INFORMATION SHEET

Creating separate browser profile to access TAFE resources

PURPOSE

This Quick Reference Guide sets out the steps that TAFE NSW student can take to create a separate browser profile to keep personal login information separate from TAFE NSW logins.

BACKGROUND

With profiles, you can keep all your info separate, like bookmarks, history, passwords, and other settings.

Profiles are ideal when you want to:

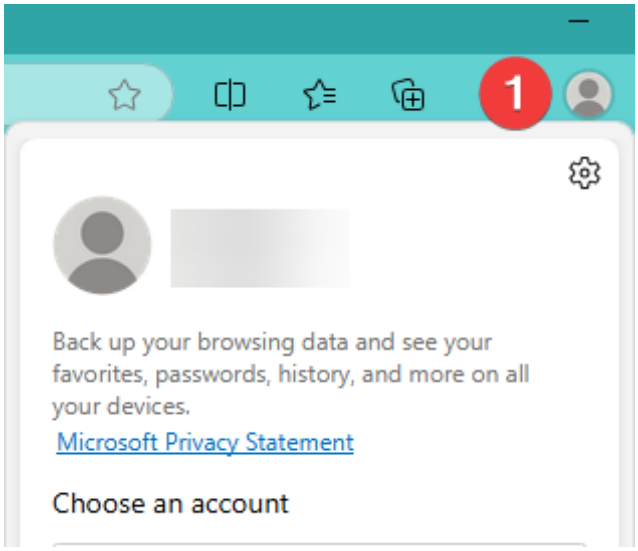
- Share a computer with multiple people.
- Keep your different accounts, like work and personal, separate.

BEFORE YOU START

The following elements are required before you can access TAFE NSW resources

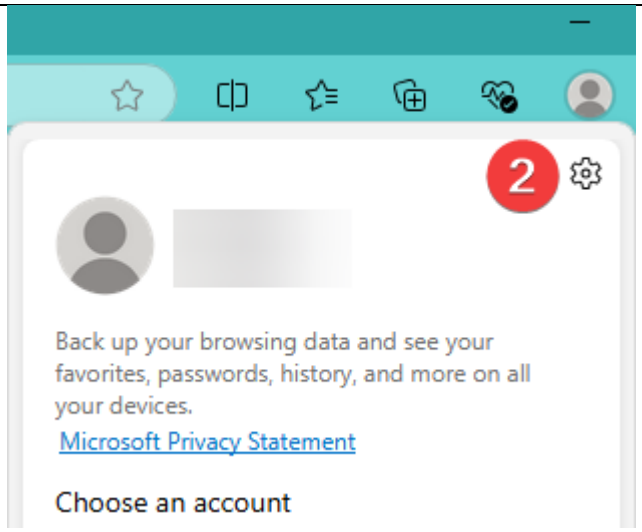
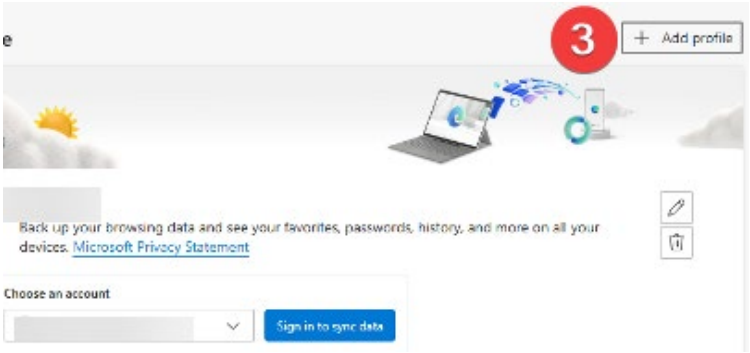
- You must be currently enrolled in TAFE NSW
- You need to know your TAFE NSW email address, username and password
- You need to have access to a modern browser such as Edge or Chrome

