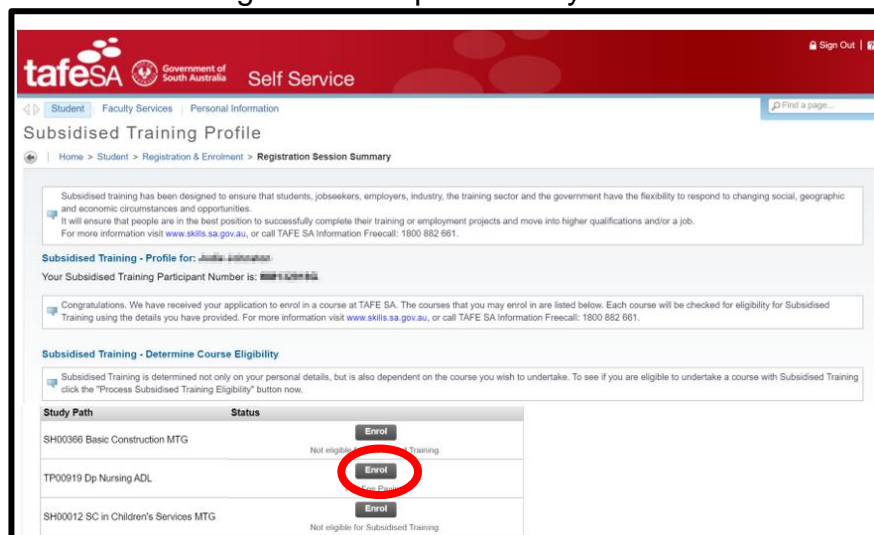
NOTE: If you select the wrong Semester go back to the previous screen (Registration & Enrolment) and click Select Term.

How to add or drop classes using myTAFESA

If your personal information is incomplete (e.g. missing address or telephone details, Unique Student Identifier (USI) details not given) the Pre-Enrolment Checklist – Contact Details page will be displayed. Follow the prompts to enter the required information and when complete the Subsidised Training Profile page will then be displayed.

If your personal information is up to date the **Subsidised Training Profile** page will be displayed.

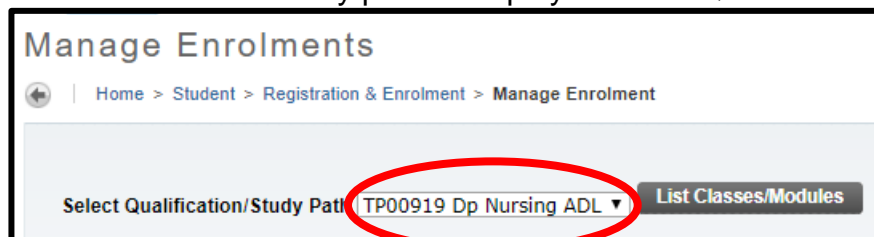
Click **Enrol** alongside the required Study Path.



Study Path	Status	Enrol
SH00366 Basic Construction MTG	Not eligible for Subsidised Training	Enrol
TP00919 Dp Nursing ADL	Not eligible for Subsidised Training	Enrol
SH00012 SC in Children's Services MTG	Not eligible for Subsidised Training	Enrol

The **Manage Enrolments** page is displayed.

Ensure the correct study path is displayed in the Qualification/Study path field.



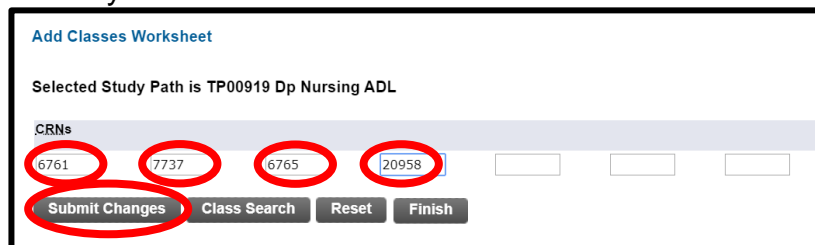
Manage Enrolments

Home > Student > Registration & Enrolment > Manage Enrolment

Select Qualification/Study Path: TP00919 Dp Nursing ADL List Classes/Modules

Enter the **Course Reference Numbers (CRNs)** into the fields provided.

Check you have entered the correct CRNs then click **Submit Changes**.



Add Classes Worksheet

Selected Study Path is TP00919 Dp Nursing ADL

CRNs

6761 7737 6765 20958

Submit Changes Class Search Reset Finish

How to add or drop classes using myTAFESA

The **Registration Start Date Confirmation** page is displayed.

If your CRNs have a set start date a date will already appear in the start date field.

If there is a range of permitted start dates as in the screen shot below, you will need to enter the date you will start the class in the format DD/MM/YYYY or select the date from the calendar. The date must be either today's date or a future date.

Click **Submit Changes**.

Registration Start Date Confirmation

Home > Registration Start Date Confirmation

A start date is required for one or more courses. Enter a valid date, within the Permitted Start Date Range, in the Start Date field. An error message will be displayed if the start date is not within the permitted start date range.

