How to create an account

This guide is designed to provide you instructions on registering an account in iTAFE.

You can also view a screen demonstration by clicking on the link below.

If after following these instructions you need more help click on Technical Support Chat for further assistance. This is located on the bottom left of the iTAFE home screen as either “Technical Support Chat” or “Click here to leave a message”.

Instructions

**Step 1**
Go to [itafe.huntertafe.edu.au](http://itafe.huntertafe.edu.au/)

**Step 2**
Click the Self Register button as shown
**Step 3**
Complete the New account form.

It is recommended that you use the format of **firstname.surname** as your username.

If the username already exists (e.g. harry.potter), please add a number at the end of your username (e.g. harry.potter1)

Create a **password** that you will remember

Use an **email account** that you check regularly when creating your new account.

Fill in all boxes that have a red asterisk.

**Step 4**
Click the **Create my new account** button
Step 5
The ‘Confirm your account screen’ explains that an email has been sent with further instructions.
You will now need to check your email and click on the link in the email to confirm your account.
Clicking Continue takes you to the iTAFE homepage.

TIP: Usually the email is received very quickly, however, you may need to wait several minutes. Don’t forget to check your junk email - occasionally the message may be considered as junk.

Step 6
Click on the hyperlink in the email.
You will be automatically logged in and taken to the page as shown.

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

You can search for your course using the search box on the right hand side.

<table>
<thead>
<tr>
<th><strong>Tips and tricks</strong></th>
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<tbody>
<tr>
<td>• Make sure you enter your email address correctly when creating your account. The system cannot send an email to an incorrect email address.</td>
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<td>• You cannot create two accounts with the same username or email address.</td>
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<td>• Usernames and email addresses must be unique.</td>
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<td>• It is recommended that you create a username using the format firstname.surname and use an email account that you check regularly when creating your new account.</td>
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<tr>
<td>• Students will be provided with instructions on how to enrol in their courses. This information will include the access key/s required.</td>
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