EDGE INSTRUCTIONS

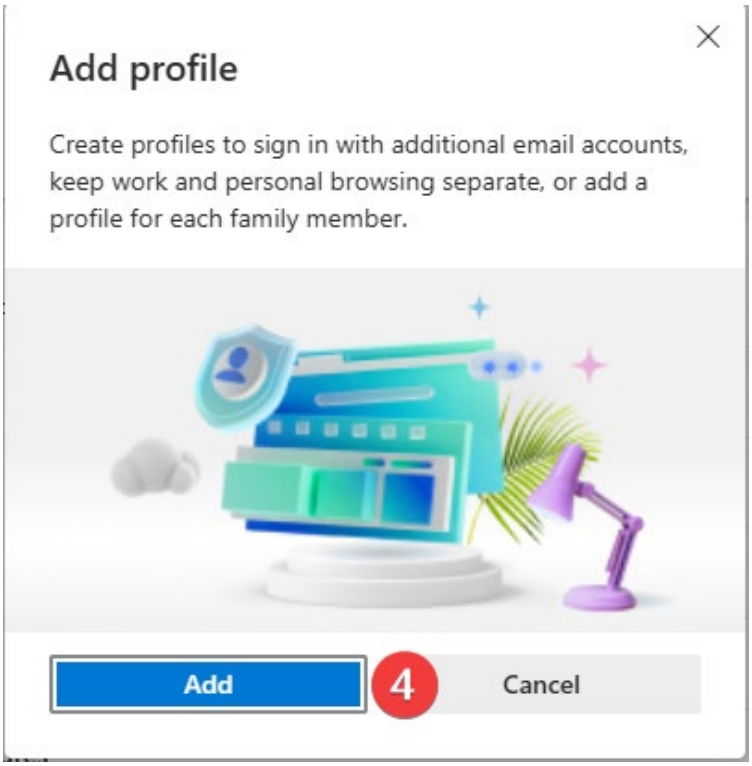
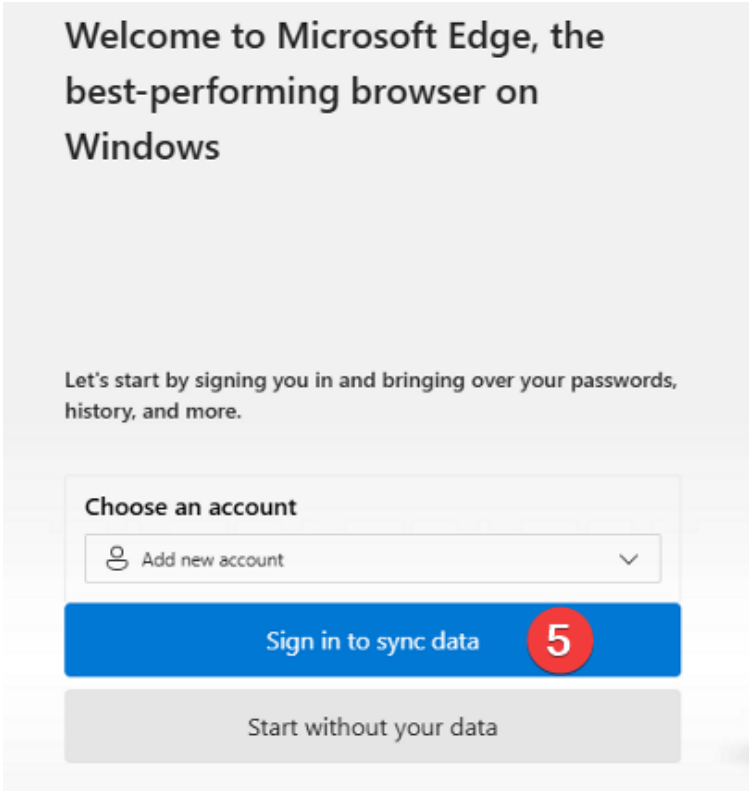
Action	Screenshot
1. Open Edge & navigate to the upper corner of your browser window to select the icon that represents your current profile. It may look like a blank silhouette, a letter, or a custom image you've already added. Selecting this icon will open a drop-down menu.	