The start date field will show "class started, cannot register" if the permitted start date has passed. Please contact local campus for assistance.

The Start Date may not be earlier than today.

If you are going to utilise a VET Student Loan or a FEE-HELP Loan to pay for a CRN, please ensure the start date entered on this page is the same as the start date provided by your Education Program Area.

Also note: For a CRN to be eligible for VET Student Loan there must be at least 15 days between the date you register (today) and your Census Date. This can be viewed in the "Number of Days until your Census Date" column after entering a start date.

CRN	Course	Course Title	Duration	Permitted Start Dates	Start Date	Number of Days Until Your Census Date	Census Date
6761	CHC HAARS	Apply legal and ethical parameters to nursing practice	15 WKS	18/02/2020 to 23/06/2020	22/04/2020	5 days	12/05/2020
7737	CHC HAARR	Administer and monitor medicines and intravenous therapy	15 WKS	06/02/2020 to 24/06/2020	29/04/2020	42 days	19/05/2020
6765	CHC HAARK	Apply communication skills in nursing practice	15 WKS	18/02/2020 to 23/06/2020	28/04/2020	4 days	18/05/2020
20950	CHC	Analyse and respond to client health information	10 WKS	27/04/2020 to 01/05/2020	29/04/2020	5 days	12/05/2020

Submit Changes

NOTE: If you are registering into a VET Student Loan Eligible qualification, the census date will be displayed as soon as you have entered the start date.

Important Note: If you receive a Program Curriculum error, please call TAFE SA on 1800 882 661 (free call). You are not registered into the CRN at this time and will be unable to register into the CRN online until you resolve the issue.

If you enrol successfully the **Manage Enrolments** page will be displayed.

Check your registrations and if everything is correct click **Finish**.

Manage Enrolments

Home > Student > Registration & Enrolment > Manage Enrolment

Select Qualification/Study Path: TP00919 Dp Nursing ADL **List Classes/Modules**

Current Schedule section:

- The classes which you have been enrolled into will be displayed in the "Current Schedule" section.
- To drop classes, select "Drop Class" from the drop down table in the "Action" column, then click "Submit Changes".
- The "Current Schedule" section will not be displayed if you have not enrolled into any classes for the current semester.

Add Classes Worksheet section:

- To enrol into classes, key in the CRNs (1 CRN in each box), in the boxes provided, then click "Submit Changes".
- If you wish to enrol into classes by selecting from a list of CRNs for your program, click on "Class/Module List".

TAFE SA Refund and Withdrawal Information

Important Information for Students Receiving Centrelink Benefits:

Some Centrelink payments are dependent upon maintaining a full time study load. If you are in receipt of such Centrelink benefits, please ensure you advise Centrelink of any changes to your study load. If you need assistance on matters related to Centrelink benefits, please contact Centrelink.

If a CRN number appears in RED please check the Registration Add Warnings below.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 07 Apr, 2020	None	6761	CHC	HAARS	0	Vocational Education	30.000	Pass/Fail	Apply legal and ethical parameters to nursing practice	TP00919 Dp Nursing ADL	12/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	None	7737	CHC	HAARR	0	Vocational Education	250.000	Pass/Fail	Administer and monitor medicines and intravenous therapy	TP00919 Dp Nursing ADL	19/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	None	20950	CHC	HAARS	0	Vocational Education	60.000	Pass/Fail	Analyse and respond to client health information	TP00919 Dp Nursing ADL	12/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	None	6765	CHC	HAARK	0	Vocational Education	50.000	Pass/Fail	Apply communication skills in nursing practice	TP00919 Dp Nursing ADL	18/05/2020	Yes - Loan cap restrictions may apply

Total Credit Hours: 430.000
Billing Hours: 430.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 07 Apr, 2020 11:15 am

Add Classes Worksheet

Selected Study Path is TP00919 Dp Nursing ADL

CRNs

Submit Changes **Class Search** **Ref** **Finish**

NOTE: If any changes are required please see the section drop existing classes (page 7).

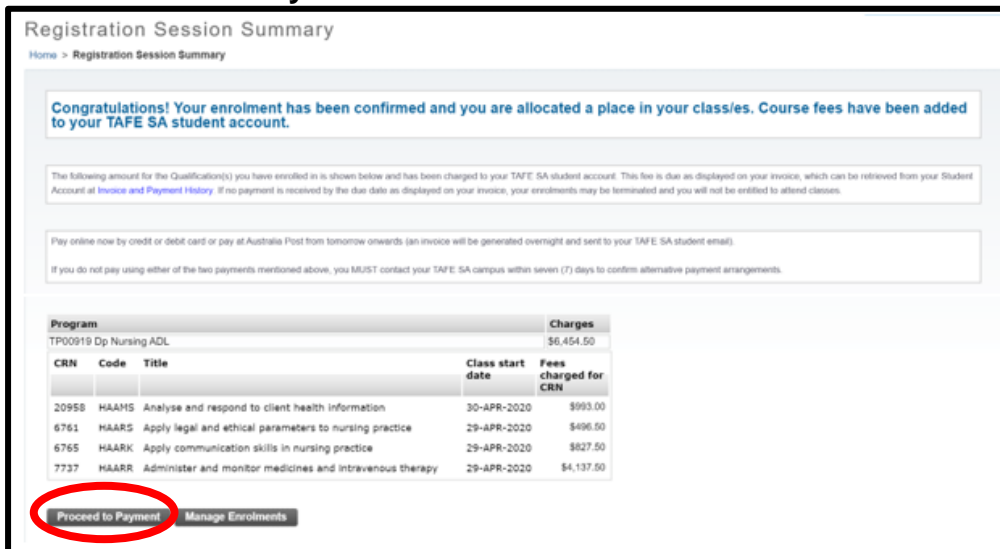
How to add or drop classes using myTAFESA

