Teachers Portal

The Teachers Portal provides a secure way for teachers to access information and services relevant to their teacher registration in South Australia. All renewal of registrations are lodged through the portal and you must have a portal account in order to renew your registration.

You can access it at:

https://online.trb.sa.edu.au/default.aspx



Creating your account and logging in

To access the Teachers Portal, you will need to sign up for an account. The registration page can be accessed at:

https://online.trb.sa.edu.au/register.aspx

- Enter your registration number, date of birth and email address as indicated on the page. If you do not know your registration number, please visit our online Register of Teachers at http://crmpub.trb.sa.edu.au/teachersearch.aspx
- 2. Press Register. You will receive an email containing your username and temporary password.

for the Teachers Portal Register Here Through the Te Please complete the information below and click Register to will be able to create your Teachers Portal account. vour registration details, as well Please note: Fields marked with an * are mandatory active Applicat of Registration Registration No * The latest nev If you do not know your teacher registration number, you can about teacher search on our Register of Teachers posted through Date of Birth * (dd/mm/yyyy) On successful sign-up you will be sent your login details by email. Please ensure the em the one you have most recently provided to us and you can still access the account REGISTER >

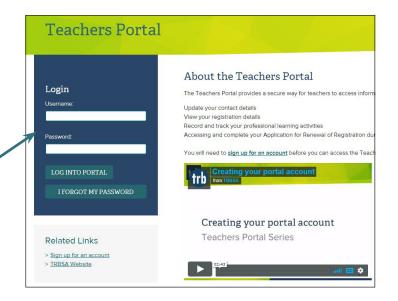
Log into your account

Once you have received your welcome email, follow the link to:

https://online.trb.sa.edu.au/default.aspx

Enter your username and temporary password to log in to the portal.

If you ever forget your password, you can reset it by clicking on the "I have forgotten my password" link.



Your portal home page

Your portal home page contains the following information:

My Registration Details

This section contains a summary of your registration details.

Click on **View/Edit** to see your full registration details.

details.

My Contact Details

This section contains a summary of your contact details.

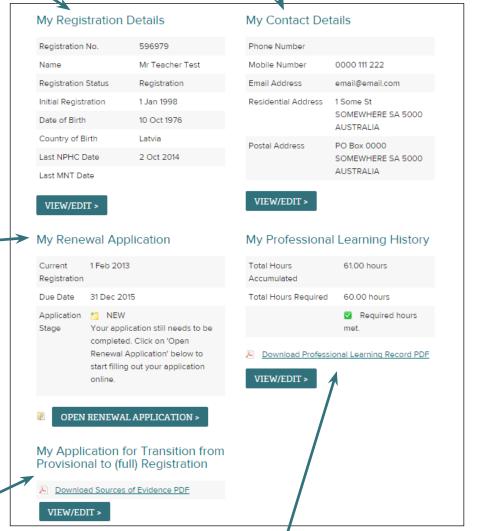
Click on View/Edit to manage your contact details.

My Renewal Application

This section shows a summary of any active Applications for Renewal of Registration.

If you are due to renew your registration by the end of the current year, you will be able to click on **Open Renewal Application** to access your application.

You can also track the status of your application in this section. Changes in the status of your renewal will be displayed here as your application is processed.



My Application for Transition from Provisional to (full) Registration

This section contains a summary of your Sources of Evidence used in the transition process.

Click on View/Edit to see your full list of evidence.

My Professional Learning History

This section contains a summary of your professional learning for your current term of registration.

Click on **View/Edit** to see your full list of professional learning activities.

My Renewal Application

The My Renewal Application section contains a step-by-step guide on how to complete your Application for Renewal of Registration.

Please read each section carefully.

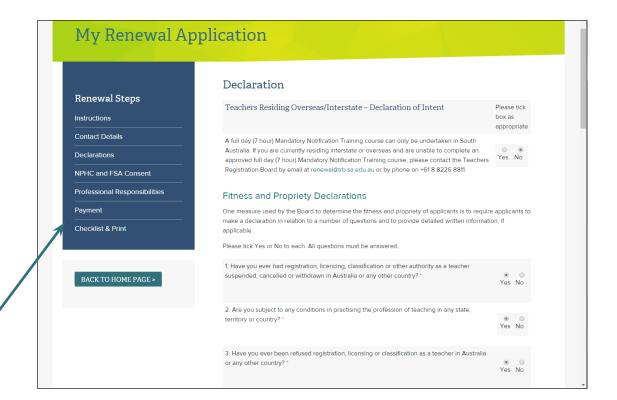
On each page, you will be provided with information relevant to the requirements for renewal of registration.

You may also be asked to provide additional information, such as answers to your Fitness and Propriety Declaration or personal information for your National Police History Check. Please read each section carefully.

You will also be prompted for additional documentation or information throughout each section.

Click **Next** to progress through each step of the application.

Once all sections of the application have been completed, you will be able to select a payment option (you can either pay online via credit card or send in a cheque/money order) and then print out and post in your completed application.



Renewal Steps

A summary of the steps to completing your Application for Renewal of Registration is available in the side menu. You can revisit previous steps at any time by clicking on any of the links in this menu.

My Professional Learning History

This section on your home page details a summary of your professional learning history.



The My Professional Learning History section contains a summary of your recorded professional learning activities that you completed during your current term of registration.



Add new professional learning record

Click on **Add New Professional Learning Record** to complete a new record. This will open up a new dialogue box.

