



# 2023 TAFE Student @ CHEC

## Technology Access Information Sheet

UPDATED: JANUARY 2023

HINT: TAKE A PHOTO OF THIS PAGE WITH YOUR PHONE OR KEEP IN YOUR WALLET/PURSE

### Student Computer Login/Accounts

Generally, within 48 hours of completing enrolment in a TAFE course at CHEC, you will be able to access technology resources at the Coffs Harbour Education Campus. There are two main computer accounts you require to be able to login (they have SEPARATE usernames/passwords):

1. CHEC Lab Login Account (1<sup>st</sup> login for on-campus lab computers + print/copy/scan)
2. TAFE Login Account (2<sup>nd</sup> login for Email/WiFi/Student Portal/Moodle/TAFE Digital/TAFE Laptops & TAFE Labs)

#### 1. CHEC Lab Login/Account

To access the computer lab facilities, including printers/photocopiers & the website <http://printpay.scu.edu.au> you have an on-campus password.

NOTE: THIS IS THE **FIRST** LOGIN BOX THAT YOU WILL BE PRESENTED WITH ON-CAMPUS COMPUTERS/PRINTERS.

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Username = first initial of your first name + first five characters of your surname + the number 600  
e.g. John Smithville is jsmith600 or John Fox jfox600

NOTE: IF YOU ARE THE 2<sup>ND</sup> STUDENT WITH THE SAME NAME, THEN YOUR NUMBER WILL INCREASE BY ONE E.G. JANE SMITH JSMITH601, JSMITH602

Initial Password = your 8 digit DOB (ddmmyyyy)



#### 2. TAFE Login/Account

To access TAFE email, WiFi, Student Portal, Moodle, TAFE Digital, TAFE Laptops and computers in TAFE Labs (A.1.16/13, A.1.5, B.G.9, I.G.13 & S.G.6), and electronic library resources.

Username: \_\_\_\_\_

Email Address:  
Google Classroom:  
TAFE Laptops & Labs & WiFi:

@studytafensw.edu.au  
@classroom.nctafe.edu.au  
@studytafensw.edu.au

TEMPORARY PASSWORD: \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_  
(expires within 48hrs)

TO CHANGE > <http://my.tafensw.edu.au>

Password: \_\_\_\_\_

##### TAFE Password Policy

- Passwords are case sensitive and must be alphanumeric.
- Passwords should contain at least one number, lower case and uppercase character.
- Minimum length is 8 characters.
- Maximum length is 40 characters.
- Special keyboard characters are allowed (~!@#%&\*^&#{}~\_-=+[]{}<>|?').
- Mixed cases are allowed and encouraged.
- Not more than 2 repeating (AAA) characters.

NOTE: IT'S THE SAME DETAILS AS YOU'D USE TO LOGIN AT OTHER TAFE CAMPUSES

## Wireless (WiFi)

To connect to free on-campus WiFi;

✍️ **NOTE: YOU CAN'T USE YOUR TEMPORARY TAFE PASSWORD**



✍️ **NOTE: MORE DETAILED INSTRUCTIONS (with pictures) ARE AVAILABLE AT <http://wireless.tafensw.edu.au>**

## LAPTOP Windows

1. Click on WiFi and select/connect to TAFENSW
2. Enter the following:  
Username: Enter your TAFE Account Username (see page 1) with @studytafensw.edu.au  
Password: Enter your TAFE Account Password
3. Click on Connect button

✍️ **NOTE: FOR SOME WINDOWS 10 LAPTOPS, YOU MAY NEED TO ADD THE PROXY SETTING MANUALLY (START BUTTON > TYPE NETWORK PROXY > CHANGE NETWORK PROXY-> UNDER MANUAL PROXY SETUP, TURN ON USE A PROXY SERVER > TYPE IN THE ADDRESS: proxy.tafensw.edu.au AND PORT: 8080 & CLICK SAVE**

## MOBILE DEVICE

### **Android/Chromebook**



1. Go to Settings, Tap on Wi-Fi, switch Wi-Fi ON and choose TAFENSW
2. Enter the following:
  - EAP Method: PEAP
  - Phase-2 authentication: Select MSCHAPV2
  - Server Certificate: Don't Validate or None (if requested)
  - Identity: Enter your TAFE Account Username (e.g. john.smithville1@studytafensw.edu.au)
  - Password: Enter your TAFE Account Password
3. Tap Connect
4. Tap and hold TAFENSW and select Modify Network
5. Proxy Setting:
  - Tick Show Advanced Options
  - Proxy = Manual
  - Proxy Hostname = proxy.tafensw.edu.au Proxy Port = 8080