The **Registration Session Summary** page is displayed.

This page advises you of the course fees that have been charged to your TAFE SA account.

Important Note: Check your charges for your classes. If they are not correct, please contact TAFE SA on 1800 882 661 (free call).

Click **Proceed to Payment**



Registration Session Summary

Home > Registration Session Summary

Congratulations! Your enrolment has been confirmed and you are allocated a place in your class/es. Course fees have been added to your TAFE SA student account.

The following amount for the Qualification(s) you have enrolled in is shown below and has been charged to your TAFE SA student account. This fee is due as displayed on your invoice, which can be retrieved from your Student Account at [Invoice and Payment History](#). If no payment is received by the due date as displayed on your invoice, your enrolments may be terminated and you will not be entitled to attend classes.

Pay online now by credit or debit card or pay at Australia Post from tomorrow onwards (an invoice will be generated overnight and sent to your TAFE SA student email).

If you do not pay using either of the two payments mentioned above, you MUST contact your TAFE SA campus within seven (7) days to confirm alternative payment arrangements.

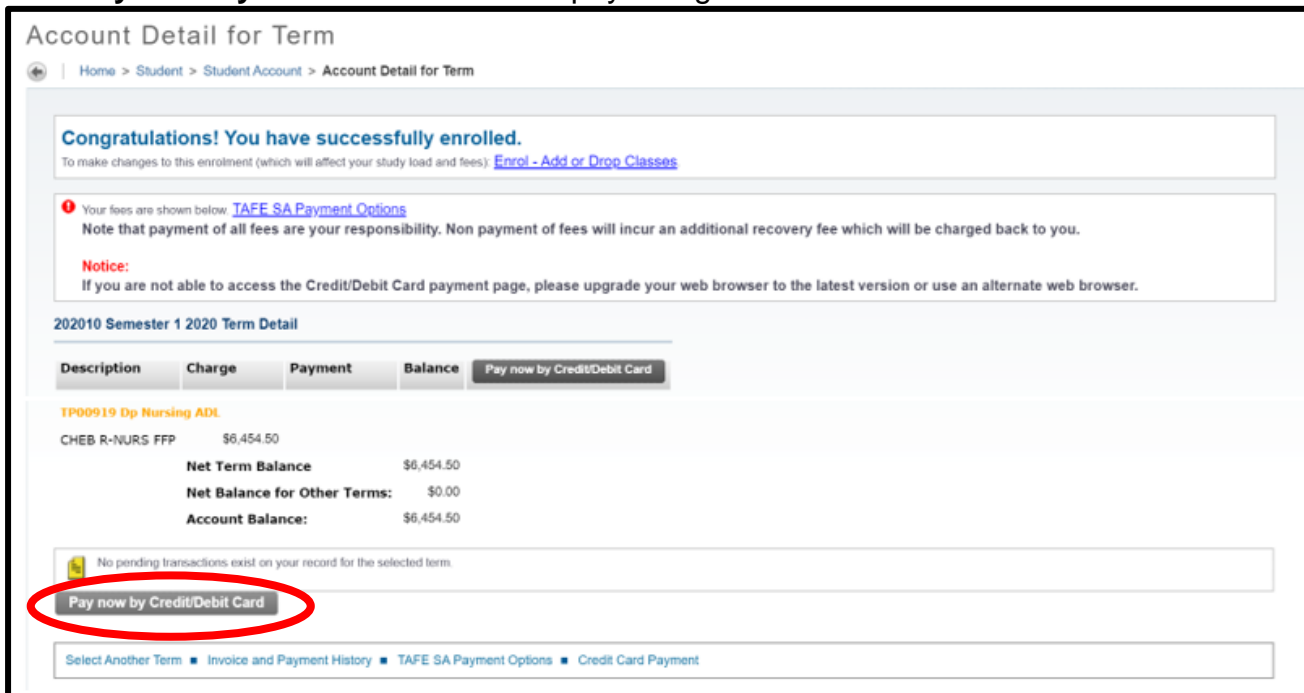
Program				Charges	
CRN	Code	Title	Class start date	Fees charged for CRN	
TP00919 Dp Nursing ADL					
20950	HAAMS	Analyse and respond to client health information	30-APR-2020	\$993.00	
6761	HAARS	Apply legal and ethical parameters to nursing practice	29-APR-2020	\$496.50	
6765	HAARK	Apply communication skills in nursing practice	29-APR-2020	\$627.50	
7737	HAARR	Administer and monitor medicines and intravenous therapy	29-APR-2020	\$4,137.50	

Proceed to Payment Manage Enrolments

Important Note: It is important to make payment or payment arrangements promptly after registering. Payment of all fees are your responsibility. Non-payment of fees will incur an additional recovery fee which will be charged back to you.

