As a student of TAFE NSW – Western Sydney Institute, you will be able to use the new Learner Portal. The Learner Portal is an online website designed for student self-service. Through the portal you will be able to:

- View and change your personal details
- View your individual learning plan, showing the course and units that you are enrolled in.
- View the Student Assessment Guide (SAG) for each unit you are enrolled in.
- View your assessment results and the outcomes of each unit as you complete them
- Contact teachers via email
- View your financial records with the Institute, print out financial statements and make online payments.
- View your timetable, showing where and when you need to attend classes and the name of your teacher

Logging in to the Learner Portal

1. You access the new Learner Portal from the DEC Student Portal, using your username and password provided to you at the time of your enrolment. Links to the DEC Student Portal are available from the TAFENSW website and the WSI website.
2. If you are enrolled at more than one Institute, links to the Learner portal for each course will be visible.

Navigating around the Learner Portal

3. The homepage has announcements and a list of the courses that you are enrolled in. The homepage has tabs for you to select the key parts of the Learner Portal as follows:

4. **My Details tab**: You can modify your personal and contact details, and complete statistical information. If you need to change your name, gender or date of birth, you will need to provide documentary evidence to the Administration section.

5. **My Learning Plan tab**: This shows the course and units that you are enrolled in. From this screen you can access Student Assessment Guides (SAGs) for each of your units. The SAG provides an overview of the content of the unit and the assessments, including the due dates. Teachers will usually provide you with more detailed information about how you will be assessed during your course. From this screen you can also click on a link to on-line course materials if these are available for your course.
6. **My Results tab**: You can view the results of your assessment events and the outcomes of units that you have completed. You can also click on a link to email your teacher from this screen. The email will go to the teacher who is responsible for marking your assessments.

Note: if you have been flagged as a bad debtor in the student administration system, the Learner Portal will display “Blocked” or “Declined” in the My Learning tab and the My Results tab. If this occurs on your record, you should contact the Administration section of your college to find out the details and what you need to do.

7. **My Financials tab**: You can view a summary of your payment history and be able to generate a statement to be used for offline payment methods. If you wish to make an on-line payment, select the Pay Online option which will direct you to the Payment Gateway.

8. **My Timetable tab**: You can view your timetabled events

9. **My Reports tab**: When you request a report from the portal, it will appear under this tab. These reports could include SAGs from the My Learning or My Results tab, or a financial statement from the My Financials tab. These reports will open as “pdf” documents.

If you have any questions about the use of the Learner Portal, please ask your teacher or a staff member in the College Administration office.