

Printing your Academic Record

Student Guide

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Go to enrol.tafe.qld.gov.au and follow the link to **log on**.

Queensland Government TAFE Queensland Self Service

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Student Self Service and Organisation Self Service

Student Self Service Registration

To receive your login details to access Student Self Service, [Click Here](#)

To register, you will need to provide:

- Your name, date of birth and citizenship information
- Address information
- A valid email address.

NOTE: If you have studied at TAFE previously, then you may already have a TAFE Queensland student number. If you do, go to Student Self Service Log On (below). If you register here and an error occurs with your registration, it will be reviewed and you will be contacted via your email and asked to confirm your details. Please contact your TAFE Queensland institute, if you have not received a student number (your user id) and a temporary password via email, within 24 hours of registering.

Student Self Service Log On

If you have a student number and user password, or if you have logged into the system, you can access Student Self Service. Note: You will need to be a registered TAFE Queensland student to access Student Self Service. With Student Self Service you can:

- Manage your personal details
- Enrol in a course

[Click Here](#)

Your **User ID** is your student number. You can find this on your confirmation of enrolment or on your student ID card.

Your **password** is emailed to you upon enrolment. If you have forgotten this password use the **'Forgotten Password'** link to reset it.

You must tick the **'terms and conditions'** box to proceed.

Log On

[Help ?](#)

User ID:

Password:

I accept the [Terms and Conditions](#)

[Forgotten Password?](#)
[Change Password?](#)
[Back to Pre Sign On](#)
[General Information](#)

1300 656 188
www.tafeeastcoast.edu.au

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Click on the **My Academics** link.

Click on the **View my unofficial transcript** link

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Select the options you would like to include and click the **Submit** button.

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Bronwen Loden go to ... Help ?

Enrol My Academics

View Unofficial Transcript

When requesting your academic history you can choose to also include one or both of the options below in your unofficial transcript. If you do not select any of the options, your transcript will only include programs and courses you have completed to date.

Please note that all transcripts generated through the web are unofficial. Once the transcript is generated it will be available for viewing/ downloading for 14 days. If you require an official Academic History Transcript, contact your relevant TAFE Queensland Institute.

For further explanation, click on the help button at the top right of the page.

Options

Also include all my courses where:

- No grade has been applied yet.
- The grade is "Withdrawn with participation".

Submit

Click on the **My Report Manager** link to access your transcript.

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Enrol My Academics

Transcript is available in My Report Manager (21244, 3)

The transcript is being generated and will be available by selecting **My Report Manager**. Please note that the transcript will be available for a period of only 14 days, after which it will be deleted.

View Unofficial Transcript

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Please note that all transcripts generated through the web are unofficial. Once the transcript is generated it will be available for viewing/ downloading for 14 days. If you require an official Academic History Transcript, contact your relevant TAFE Queensland Institute.

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Click on the most recent report to view your **Academic History**.

Report Manager

Please note that reports may take a few minutes to appear in Report Manager. All Reports will remain in Report Manager for a period of 14 days, after which they will be deleted.

Report Name	File Type	Creation Date And Time
STUDENT ACADEMIC HISTORY	PDF	09/25/2013 11:21AM
STUDENT ACADEMIC HISTORY	PDF	09/25/2013 11:18AM
STUDENT ACADEMIC HISTORY	PDF	09/25/2013 11:18AM
STUDENT ACADEMIC HISTORY	PDF	09/25/2013 11:17AM
ACADEMIC ADVISEMENT TRANSCRIPT	PDF	09/25/2013 9:55AM

Your **Academic History** will open as a PDF.

Save or **print** your transcript.

Academic History

NACC00002	Non Accredited Program				
CSC013	Intro to Adobe in Design Apr	17-Apr-2013	08-May-2013	SCT	AX
CSC013	Beginners Photography July 12	11-Jul-2012	01-Aug-2012	SCT	AX
THH21897	Certificate II in Hospitality (Operations)				
THHBFB01AA	Clean and tidy bar areas	16-Mar-2002	02-May-2002	CSI	J
THHBFB09A	Provide responsible service of alcohol	16-Mar-2002	02-May-2002	CSI	J
THH32797	Certificate III in Hospitality (Food and Beverage)				

If you require assistance using **Student Self Service** please phone **Customer Service** on **1800 656 188**.

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