The **Account Detail for Term** page is displayed.

Click **Pay Now by Credit/Debit Card** to pay charges with a valid credit card.



Account Detail for Term

Home > Student > Student Account > Account Detail for Term

Congratulations! You have successfully enrolled.

To make changes to this enrolment (which will affect your study load and fees): [Enrol - Add or Drop Classes](#)

Notice: Your fees are shown below. [TAFE SA Payment Options](#). Note that payment of all fees are your responsibility. Non payment of fees will incur an additional recovery fee which will be charged back to you.

If you are not able to access the Credit/Debit Card payment page, please upgrade your web browser to the latest version or use an alternate web browser.

202010 Semester 1 2020 Term Detail

Description	Charge	Payment	Balance
TP00919 Dp Nursing ADL			
CHEB R-NURS FFP	\$6,454.50		
Net Term Balance			\$6,454.50
Net Balance for Other Terms:			\$0.00
Account Balance:			\$6,454.50

No pending transactions exist on your record for the selected term.

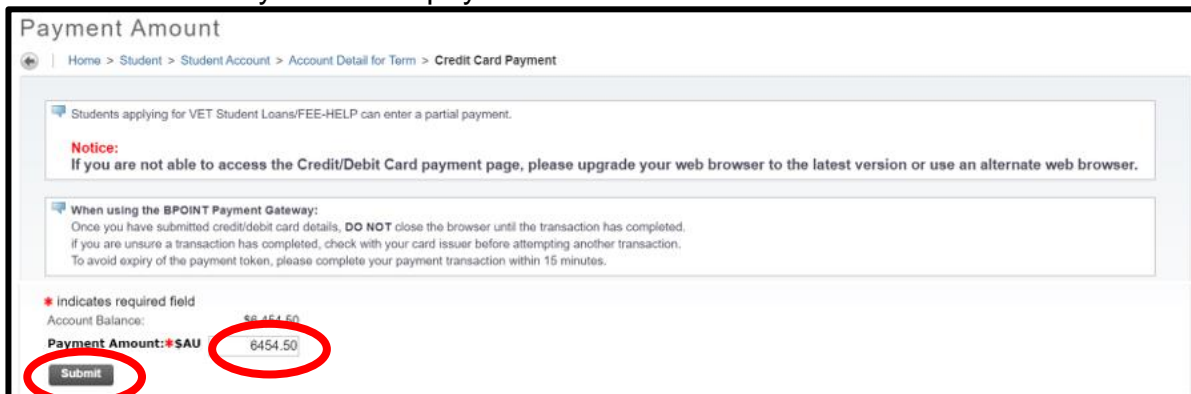
Pay now by Credit/Debit Card

Select Another Term | Invoice and Payment History | TAFE SA Payment Options | Credit Card Payment

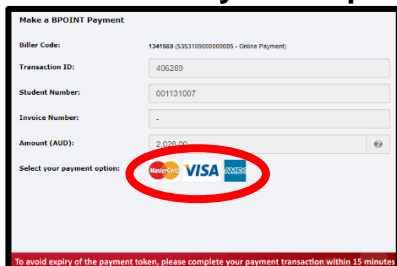
NOTE: To view the available payment options click on [TAFE SA Payment Options](#).

How to add or drop classes using myTAFESA

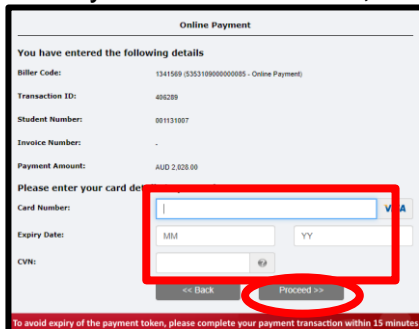
The **Payment Amount page** is displayed.
Enter the amount you wish to pay and click **Submit**.



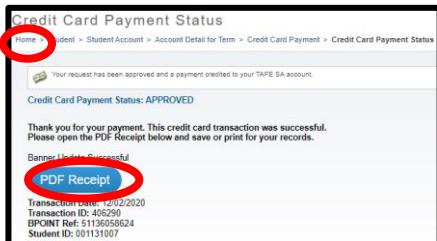
The **Make a BPOINT Payment page** is displayed.
Click on the **Payment Option** (card type) you are using to make payment.



The **Online Payment page** is displayed.
Enter your **Card Number**, **Expiry Date** and **CVN** then click **Proceed**.



Click **PDF Receipt** to view your receipt (this can be printed or saved)
OR
Click **Home**



When you have finished using myTAFESA make sure you click **Sign Out**.