### **iPhone/iPAD**



1. Go to Settings
2. Tap on Wi-Fi
3. Switch Wi-Fi ON and choose TAFENSW
4. Enter your TAFE Login Account Username & Password (eg. john.smithville1@studytafensw.edu.au)
5. Tap Join button
6. Click Accept/Trust
7. Tap on the blue ⓘ
8. Scroll to be bottom, under HTTP PROXY select Automatic
9. Tap < Wi-Fi

## You may need to power off & on the device & try again ##

## How To Login To On-Campus Computers @ CHEC

1. Type in your CHEC Lab Login Account details (see page 1) eg jsmith600
2. Click on the arrow button

### **Sign Out (Log Off)**

*These steps ensure that it has logged off correctly and you can login to another computer straight away.*

1. Make sure all programs/windows are closed
2. Hold CTRL + ALT + DELETE on the keyboard
3. Click on the Sign Out option
4. Wait until the screen appears with the date & time before leaving the computer

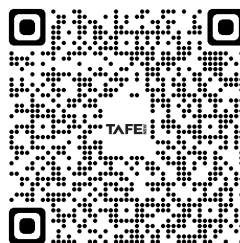


✍️ **NOTE: TAFE Laptops & A.1.16/13, A.1.5, B.G.9, I.G.13 & S.G.6**

Use your TAFE Login Account details (see page 1) e.g. john.smithville1@studytafensw.edu.au

## Other Help

- TAFE Student Support Desk – 131 601, follow the prompts (2, 2)
- Extra Technology Help Webpages
  - <https://www.scu.edu.au/tstafe>
  - <https://tafensw.libguides.com/technology>



## Multi-Factor Authentication (MFA)

The following TAFE systems may require you to approve your sign-in request. MFA is a way to better protect your information from cyber-attacks. It is optional, you will be prompted to set up an additional layer of authentication via the PingID smartphone app. More Info: <https://www.tafensw.edu.au/mfa>

## Student Email

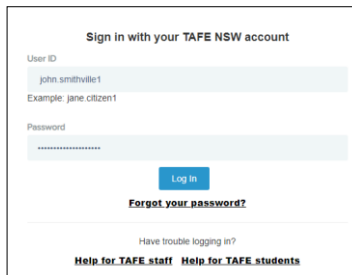
From the Student Portal (<http://my.tafensw.edu.au>), click on the Email, O365 & Teams

**What is my email address?** It is your TAFE Login Account username followed by @studytafensw.edu.au e.g. john.smithville1@studytafensw.edu.au

## Student Portal

The Student Portal allows you to access your student email, eLearning resources and enrolment.

1. <http://my.tafensw.edu.au>
2. Type your TAFE Account details (see page 1)
3. Click on the Log In button
4. Click on Agree to the Terms of Use



## Learner Portal




Learner Portal allows access to your grades, enrolment details, financial information & transcripts.

From the Student Portal (<http://my.tafensw.edu.au>), click on your region e.g. NORTH COAST

## Learning Materials & Online Classroom

Depending on your course it **MAY** involve using one of these platforms, your teacher will advise.

✍ NOTE: May require extra details/access codes to use after you login. THESE ARE ONLY AVAILABLE FROM YOUR TEACHER.

	<ul style="list-style-type: none"><li>• TAFE Digital Campus (TDC) = <a href="https://www.studytafensw.edu.au/">https://www.studytafensw.edu.au/</a></li><li>• Type your TAFE Account details (see page 1)</li></ul>
	<ul style="list-style-type: none"><li>• <a href="http://my.tafensw.edu.au">http://my.tafensw.edu.au</a> &gt; Type your TAFE Account details (see page 1)</li><li>• Click on Email, O365 &amp; Teams</li><li>• Locate the email with the Teams meeting invite and click on the link</li><li>• Click Join on the web instead</li></ul> <p>✍ NOTE: You can also access via <a href="http://teams.microsoft.com">http://teams.microsoft.com</a>, use App (Desktop or Mobile) or click on the link from the email your teacher</p>
	<ul style="list-style-type: none"><li>• Access Student Portal and select the Moodle version recommended by your teacher</li><li>• Enter Enrolment Key provided by your teacher</li></ul> <p>✍ NOTE: Alternatively, use a direct link provided by your teacher</p>

## Microsoft Office For Home Devices

Enrolled TAFE students can access **free** Microsoft Office for use on their home devices (up to 5 devices desktop, laptops & tablets).

