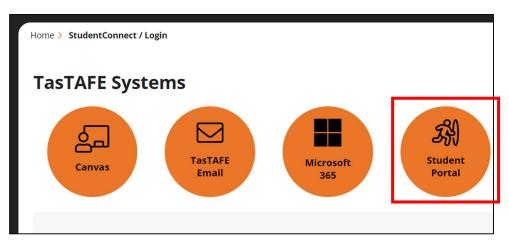
TasTAFE Accommodation – Making a Booking Online

Go to the TasTAFE Website – <u>www.tastafe.tas.edu.au</u>

On the top right hand side of the screen, click StudentConnect / Login

→ C n tastafe.tas.edu.au							@ ☆	Ð
<u>6</u> 1300 655 307	About us	News	Campuses	Library	Careers	Contact	StudentConnect / Login	Q

Click on Student Portal

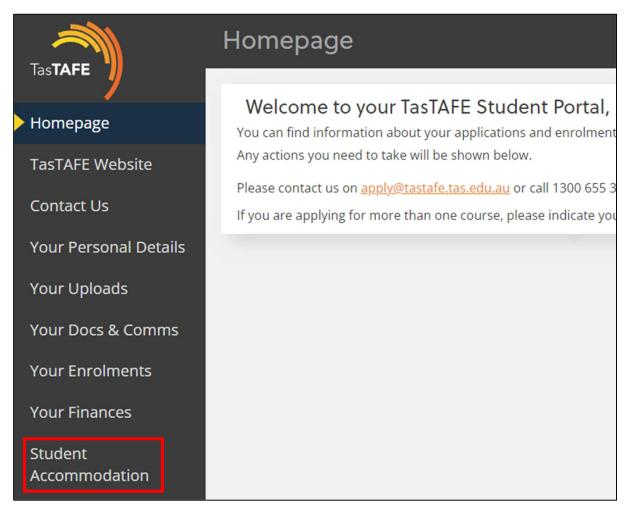


Enter your personal email address (this is the email address you put on your enrolment form)

- a) If you have used the portal previously and know your password, enter your *password* or
- b) If you have never accessed the portal, click on *Forgot your password This will generate the reset password link to be sent to the same email address you entered on your enrolment form.*



Once you have logged into the portal, select Student Accommodation



If you are under 18, you will be asked the following question:



Select Yes or No

If it is your first time booking accommodation for 2024, you will receive the following message

Please undertake the following steps:
print the following form TasTAFE Residence Guest Guidelines 2024
have your parent/guardian complete and sign the form
Email the form to studentresidencenth@tastafe.tas.edu.au

Have you completed the above?

Once your form has been signed and emailed, select Yes from the drop down menu

You need to *read and agree* to the guidelines listed, see below:

 Do you agree to abide by the following guidelines: The consumption, use, or possession of alcohol or illicit drugs is not permitted in the building or campus. The building and campus is smoking/vaporing free. No visitors are allowed inside the campus building. No parties or loud music are to take place at any time. Music devices and gaming consoles are to be kept in units. TasTAFE has zero tolerance towards verbal or physical abuse Overage students may be present in the common areas of the building 	25
Do you agree?	
Yes 🗸	
Yes	
·····	

Select the campus you are booking accommodation for:

Please select the campus you are booking accommodation for	
Alamasia	
Alanvale	_
Clarence	

Click on the link. The link you are given is based on your age and gender on your enrolment form.

Room Booking Link(s)
<u>Clarence Campus - Under 18 Room (Female)</u>

A dialogue box will appear at the top of your screen advising you are leaving the site. Click on *Leave*

Leave site?	
Changes that you made may not be saved.	
	Leave

You will be redirected to the RMS Online website, this is where all TasTAFE accommodation bookings are made.

Search - RMS Online Booking × +	-					
← → C ⋒ 🗢 bookings12.rmscloud.com	n/Search/Index/E478F03 🗞 🛧 🖸 🛛					
Tas TAFE CI	arence Campus					
Arrival Date *	Departure Date *					
曲	曲					
Number of Guests *						
La 1 Ad						
Search Availability						
Access Guest Portal Terms & Conditions Cancellation Policy						
Clarence Campus 🥒 03 6165 6591 🖾 studentresidencesth@tastafe.tas.edu.au Powered by RMS 5.24.18.1						

To select arrival date click on in the arrival field, this displays a calendar.

Arrival Date *

Ensure arrival is orange at the top of the calendar

Arriv	val									S	un 18	3 Feb	2024
Depa	Departure												
<						20)24						>
<			Fe	b					Μ	lar			>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

In the calendar *click on Departure,* then select the date you will depart the accommodation.

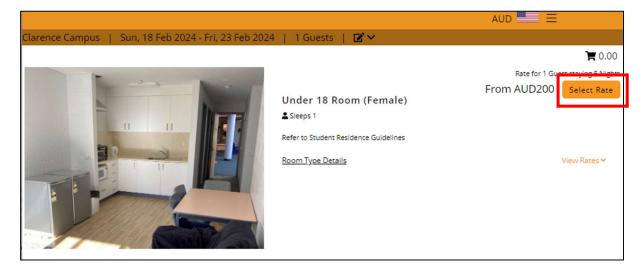
Note: accommodation is to be vacated by 9am on the day of departure. Check Out is not available on Saturday and Sunday.

