Accessing TAFE NSW’s Digital Services – How to Access OneDrive

Purpose

This Quick Reference Guide, sets out the steps that TAFE NSW students can take to access their TAFE NSW OneDrive.

Background

Microsoft OneDrive is an application that is available in the in the Office 365 suite. OneDrive allows you to store, access and share documents and files.

TAFE NSW students can use the OneDrive application to share documents and files that relate to their course of study, with their classmates, other students, teachers and/or other TAFE NSW team members.

Accessing One Drive

There are a number of ways that you can access your TAFE NSW OneDrive, including –

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<thead>
<tr>
<th>Action</th>
<th>Screenshot</th>
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<tr>
<td>Open a new window and go to <a href="mailto:my.tafensw.edu.au">my.tafensw.edu.au</a></td>
<td><img src="image1.png" alt="Screenshot" /></td>
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<tr>
<td>Enter your User ID (firstname.lastname); and your password then click on the Log in button</td>
<td><img src="image2.png" alt="Screenshot" /></td>
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The Student Portal Home Page will display

![Screenshot](image3.png)
Select the Office 365 Icon in the Resource and Information Links Panel

The Office 365 Screen will display.

Select the One Drive Icon

For More Information

A number of checklists and guides are available on TAFE Internet to support you in your Connected Learning journey. These include –

- How to access your student and learner portal;
- How do I install Office 365 applications; and
- Welcome to your TAFE NSW Office 365 account

If you are experiencing difficulties with installing or accessing Office 365, or accessing your OneDrive please call the TAFE NSW Student Technology Service Desk on 131601. Select option 4 for Technology Support, then option 2.

Students who may be Deaf or hard of hearing, can seek assistance through the National Relay Service or may lodge a request on line through the TAFE NSW Enquiry Form