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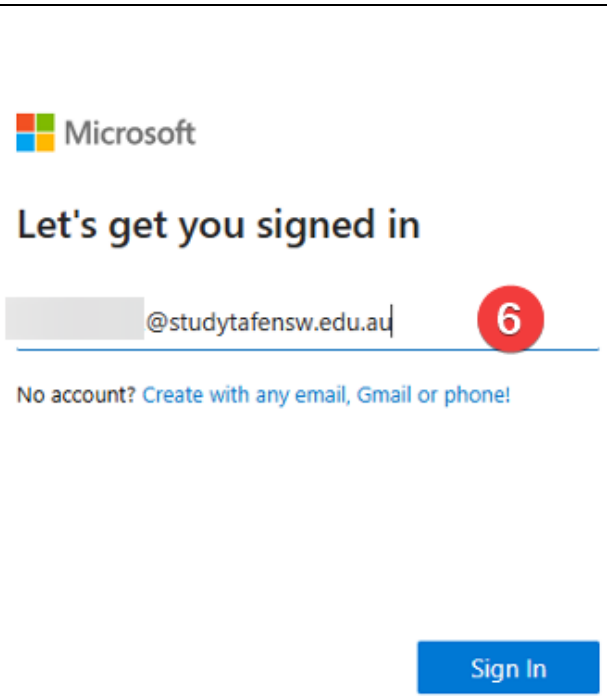
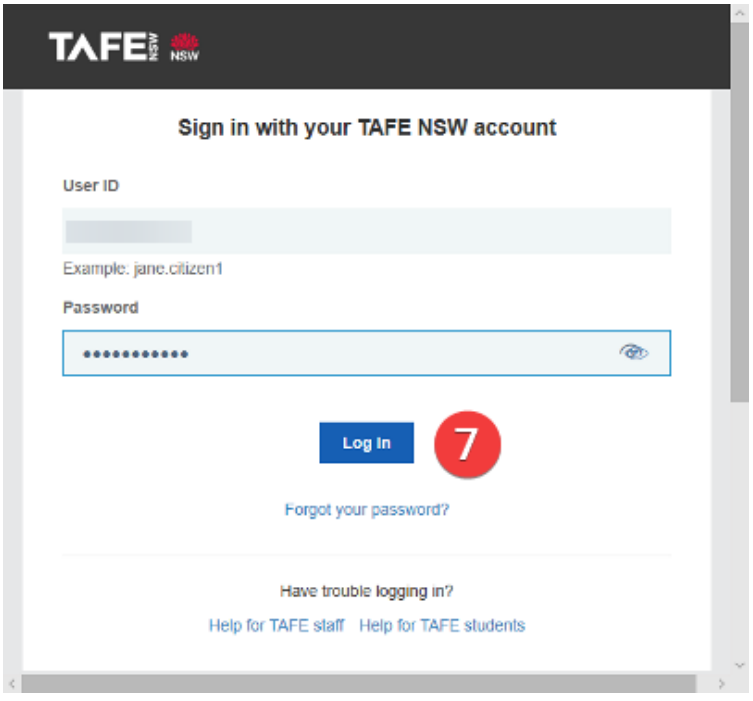
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2. Select **Manage profile settings**. At the top of the drop-down menu, select the gear icon and a new profile settings tab will open.	
3. Select **Add** profile.	

