Hunter TAFE Online

Hunter TAFE Online Registration Process

To Create your Online Account

1. Go to https://online.huntertafe.edu.au

2. Click the Register button as shown below
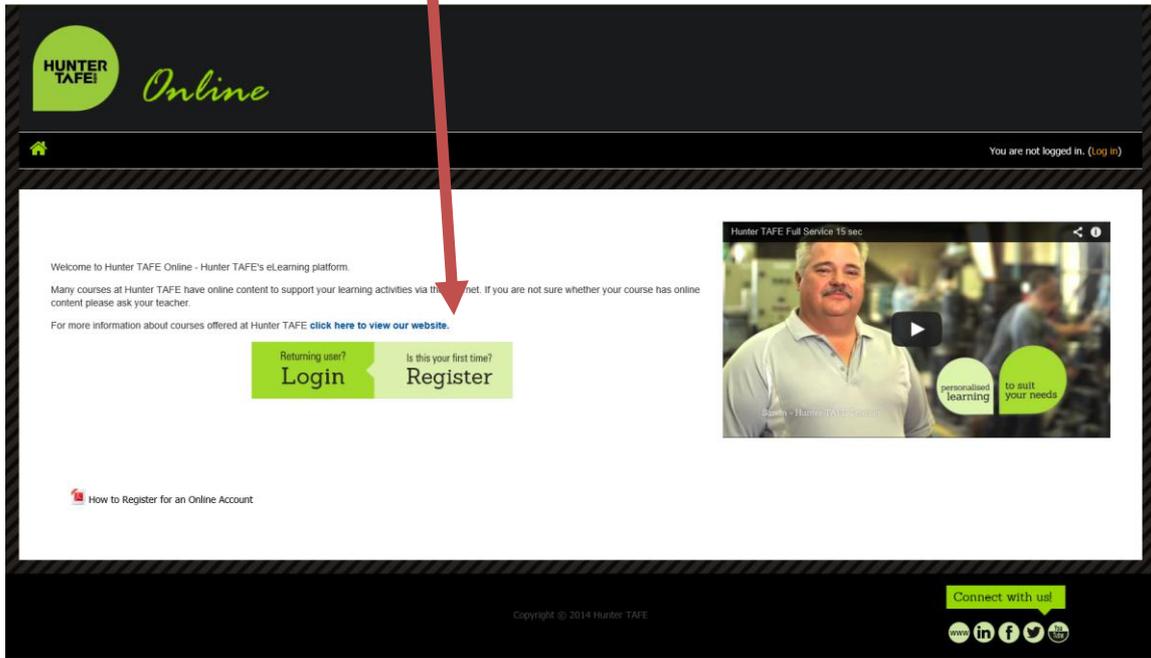
3. Complete the New Account form. It is recommended that you use your DET User ID (e.g. john.smith45) when creating your new account username. Click the **Create my new account** button.

TIP: If you cannot read the reCAPTCHA words at the bottom of the screen click **Get another CAPTCHA**. If you enter the words incorrectly the system will automatically generate new words.

4. The 'confirm your account screen' explains that an email has been sent with further instructions. You will need to now check your email and click on the link in the email to confirm your account. Clicking **Continue** takes you to the Hunter Online homepage.

TIP: Usually the email is received very quickly however you may need to wait several minutes. Don't forget to check you junk email as occasionally the message may be considered as junk. **You have only 1 hour to confirm your account or you will need to create a new one.**
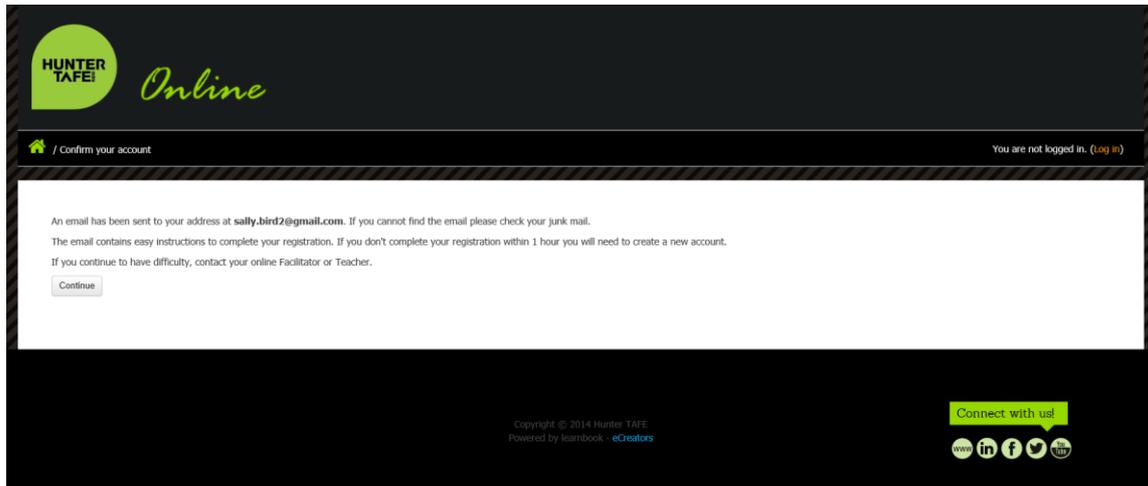

