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

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		<u></u> 1300 655 3	307		About us	News	Campuses	Library	Careers	Contact	StudentConnect / Login	Q

Click on Student Portal



• Enter your *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:

TasTAFE Residences – self-contained accommodation	
Is this the first time you have booked accomodation for 2024?	
	~
Yes	
No	

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 <u>TasTAFE Residence Guest Guidelines 2024</u>
have your parent/guardian complete and sign the form
Email the form to <u>studentresidencenth@tastafe.tas.edu.au</u>

Have you completed the above?

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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

In addition to the above guidelines, you agree to abide by all guidelines as outlined in <u>TasTAFE Residence Guest Guidelines</u> <u>2024</u>

Yes	
Yes	

Select the campus you are booking accommodation for:

Please select the campus you are booking accommodation for	
Alanvale	

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



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



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



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	ral									S	un 18	3 Feb	2024
Depa	Departure												
<						20)24						>
<			Fe	eb					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					
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				

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.

Time r	emaining to complete your booking 09:2	5	AUD
En1 Selec	hance your stay tany extras you would live to add to your reservation	Press 'Book New' to skip this option and proceed to Guest Details.	
	No image	No image	
D	oona AUD 5.00	Towels AUD 4.00	
Pi	er Item	Per Item	
		Access Guest Portal Terms & Conditions Cancellation Policy	
	C14	rence Campus 🤳 03 6165 6591 🖾 studientresidencesthijitastafe.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	your booking	07:27	AUD 💻 🚍
Enter Guest Details			🏲 AUD 200.00
Mobile Number *		Email *	
*** 0497876541			
Given *		Surname *	Street Address *
			Street Name
Town *		State *	Post Code *
Country *			
AUSTRALIA	×		

Click on Confirm

Note: Bookings must be paid for at the time of being made.

Pay With Card
Cards Accepted → 😳 VISA
You will be redirected to the payment provider to securely complete this transaction.
By clicking Confirm I have read and agree to the Terms & Conditions and Cancellation Policy
Confirm

Enter your credit card details

Credit Card		VISA 🐽 Qrim
Card number		
1234 5678 9012 3456		· · · · · · · · · · · · · · · · · · ·
Expiry date	CVC / CVV	
MM/YY	3 digits	
Name on card		
J. Smith		
	🔒 Pay	

The next screen will be your booking confirmation

Tas TAFE	
Clarence Campus	
Thanks Jayne Sutcliffe,	
We look forward to welcoming you at Clarence Campus, on	
Mon 19 Feb 2024. Your Booking Confirmation ID is 49812438	
Thank you for booking with us.	
Add to Calendar 🗸	
Reservation Details	
Dates: Mon 19 Feb 2024 - Tue 20 Feb 2024	
Guests: Adults: 1	
Room Type: Under 18 Room (Female)	
Rate: AUD 40.00	

You will also receive an SMS confirmation

A SMS is sent 2 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.