Arrival		Sun 18 Feb 2024
Departure		
<	2024	>

Check the dates are correct, the select *Search Availability*

	TasTAFE Clarence Campus	
Arrival Date *	Departure Date *	
🛗 Sun 18 Feb 2024	📅 Fri 23 Feb 2024	
Number of Guests *		
💄 1 Ad		
	Search Availability	

Choose Select Rate



Select Continue

Rate for 1 Guest staying 1 Night From AUD40						
1101170040	Your Stay:					
	1 - Under 18 Room (F	emale) 🛛 🕄				
Collapse rates 🗸	Mon 19 Feb 2024 - Tue 20 Feb 2024					
AUD 40.00 Add	Single Nightly Rate	AUD 40.00				
	Total:	AUD 40.00				
	Continue	2				

Doona and towels are not included unless you select them here, the *charges are per night NOTE:* All beds have a mattress protector, bottom fitted sheet, pillow and pillow case.

Tim	e remaining to complete your booking 09:2	5	AUD
	nhance your stay election extrasiyou would like to add to your reservation	Press' Book Now' to skip this option and proceed to Guest Deckls.	
	No image	No image	
	Doona AUD 5.00	Towels AUD 4.00	
	Per Item	Per Item	
		Access Guest Portal Terms & Conditions Cancellation Policy	
	214	rence Campus 🥔 03 6165 6501 🖬 studientvesidencesthijtastafe.tas.edu.au Powered by IMS 5-24.18.1	

Enter Guest Details, all fields with an * must be completed

Time remaining to complete y	our booking 0	AUD 💻 🗮			
Enter Guest Details			🏲 AUD 200.00		
Mobile Number *		Email *			
201 • 0497876541					
Given *		Sumame *	Street Address *		
			Street Name		
Town *		State *	Post Code *		
Country *					
AUSTRALIA	×				

Click on Confirm

Pay With Card		
A deposit is not required for this booking.		
By clicking Confirm I have read and agree to the Terms & Conditions and Cancellation Policy		
	Confirm	
Access Guest Porta	l Terms & Conditions Cancellation Policy Pet Policy	

The next screen will be your booking confirmation.

TasTAFE				
Alanvale Student Residence				
Thanks Testing booking Sutcliffe,				
We look forward to welcoming you at Alanvale Student Residence, on				
Thu 30 May 2024. Your Booking Confirmation ID is 52981150				
	Thank you for booking with us			
	Add to Calendar 🗸 🗸			
Reservation Details	Reservation Details			
Dates:		Thu 30 May 2024 - Fri 31 May 2024		
Guests:		Adults: 1		
Room Type:	Room Type: Under 18 Room (Female)			
Rate:	Rate: AUD 40.00			
Breakdown:				
Booking Amount:		AUD 40.00		
Booking Fees:		AUD 0.00		
Booking Total:		AUD 40.00		
Deposit Required:		AUD 0.00		
Amount to be Charged: AUD 0.00				
Amount Owing:		AUD 40.00		
	Go to My Bookings			

Click Go to My Bookings to make payment

the state of	ALN Under 18 Room (Femal	e)
And the second second	Dates	
	Thursday, May 30, 2024 - Friday, May 31, 2024	
	Arrive	Depart
	After 3:00 PM	Before 9:00 AM
	Reservation Reference	Reservation Status
	1525	Unconfirmed
A CONCINCTION	Reservation Total	ETA
	AUD 40.00 🔋	~
	Deposit Required	
	AUD 0.00	
Pay Now	Cancel Pre Check-In Me	ssage Property

Select *Pay Now* to make payment for your booking.

Please note payment is not required at the time of booking, however bookings must be paid for prior to arrival at the campus. If you are arriving on a Saturday or Sunday night, bookings must be paid for by Friday 3pm.

The screen below appears when you are going to pay for your booking.

Make a Payment				
Payment Summary	Balance of Account	Amount to Pay		
Accomm Account	AUD 40.00	AUD 40.00		
Credit Card Payment Amount		AUD 40.00		
Total		AUD 40.00		
You will be redirected to the payment provider to securely complete this transaction.				
By selecting process you are a	agreeing to the <u>Terms and Con</u>	ditions Process Close		

Select Process

You are then required to enter your credit card details, as below.

Credit Card		VISA 🛑 Qurum
Card number		
1234 5678 9012 3456		
Expiry date	CVC / CVV	
MM/YY	3 digits	
Name on card		
J. Smith		
Pay A\$40.00		

Enter your credit card details and select Pay \$

You will receive an SMS confirmation of your booking.

Approximately 1 minute after your booking is made, you will also receive an SMS with a payment link to pay for your accommodation if you haven't already paid.

A SMS is sent 3 days prior to your booking asking you check in, this must be completed

At 3pm on your arrival day, you will receive a SMS asking you to check in, this must be completed to generate your access codes.