5. Click on the hyperlink in the email.

28/10/2014
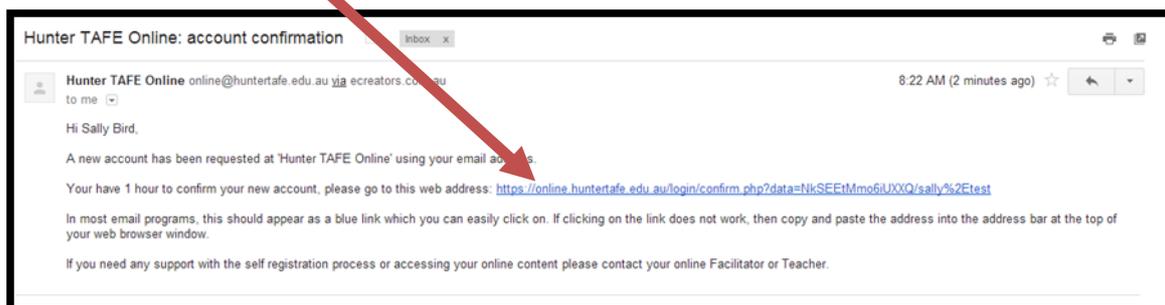
6. You will be automatically logged in and taken to the page below.

TIP: At this point you will need further instructions from your teacher or facilitator on how to enroll in your course.

You can search for your course using the search in the top right hand corner or browse by clicking the Courses button at the bottom of screen. In both cases once you locate the relevant course you will need to be provided an enrolment key from your teacher.
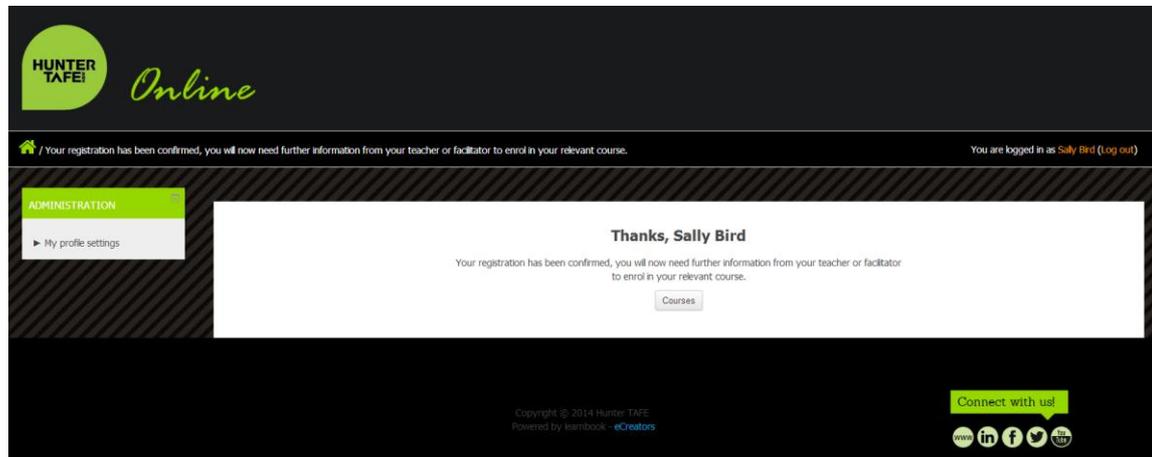
Tips and Tricks

- Make sure you enter your email address correctly when creating your account. The system cannot send an email to an incorrect email address.
- You cannot create two accounts with the same username or email address. Usernames and email addresses must be unique.
- It is recommended that you create your account using your DET User ID as your username e.g. john.smith45
- You have 1 hour to confirm your account registration otherwise you will need to create a new account.
- Students will need to be provided with instructions on how to enroll in their courses. This information should include the enrolment key/s required.