

<date>

<Firstname> <Surname>

<Address fields>

<Location> <State> <Postcode>

### TAFE Digital email correspondence

Dear <Firstname>,  
«TAFE\_Student\_ID»

TAFE ID Number

TAFE Digital uses online and email services to assist you through your studies. As you have not provided us with your personal email address we have recently sent an email to your TAFE email address <TAFE NSW email address> which was provided to you 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 [www.oten.tafensw.edu.au/ols](http://www.oten.tafensw.edu.au/ols)
2. Click on *Communication*
3. Click on *Update my details*
4. Provide your personal email address
5. Select your preferred email
6. Click on

**Email change verification**

to receive the verification email

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

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

<Teaching Section Name>