

# Welcome

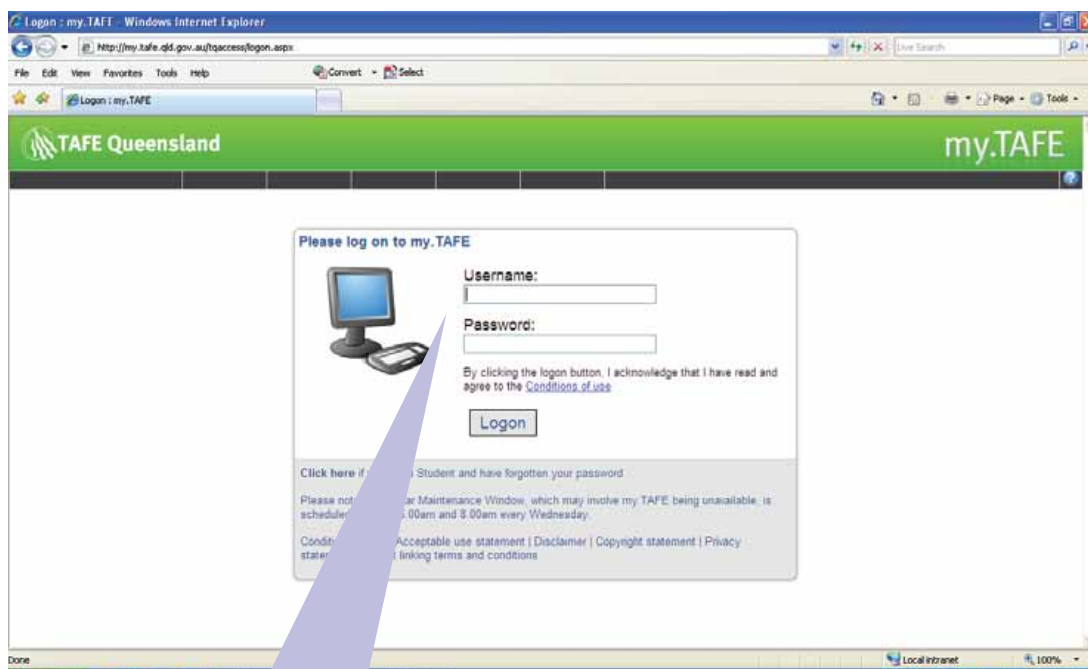
to online study with **Brisbane North** Institute of TAFE

You will access your online study material through our online management system called my.TAFE. Please find below step-by-step instructions for accessing the my.TAFE system.

**Step 1.** Open your web browser.

**Step 2.** Go to <http://my.tafe.qld.gov.au> and the following screen will appear.

(You can also access my.TAFE via the BNIT website [www.bn.tafe.qld.gov.au](http://www.bn.tafe.qld.gov.au)).



**Step 3.** Complete your details:

- Enter your Student ID number in the **Username** field.
  - Enter your Password in the **Password** field. If this is the first time you've logged on to the network, your password will automatically be your date of birth (ddmmyyyy).
  - When you logon you will be prompted to change your password and nominate a new password.
- Note: Please be sure to store your password in a secure location.