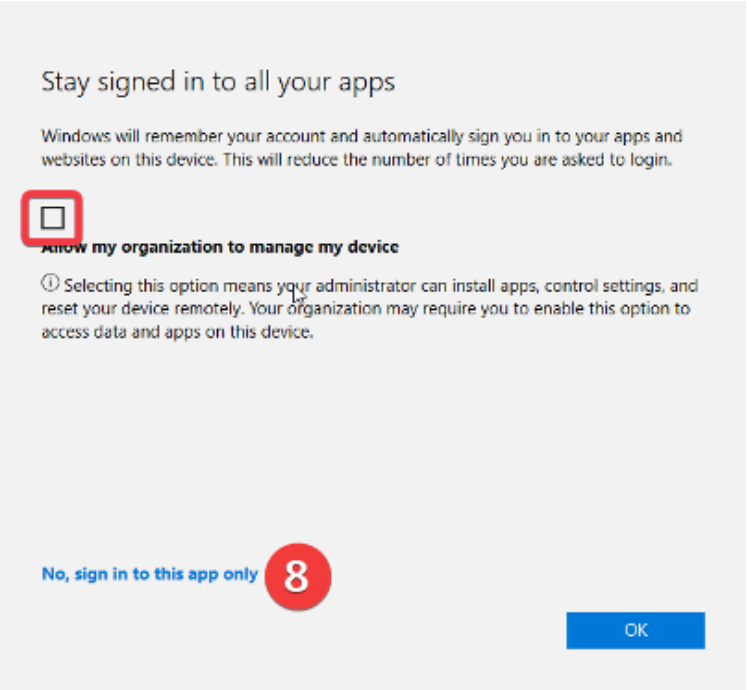
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4. Choose **Add**. A new tab will open with the option to sync your data or create a new profile without your data.	
5. Choose **Add new account** and select **Sign in to sync your data**	

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6. You will be prompted to sign into your Student Microsoft Office Account. Enter your TAFE NSW email address. (e.g. first.lastname@studytafensw.edu.au) and your password and click **Sign In**	
7. You will be taken to the TAFE NSW Sign in page. Enter your User ID (firsname.lastname) and password and click **Log In**.	

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8. Untick **Allow my organisation to manage my device** and click **No, sign in to this app only**	

How to customize your profile's settings

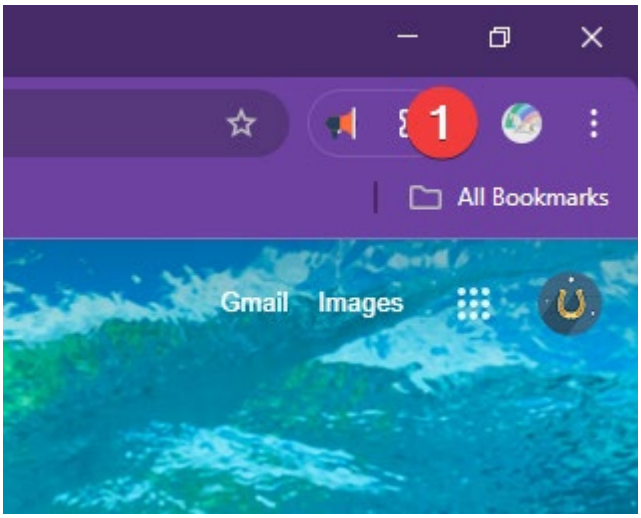
Once you've created your new profile, customize its settings to separate it from the other profiles. Navigate to the profile icon and select the gear icon to open the **Manage profile settings** menu. From there, change the profile's name, icon, and account type.

