**TasTAFE Accommodation – Making a Booking Online**

Go to the TasTAFE Website – [www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)

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



Click on ***Student Portal***



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

1. If you have used the portal previously and know your password, enter your ***password***

***or***

1. 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



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:



Select the campus you are booking accommodation for:





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.



Ensure arrival is orange at the top of the calendar



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.*



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



Choose ***Select Rate***

******

Select ***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.*



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



Click on ***Confirm***

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

****

**Enter your credit card details**

****

The next screen will be your booking confirmation

****

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.