Logging in for the first time

Logging in & Verification:

Step 1: Log in using email address (firstname.lastname@student. tafe.tas.edu.au) then click "Next"



Step 2: Select "Forgot my Password"



Step 3: Complete the verification by entering the characters shown in the image or choose the audio option to type what you hear.



Step 4: Using the drop-down menu, select how to receive your verification code via alternate email or mobile text. Options are based on your contact details you provided TasTafe.



Option 1: Email my alternate email:

Select: "Email my alternate email", then click Next:



You will receive a 'TasTAFE account email verification code' email from Microsoft.

Enter your Verification Code

Email my alternate email	~
We've sent an email message co	ontaining a verification code to your inb
Enter your verification code	



Enter a new password then click next:

Enter new p	assword:			
3-256 chara	ters; case sensitiv	e; one number	or symbol	_
onfirm nev	password			-

Once you have completed this, you will now receive a message to say "your Password has been reset"

Click finish

Continue to "Once verification is complete" section.

Option 2: Text my mobile phone:

Select "Text my mobile phone," enter your mobile number, then click Next.



You will receive a Text Message from Microsoft.



Enter your Verification Code:



You will need to create a new password, click next:

Enter new pass	word:
3-256 character	; case sensitive; one number or symbol
Confirm new pa	ssword:

You should now see a message: "your password has been reset"

Click finish.

Once verification is complete:

Once you have reset your password via Option **1** or **2**, you will be prompted to log in using your updated credentials.

S.MF			
Sign in	← erin.ole@tafe.tas.edu.au		
firstname.lastname@tafe.tas.edu.au	Enter password		
Use your face, fingerprint, PIN, or security key instead ③	Password		
Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.	Forgot my password		
For Students: Remember to use @student.tafe.tas.edu.au	For Students: Remember to use @student.tafe.tas.edu.au		

The system will now finish setting up your account and will show the screen below: "setting up for work or school".



Once your device has restarted, you will be prompted to log in.

This process is now complete.

If you require additional support, please contact TasTAFE on **1300 655 307**

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