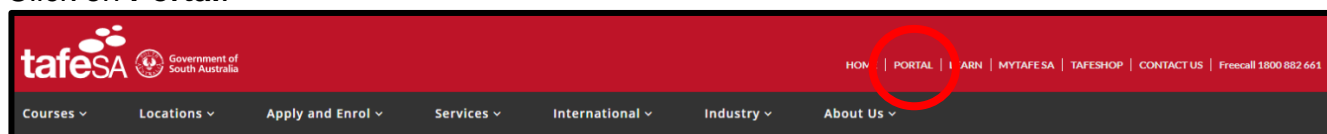


How to add or drop classes using myTAFESA

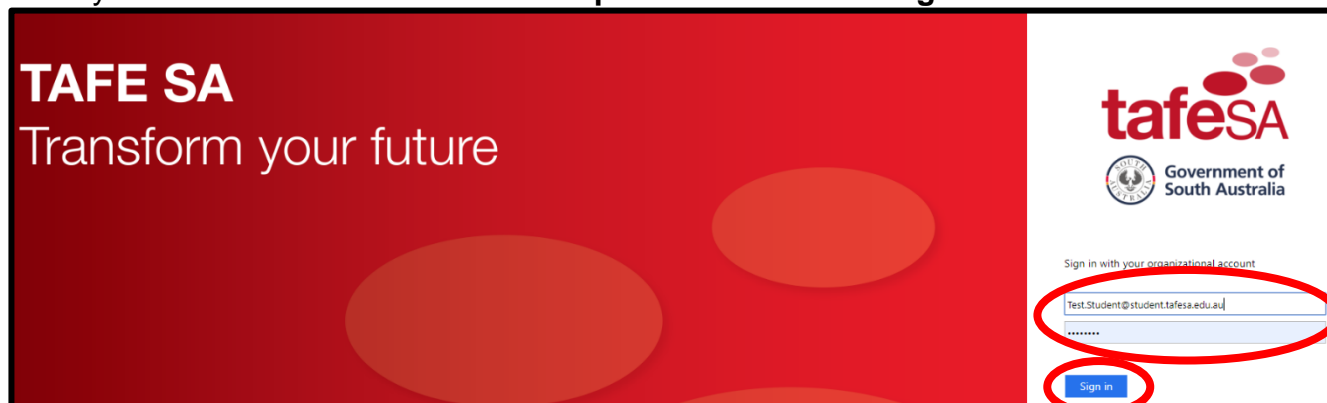
Important Note: Please make sure you have read the TAFE SA Withdrawals and Refunds information as found on the TAFE SA website, click [here](#). Any student thinking of withdrawing from study should inform the program area as soon as possible. Student services staff are available to discuss and help resolve difficulties that might influence a student's decision to withdraw.

STEP BY STEP - DROP EXISTING CLASSES

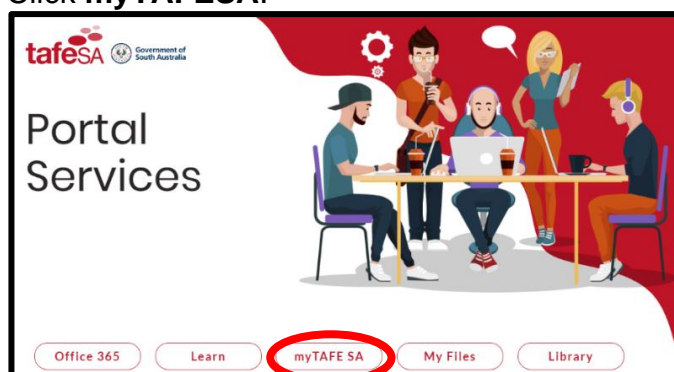
Open the TAFE SA website (www.tafesa.edu.au).
Click on **Portal**.



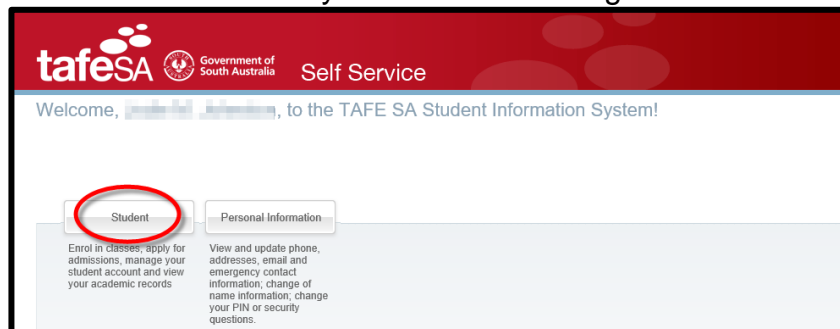
Enter your **TAFE SA email address** and **password** and click **Sign In**.



This will open the **Portal Services** page.
Click **myTAFESA**.