1. Visit <http://Office.com> > Sign In with your TAFE email address
2. Click the Install Office drop-down menu button > Select Premium Office apps
3. After the Office 365 installer has been downloaded, open the installer and follow the step-by-step instructions to install it. (You can find the Installer/Setup Wizard in your Downloads folder)

## Technology Service Desk

The Technology Service Desk supports various technologies and computer systems while also having a wide range of portable equipment available for loan e.g. laptops, cameras, recorders and projectors.

Location: E.G.19 (Under Library – Student Learning Centre)  
Phone: 02 6659 3080 (1800 111 890 ask for CHEC Service Desk)

Email: [coffs.servicedesk@scu.edu.au](mailto:coffs.servicedesk@scu.edu.au)

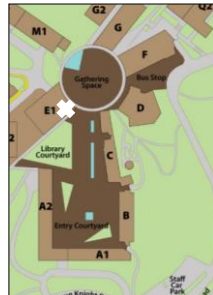
WebChat: [scu.edu.au/tstafe](http://scu.edu.au/tstafe)

Hours: Support Officer Available: Monday to Friday 9:00am - 12:00pm  
1:00pm - 3:30pm

Centre Access: Monday to Friday 7:30am - 11:00pm\*  
\*After 5:00pm requires a swipe card

Phone & WebChat Support: Monday to Friday 8:00am - 5:00pm

CLOSED – Public Holidays & Christmas to New Year



HOURS CAN BE SUBJECT TO CHANGE

## Computer Labs

The labs are located on the first two levels of A2 Block (see timetables on each door). There are also computers in the Library and E.G.19 (under Library stairs) in E1 Block.


\* LIBRARY - You can also book (<http://libcal.scu.edu.au>) a study room on Level 2 of the Library. These rooms have no permanent computers, but you can borrow a laptop from the Library desk. Each room has a wall-mounted monitor for connecting your own or Library laptops.

### **A Block Computer Lab Hours**

7:30am – 5:00pm Monday to Friday  
5:00pm – 11:00pm Monday to Friday via swipe card  
8:00am – 5:00pm Saturday & Sunday via swipe card

- Ensure you organise swipe card (after-hours) access to the computer labs/E.G.19
  - Application forms are available from the Service Desk (E.G.19)/Student Central (G.LG.7)
  - You will need to complete one of these forms at the beginning of each year
- After-Hours labs are A.G.6 – A.G.8

### **Lab Software**

A full listing is available from <http://scu.edu.au/tstafe>,  Search "Which software is where for students"

### **Print/Copy/Scan**

To be able to print/copy/scan you will need to do the following first:

1. Obtain a TAFE student ID card from TAFE Student Central – G.LG.7
2. Login to a CHEC Lab Computer (A2/E1 Block) & if prompted, change the password
3. Register card at the printer/copier username = student\xxxxx600 – CHEC Lab Account (see page 1)
4. Add credit to your TAFE Student ID card @
  - a. Equitrac Pay Station (Library), min 20c
  - b. From on-campus computers (A2/E1 Block) go to "Add Print Credit" (desktop shortcut) (PayPal/Credit or Debit Card \$5 to \$50) – CHEC Lab Account (see page 1)



Printing: Select FollowYou printer queue and release/collect your printing **within 3 hours**

Instructions: Detailed instructions are available at the locations

Locations: A.G.5-8 Foyer, A.G.9-12 Foyer, Outside A.1.24 and Library 1st + 2nd Floor, E.G.19

Cost Per Page: A4 B&W \$0.09, A4 Duplex B&W \$0.16, A4 Colour \$0.60, A4 Duplex Colour \$0.90

## Other Information

- Loan Laptops – available for a short-term loan from the Library or Technology Service Desk
- Backup – store your files in at least two separate locations i.e. U drive, USB device or Cloud storage
- USB Devices – please note that these devices can corrupt easily. Saving assignments only to these devices is not a recommended practice. Please return any lost USB devices to Technology Service Desk in E.G.19