

<date>

<Firstname> <Surname>

<Address fields>

<Location> <State> <Postcode>

### Email Verification

Dear <First name>,  
«TAFE\_Student\_ID»

TAFE ID Number

You have provided your personal email <email address> to TAFE Digital and we recently asked you to verify it. We have not yet received your response. As TAFE Digital uses online and email services to assist you through your studies it is vital we have your correct email address.

TAFE NSW provided you with your TAFE email address <TAFE NSW email address> when you enrolled. You can access your TAFE NSW email account by logging on at <https://student.tafensw.edu.au/> using your logon details.

#### If you prefer to use an alternate email address please:

1. Log on to your student website, the OLS, at <https://ols.oten.tafensw.edu.au/ols/>
2. Click on *Communication*
3. Click on *Update my details*
4. Enter your correct email address
5. Click on

**Email change verification**

to receive the verification email

6. Follow the instructions in this email when you receive it.

If you need help please call us on < Teaching Section Phone Number>.

<Teaching Section Name>