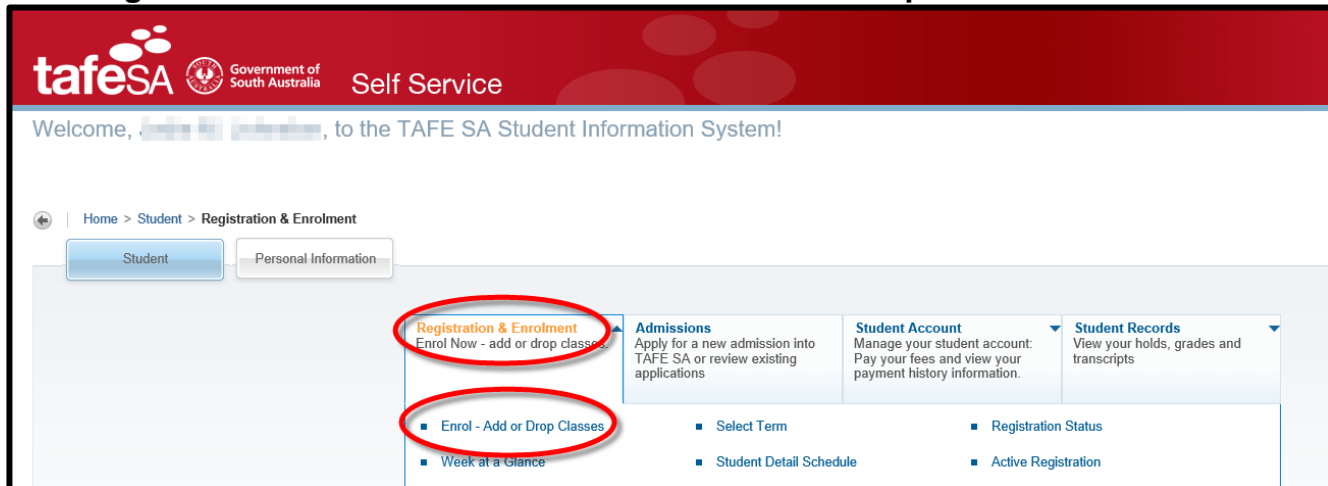


Click **Student** to view your account and registration details.



How to add or drop classes using myTAFESA

Click **Registration & Enrolment** then click **Enrol – Add or Drop Classes**.



Welcome, [User Name], to the TAFE SA Student Information System!

Home > Student > Registration & Enrolment

Student | Personal Information

Registration & Enrolment
Enrol Now - add or drop classes

Admissions
Apply for a new admission into TAFE SA or review existing applications

Student Account
Manage your student account: Pay your fees and view your payment history information.

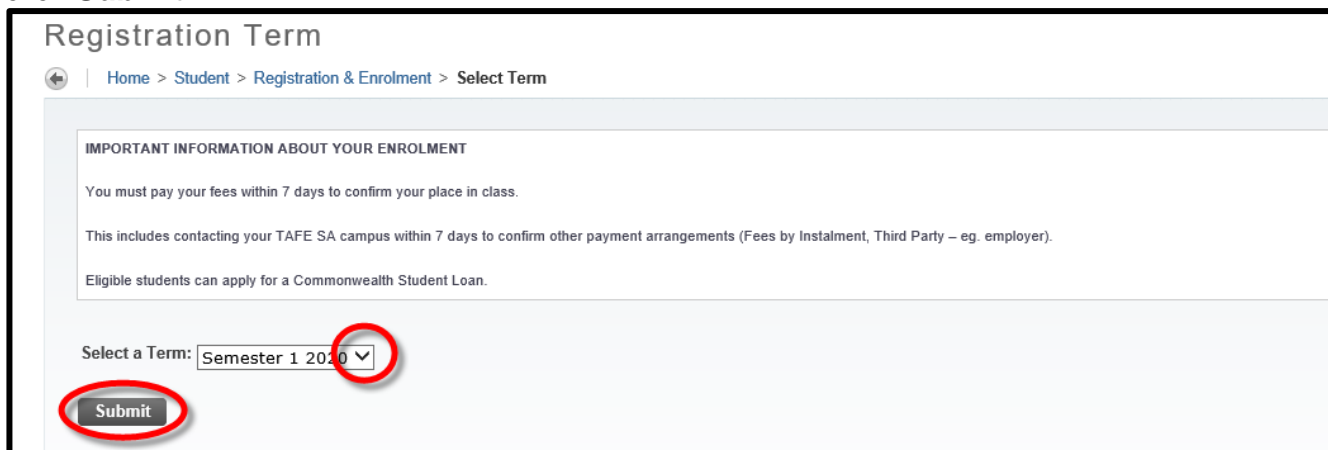
Student Records
View your holds, grades and transcripts

■ Enrol - Add or Drop Classes
■ Week at a Glance

■ Select Term
■ Student Detail Schedule

■ Registration Status
■ Active Registration

Use the drop-down box alongside Select a Term and choose the applicable **Semester** then click **Submit**.



Registration Term

Home > Student > Registration & Enrolment > Select Term

IMPORTANT INFORMATION ABOUT YOUR ENROLMENT

You must pay your fees within 7 days to confirm your place in class.

