QUICK REFERENCE GUIDE

How to Register in an ‘Apply Now’ Course

Step 1 • Log into TAFE Illawarra at www.illawarra.tafensw.edu.au

Step 2 • Enter either a course name or number in the 'Find a course' field and select search

Step 3 • The course and locations where it is offered will appear: Click on the location where you wish to study

Step 4 • An 'Apply Now' button will display below the class start date: click the 'Apply Now' button

Step 5 • You will be asked if you are a previous student of TAFE: if you are a previous student and know your username and password, select 'yes' and enter your username and password and click 'continue' otherwise select 'no' from the dropdown menu and click 'continue'

Step 6 • Complete your 'Personal Details' providing an email address and contact number if possible: click 'continue'

Step 7 • The 'Summary Confirmation' page allows you to confirm your details, if correct click 'continue'

Step 8 • The 'Acknowledgement' screen will display your DEC username and password, and will also be emailed to you providing you supplied an email address. You should make note of your username and password for future reference at this time as you will require this to log onto Student e-Services to view the outcome of your registration

Step 9 • NOTE: You are only Registering your interest in this course and will be advised in this process of the next steps you are required to take.