

How to get your ID number

Login to the TAFE Queensland Papercut Portal

1. There's a shortcut on your desktop for the Papercut portal, or you can type **printportal.tafeqld.edu.au** into your web browser.



2. Enter the same username and password that you use at your TAFE Queensland computer into the Papercut Portal.



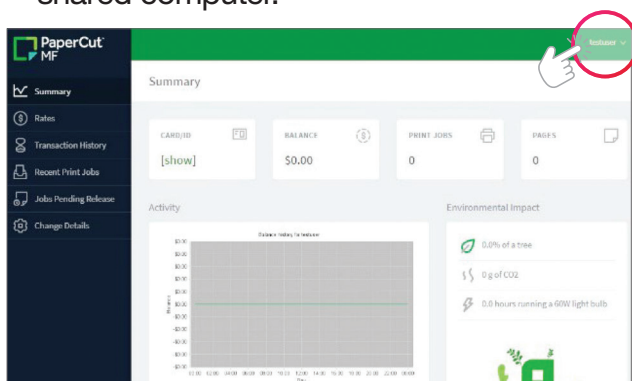
Log in

Username

Password

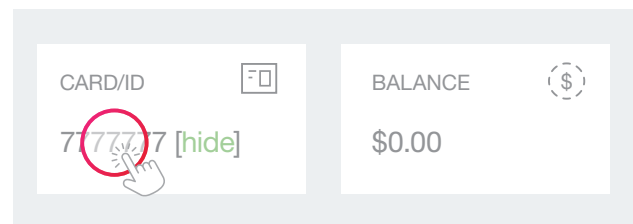
Log in

3. The Papercut Portal now shows a Summary page. Your logon appears in the top right of the screen, you can **Log Out** from there if you are using a shared computer.



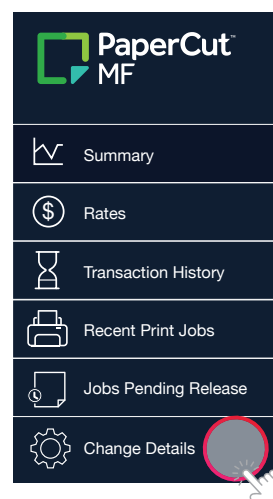
Check your ID number

1. Check the ID Number assigned to you by clicking **[show]** on the initial Summary page



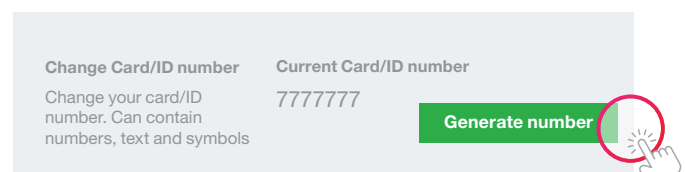
Generate a new ID number

1. Click on **Change Details**



2. Click **Generate number** to generate a new random number.

NOTE: You will only be allowed to do this **THREE** times, before the button is temporarily locked.



If you need more support, scan the QR code or visit our website at tafeqld.edu.au/technical-support

FUJIFILM
Value from Innovation

**MAKE
GREAT
HAPPEN**