How to switch between profiles

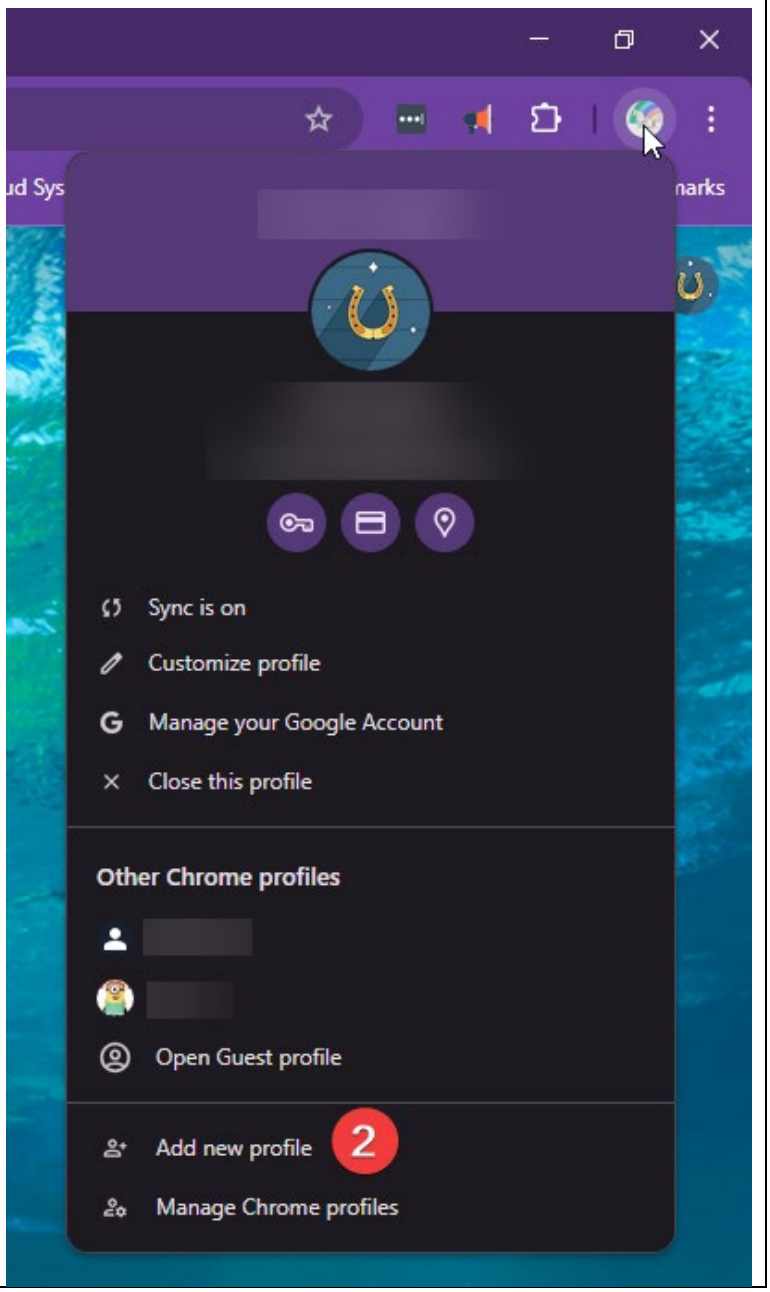
If you have multiple profiles in Microsoft Edge, switch between them by navigating to the profile icon and selecting your profile of choice. Each profile has its own browsing history, bookmarks, and other data to help you keep your personal and work-related browsing separate.