**Step 4.** You are ready to commence your online study experience with BNIT.

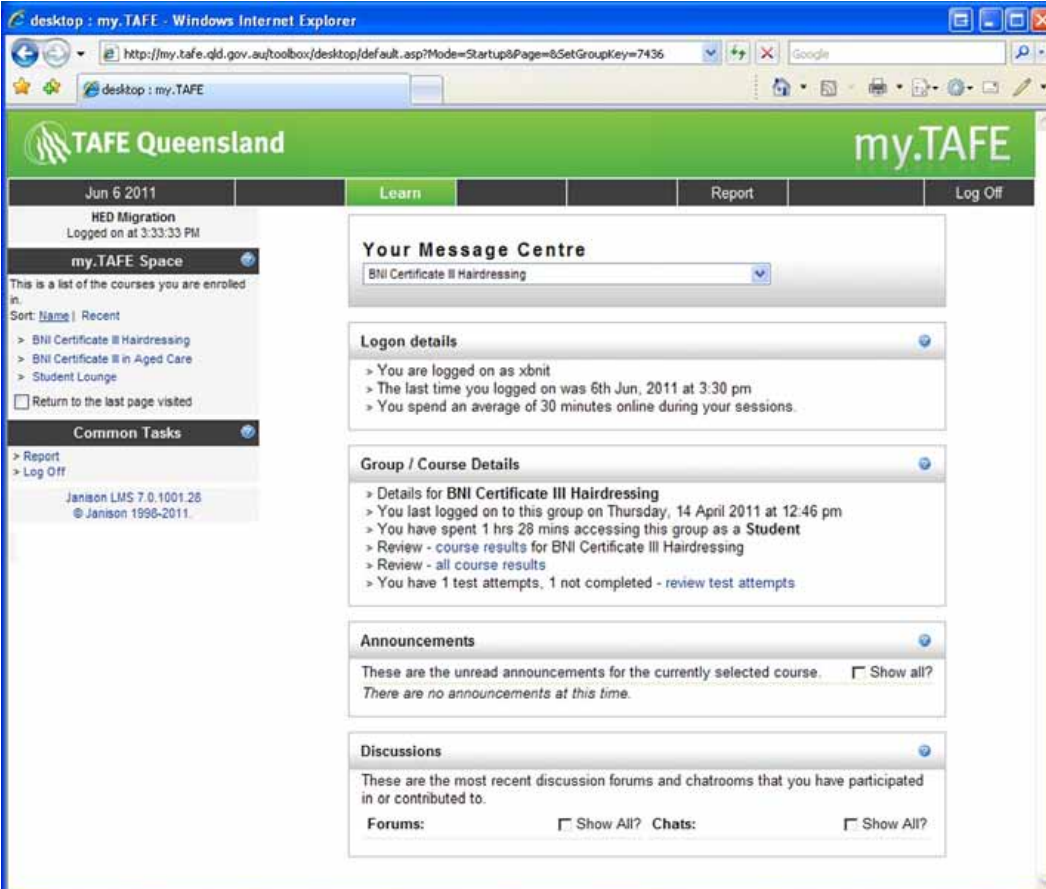
**Problems logging into my.TAFE?** Use the 'Click here if you are a student and have forgotten your password' link located below the logon button. Alternatively, phone the Learning Hub on 3258 5100 or 3258 5102 and ask for a password reset or phone the Institute's Customer Information Centre, Monday to Friday, 8:30 - 5:30, on 131 248. You will need your BNIT student number.

# my.TAFE

## an overview

- On your my.TAFE desktop, under **Announcements** you can see any important announcements regarding your unit.
- On the left side, under **my.TAFE Space**, you will see the units that you are currently enrolled in. By clicking on a unit name, the materials for that unit will open up in a new window.
- To change from one unit to another unit, click on the unit name in the menu on the left-hand side (under **my.TAFE Space**).
- In the **my.TAFE Space** you also have access to the Student Lounge which includes an Orientation and my.TAFE 'How To's'. Use this site to familiarise yourself with the online study environment.

Tip: Pop-up blockers may occur when you open some documents and a 'blip' will be heard. Click on 'Download file'. You will then be able to open the file.



The screenshot shows the my.TAFE desktop interface within a Windows Internet Explorer browser window. The browser title is "desktop : my.TAFE - Windows Internet Explorer" and the address bar shows the URL "http://my.tafe.qld.gov.au/toolbox/desktop/default.asp?Mode=Startup&Page=65&SetGroupKey=7436". The page features a green header with the TAFE Queensland logo and the my.TAFE text. Below the header is a navigation bar with tabs for "Learn", "Report", and "Log Off". The main content area is divided into several sections:

- my.TAFE Space:** A sidebar menu on the left lists enrolled courses: "BNI Certificate III Hairdressing", "BNI Certificate III in Aged Care", and "Student Lounge". It also includes a "Return to the last page visited" checkbox and a "Common Tasks" section with links for "Report" and "Log Off".
- Your Message Centre:** A dropdown menu currently shows "BNI Certificate III Hairdressing".
- Logon details:** A section providing user information, including the username "xbnit", the last login time "6th Jun, 2011 at 3:30 pm", and an average session duration of "30 minutes".
- Group / Course Details:** A section for "BNI Certificate III Hairdressing" showing the last login time "14 April 2011 at 12:46 pm", total time spent "1 hrs 28 mins", and a list of recent activities like "Review - course results for BNI Certificate III Hairdressing" and "Review - all course results".
- Announcements:** A section stating "There are no announcements at this time." with a "Show all?" link.
- Discussions:** A section for "These are the most recent discussion forums and chatrooms that you have participated in or contributed to." with "Forums:" and "Chats:" sections, each having a "Show All?" link.