# REGISTERING ON TAFE SA LEARN (MOODLE) FOR STUDENTS

1. The following data is required to create a new account on TAFE SA Learn (Moodle). Ensure you have all the information before you start and write it in the spaces below. Keep your username and password somewhere safe to refer back to. You may also want to make a note which email address you have used.

Username	*Your* **Student ID** *will be your username. If you haven't received your student id yet, then use* **temp-** *followed by your full name (no spaces), for example,* **temp-billieoceanlane***).*
Password	*The password must have at least 8 characters, 1 digit, 1 lower case letter and 1 upper case letter, for example,* **Welcome1***.*
Email Address	*If you have your Student ID you will also have a TAFE SA email account. It will be in the format* **studentid@tafesa.edu.au***, for example,* **000012345@tafesa.edu.au***.* *You are not required to use your TAFE SA email address, however, please note you need to be able to access your email from your current location to complete the registration process and it must be an email address you check regularly. If you don't have an email account, you can create one for free at* http://mail.google.com *or* http://www.yahoo.com*.*
Unit Name	*Your lecturer will give you the full name of any unit(s) you need to enrol in (and possibly a direct link to each of the units, for example,* http://learn.tafesa.edu.au/course/view.php?id=9999*).*
Enrolment Key	*Your lecturer will give you the enrolment key for the unit. Do not give the enrolment key out to any other student.*

2. Go to http://learn.tafesa.edu.au in your web browser.

3. In the **Login** box on the main page, click on "**Create a student account**".
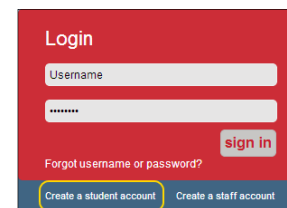
4. Fill out the "**New Student Account**" form and click on the "**Create my new account**" button at the bottom of the form when you are finished.

5. The following message will then be displayed.
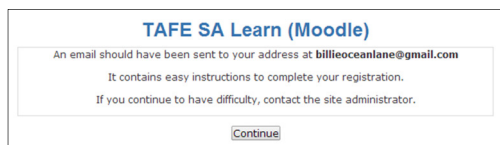
6. Go to your email and open the message that has been sent to you from TAFE SA Learn (Moodle). **Click on the link contained in the email** to confirm your account. If you can't find the email in your inbox check your spam or junk folder.
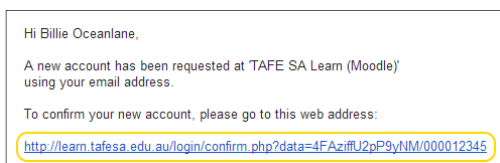

7. Once you click on the link you will be taken back to TAFE SA Learn (Moodle) where the following message will be displayed confirming your registration.
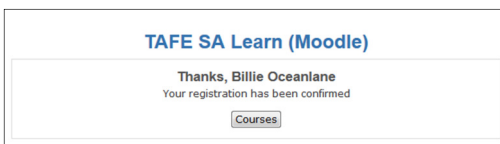

8. If you have the **direct link** for your unit, either type that in the address bar of your browser or click on the link provided if for example you have been sent it in an email. You will be taken directly to the course enrolment page (go to step 11).

9. If you have only been provided the **name of your unit** and not the direct link you will need to search for your unit. To do this, type the name of your unit as provided by your lecturer into the box. Click the "**Find courses**" button.
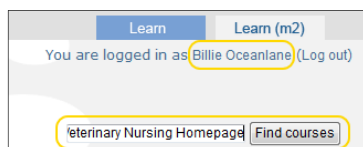
10. If you have typed the name of the unit correctly it should appear in the search results. Click on the **name of the unit** to enrol into the unit.
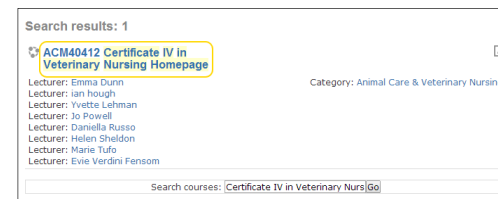
11. You will then be asked for the **enrolment key**. The enrolment key is **case sensitive** and you must use uppercase and lowercase letters exactly the same as the enrolment key given to you by your lecturer Type the enrolment key in the box and then press the "**Enrol me**" button.
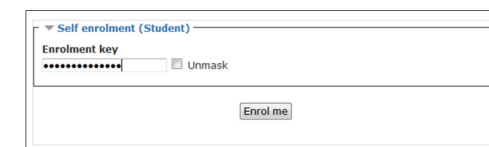
12. If you have typed the unit enrolment key correctly you will be enrolled successfully into the unit and the unit will be displayed.

13. Congratulations, you have registered on TAFE SA Learn and enrolled into your first unit!

*Please note: If you had to create your account using **temp-yourname**, please notify the administrator on elearning@tafesa.edu.au of your student id when you receive it. Your username will then be changed to your id.*