This includes contacting your TAFE SA campus within 7 days to confirm other payment arrangements (Fees by Instalment, Third Party – eg. employer).

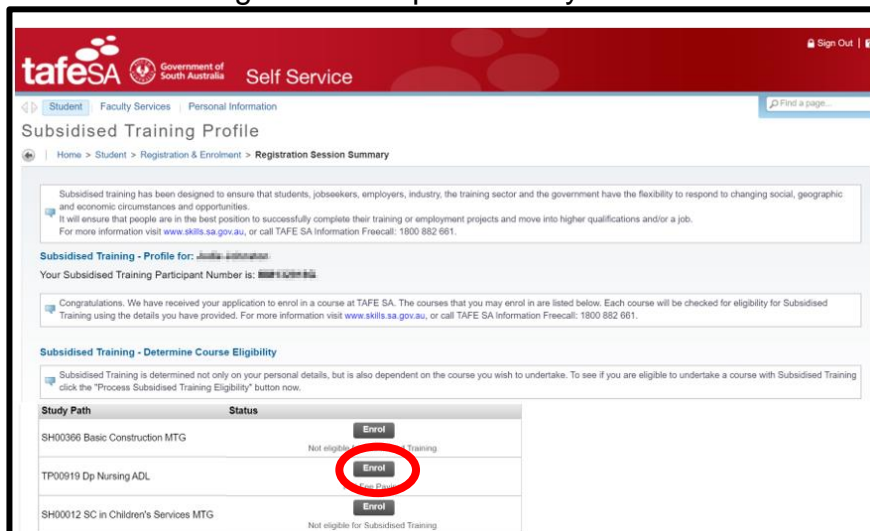
Eligible students can apply for a Commonwealth Student Loan.

Select a Term: Semester 1 2020

Submit

NOTE: If you select the wrong Semester go back to the previous screen (Registration & Enrolment) and click Select Term.

The **Subsidised Training Profile** page will be displayed.
Click **Enrol** alongside the required Study Path.



tafeSA Government of South Australia Self Service

Student | Faculty Services | Personal Information

Find a page...

Subsidised Training Profile

Home > Student > Registration & Enrolment > Registration Session Summary

Subsidised training has been designed to ensure that students, jobseekers, employers, industry, the training sector and the government have the flexibility to respond to changing social, geographic and economic circumstances and opportunities.
It will ensure that people are in the best position to successfully complete their training or employment projects and move into higher qualifications and/or a job.
For more information visit www.skills.sa.gov.au, or call TAFE SA Information Freecall: 1800 882 661.

Subsidised Training - Profile for: [Student Name]

Your Subsidised Training Participant Number is: [Participant Number]

Congratulations. We have received your application to enrol in a course at TAFE SA. The courses that you may enrol in are listed below. Each course will be checked for eligibility for Subsidised Training using the details you have provided. For more information visit www.skills.sa.gov.au, or call TAFE SA Information Freecall: 1800 882 661.

Subsidised Training - Determine Course Eligibility

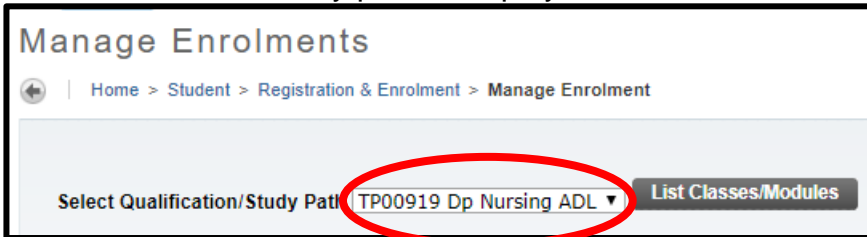
Subsidised Training is determined not only on your personal details, but is also dependent on the course you wish to undertake. To see if you are eligible to undertake a course with Subsidised Training click the "Process Subsidised Training Eligibility" button now.

Study Path	Status
SH00366 Basic Construction MTG	Not eligible for Subsidised Training
TP00919 Dp Nursing ADL	Enrol
SH00012 SC in Children's Services MTG	Not eligible for Subsidised Training

How to add or drop classes using myTAFESA

The **Manage Enrolments** page is displayed.