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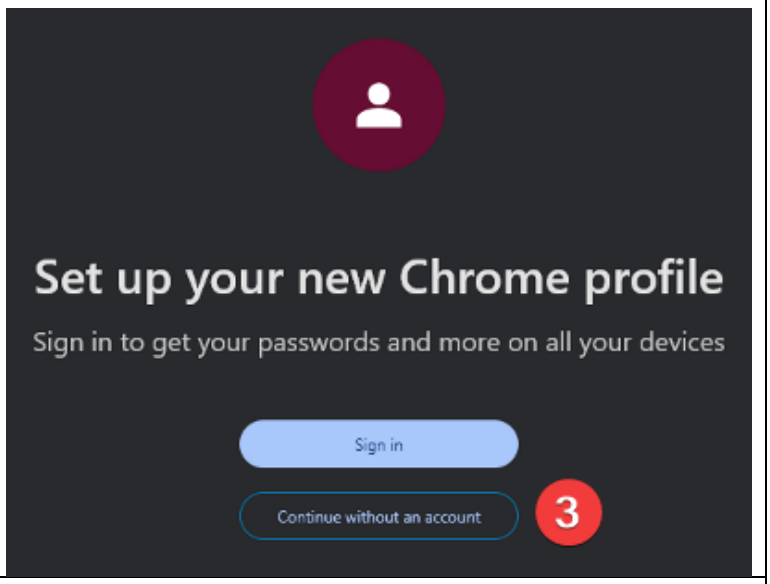
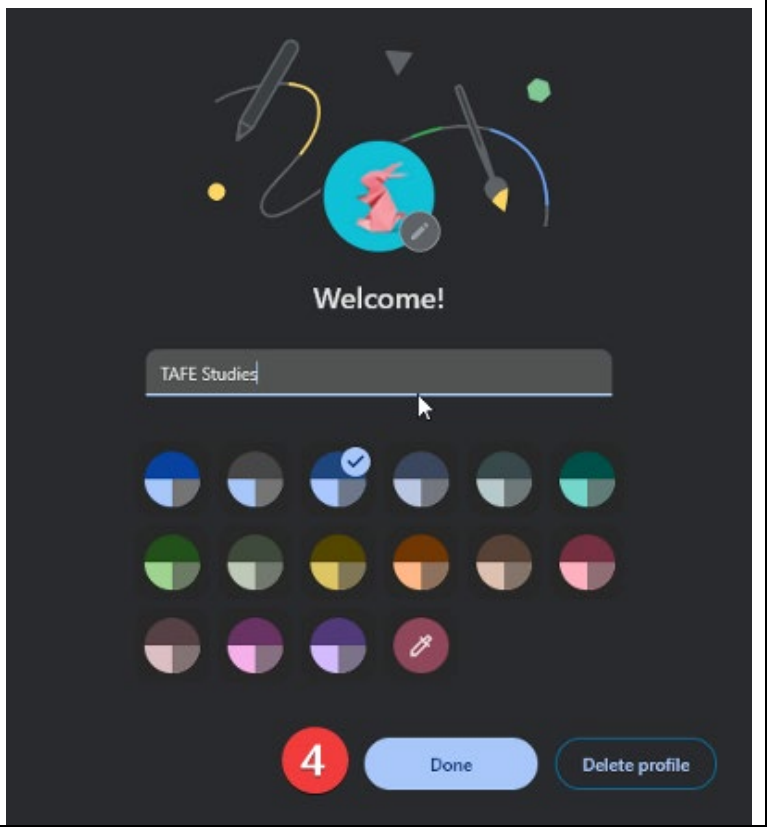
CHROME INSTRUCTIONS

Action	Screenshot
1. Open Chrome & navigate to the upper right corner of your browser window to select the icon that represents your current profile. It may look like a blank silhouette, a letter, or a custom image you've already added. Selecting this icon will open a drop-down menu.	

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2. Select **Add new profile**	

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3. Select **Continue without an account**	
4. Choose a name, photo and colour scheme and click **Done**	

How to customize your profile's settings

Once you've created your new profile, customize its settings to separate it from the other profiles. Navigate to the profile icon and select Manage Chrome profiles. From there, you can change the profile's name, icon and theme.

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How to switch between profiles

If you have multiple profiles in Chrome, switch between them by navigating to the profile icon and selecting your profile of choice. Each profile has its own browsing history, bookmarks, and other data to help you keep your personal and work-related browsing separate.

FOR MORE INFORMATION

Several checklists and guides are available on TAFE Internet to support you in your Connected Learning journey.

If you are experiencing difficulties accessing resources from a personal device, you can use the TAFE Virtual Desktop.

Students who may be Deaf or hard of hearing, can seek assistance through the National Relay Service or may lodge an enquiry using the Get Technology Help Form.

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