

Multi-Factor Authentication (MFA) – Manage Student Settings

INFORMATION SHEET

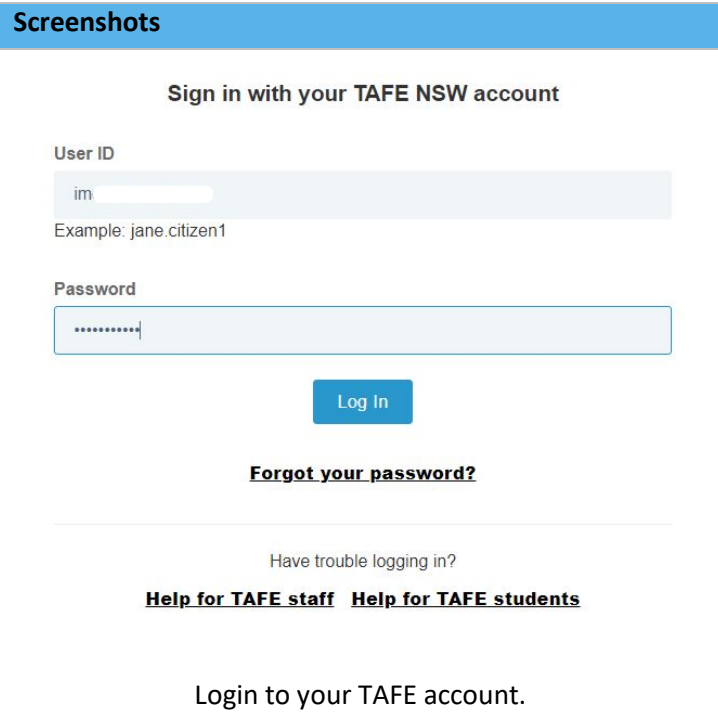
WHAT DO I NEED TO KNOW?

TAFE NSW has introduced MFA for Students to help ensure the safety of our students' information. PingID is the MFA software used by TAFE NSW. This guide will show you how to manage your MFA settings via the Student Portal.

If you have difficulty or are unable to follow the steps in this guide, you can contact the Student Technology Service Desk on 131 601 for help.

Steps

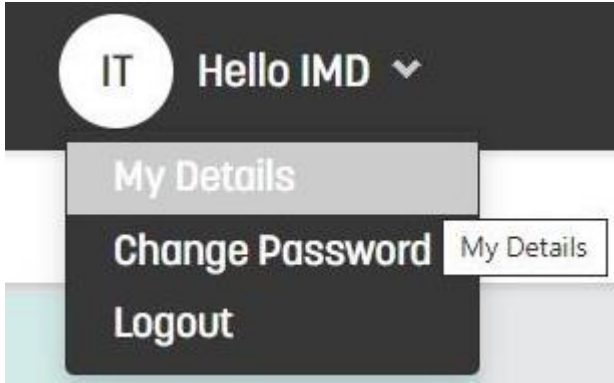
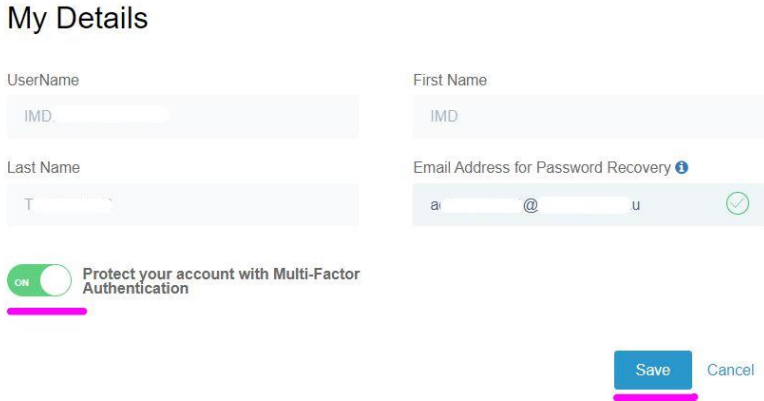
Step 1 – Login to your TAFE account and access the Student Portal

Detailed steps	Screenshots
Log in to https://my.tafensw.edu.au using your TAFE Student account.	

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Step 2 – The Student Portal

Detailed steps	Screenshots
<p>Once logged into the Student Portal, you can manage your MFA settings by clicking on the drop-down arrow next to your name at the top right of the screen and click on “My Details”.</p>	 <p>Click on “My Details” to manage your MFA settings.</p>
<p>On the “My Details” screen, you can turn MFA for your account ON or OFF by using the slide button.</p> <p>You can also check and update your personal email address that is used for password recovery and for sending a One Time Passcode to you if you are using MFA and forget your MFA device.</p> <p>Click on “SAVE” to save any changes.</p>	 <p>You can turn MFA On or Off via the slider button.</p>
<p>If you turn MFA off and later turn it back on again, it will use the same MFA method as before on your account, e.g.: PingID App, Authenticator App, Yubikey, etc.</p>	