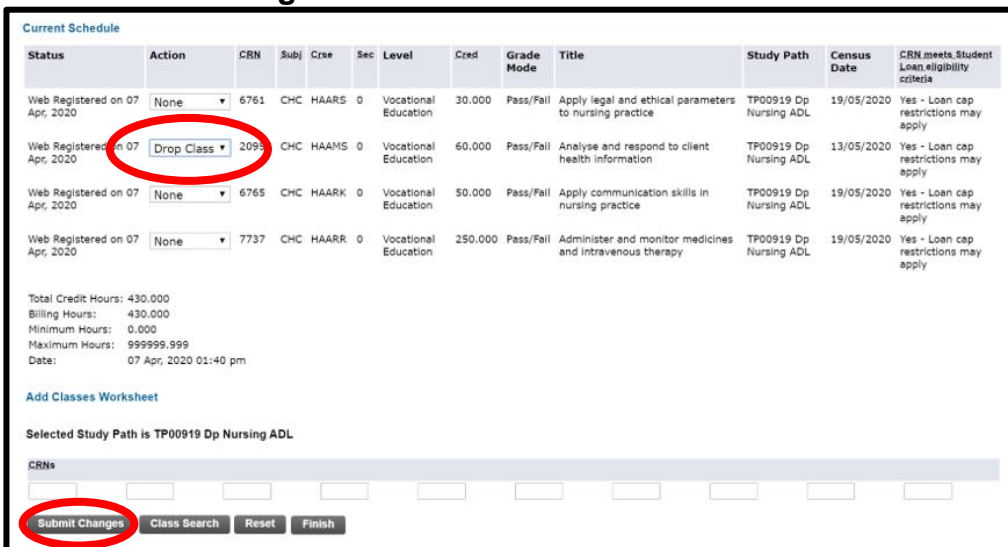
Ensure the correct study path is displayed in the Qualification/Study path field.



For classes that have NOT commenced:

Select **Drop Class** from the Action drop-down list alongside the class you are dropping.

Click **Submit Changes**.



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 07 Apr, 2020	None	6761	CHC	HAARS	0	Vocational Education	30.000	Pass/Fail	Apply legal and ethical parameters to nursing practice	TP00919 Dp Nursing ADL	19/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	Drop Class	2099	CHC	HAAMS	0	Vocational Education	60.000	Pass/Fail	Analyse and respond to client health information	TP00919 Dp Nursing ADL	13/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	None	6765	CHC	HAARK	0	Vocational Education	50.000	Pass/Fail	Apply communication skills in nursing practice	TP00919 Dp Nursing ADL	19/05/2020	Yes - Loan cap restrictions may apply
Web Registered on 07 Apr, 2020	None	7737	CHC	HAARR	0	Vocational Education	250.000	Pass/Fail	Administer and monitor medicines and intravenous therapy	TP00919 Dp Nursing ADL	19/05/2020	Yes - Loan cap restrictions may apply

Total Credit Hours: 430.000
Billing Hours: 430.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 07 Apr, 2020 01:40 pm

Add Classes Worksheet

Selected Study Path is TP00919 Dp Nursing ADL

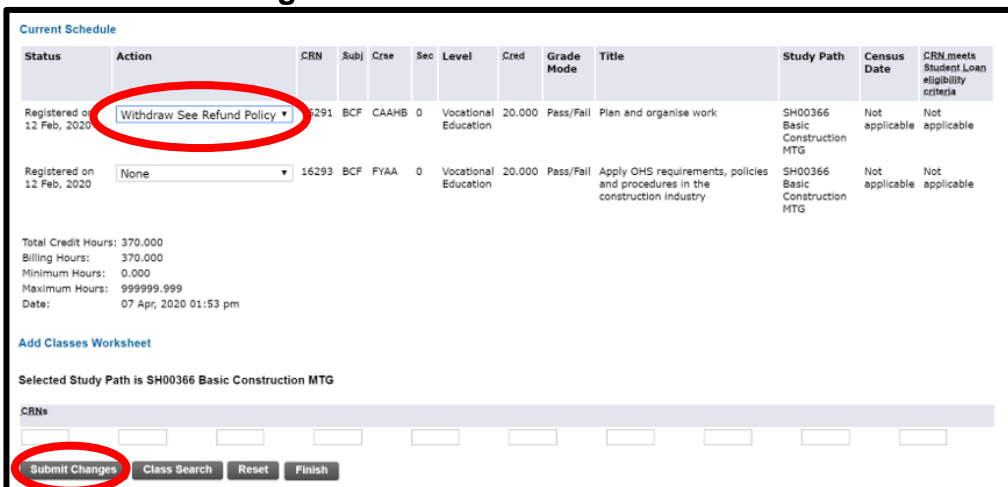
CRNs

Submit Changes Class Search Reset Finish

For classes that have commenced:

Select **Withdraw See Refund Policy** from the Action drop-down list alongside the class you are dropping.

Click **Submit Changes**.



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Registered on 12 Feb, 2020	Withdraw See Refund Policy	1291	BCF	CAAHB	0	Vocational Education	20.000	Pass/Fail	Plan and organise work	SH00366 Basic Construction MTG	Not applicable	Not applicable
Registered on 12 Feb, 2020	None	16293	BCF	FYAA	0	Vocational Education	20.000	Pass/Fail	Apply OHS requirements, policies and procedures in the construction industry	SH00366 Basic Construction MTG	Not applicable	Not applicable

Total Credit Hours: 370.000
Billing Hours: 370.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 07 Apr, 2020 01:53 pm


Add Classes Worksheet

Selected Study Path is SH00366 Basic Construction MTG

CRNs

Submit Changes Class Search Reset Finish

When you have finished using myTAFESA make sure you click **Sign Out**.



tafeSA Government of South Australia Self Service

Student Personal Information

Sign Out Help

Find a page...