

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>

1. 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

Please complete the information below and click Register to create your Teachers Portal account.

Please note: Fields marked with an * are mandatory.

Registration No *

If you do not know your teacher registration number, you can search on our [Register of Teachers](#).

Date of Birth * (dd/mm/yyyy)

Email address *

On successful sign-up you will be sent your login details by email. Please ensure the email is the one you have most recently provided to us and you can still access the account.

Through the Teachers Portal, you will be able to view your registration details, as well as submit an active Application for Renewal of Registration.

The latest news about teacher registration in South Australia is posted through the Teachers Portal.

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.

Teachers Portal

Login

Username:

Password:

About the Teachers Portal

The Teachers Portal provides a secure way for teachers to access information and services relevant to their teacher registration in South Australia.

Update your contact details
View your registration details
Record and track your professional learning activities
Accessing and complete your Application for Renewal of Registration during your registration period.

You will need to [sign up for an account](#) before you can access the Teachers Portal.

trb [Creating your portal account](#)
from TRBSA

Creating your portal account

Teachers Portal Series

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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.

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.

The screenshot displays a user's portal home page with four main sections:

- My Registration Details:** A table with fields: Registration No. (596979), Name (Mr Teacher Test), Registration Status (Registration), Initial Registration (1 Jan 1998), Date of Birth (10 Oct 1976), Country of Birth (Latvia), Last NPHC Date (2 Oct 2014), and Last MNT Date. A **VIEW/EDIT >** button is at the bottom.
- My Contact Details:** A table with fields: Phone Number, Mobile Number (0000 111 222), Email Address (email@email.com), Residential Address (1 Some St, SOMEWHERE SA 5000 AUSTRALIA), and Postal Address (PO Box 0000, SOMEWHERE SA 5000 AUSTRALIA). A **VIEW/EDIT >** button is at the bottom.
- My Renewal Application:** A table with fields: Current Registration (1 Feb 2013), Due Date (31 Dec 2015), and Application Stage (NEW). A message states: "Your application still needs to be completed. Click on 'Open Renewal Application' below to start filling out your application online." An **OPEN RENEWAL APPLICATION >** button is at the bottom.
- My Professional Learning History:** A table with fields: Total Hours Accumulated (61.00 hours), Total Hours Required (60.00 hours), and a status indicator (Required hours met). A **VIEW/EDIT >** button is at the bottom. A link to [Download Professional Learning Record PDF](#) is also present.

Below the renewal application section, there is a section for **My Application for Transition from Provisional to (full) Registration** with a [Download Sources of Evidence PDF](#) link and a **VIEW/EDIT >** button.

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.

My Renewal Application

Renewal Steps

- Instructions
- Contact Details
- Declarations
- NPHC and FSA Consent
- Professional Responsibilities
- Payment
- Checklist & Print

[BACK TO HOME PAGE >](#)

Declaration

Teachers Residing Overseas/Interstate – Declaration of Intent Please tick box as appropriate

A full day (7 hour) Mandatory Notification Training course can only be undertaken in South Australia. If you are currently residing interstate or overseas and are unable to complete an approved full day (7 hour) Mandatory Notification Training course, please contact the Teachers Registration Board by email at renewal@trb.sa.edu.au or by phone on +61 8 8226 8811.

Yes No

Fitness and Propriety Declarations

One measure used by the Board to determine the fitness and propriety of applicants is to require applicants to make a declaration in relation to a number of questions and to provide detailed written information, if applicable.

Please tick Yes or No to each. All questions must be answered.

1. Have you ever had registration, licencing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country? *

Yes No

2. Are you subject to any conditions in practising the profession of teaching in any state, territory or country? *

Yes No

3. Have you ever been refused registration, licencing or classification as a teacher in Australia or any other country? *

Yes No

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.

Total Hours Accumulated shows the total hours you have accrued from the learning activities that you have added to your records.

Total Hours Required shows the number of requisite hours to satisfy the professional learning requirement for renewal of registration.

You can download your Professional Learning Record as a PDF by clicking on **Download Professional Learning Record PDF**.

Click **View/Edit** to view or edit your learning activities.

My Professional Learning History

Total Hours Accumulated	61.00 hours
Total Hours Required	60.00 hours

✓ Required hours met.

[Download Professional Learning Record PDF](#)

VIEW/EDIT >

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

View and extend the accumulated learning activities you have associated with your current registration period.

This page contains details of your professional learning history accumulated during your current term of registration. You can add, view and edit your professional learning history on this page.

Professional Learning Acquired For Your Current Term of Registration

[Download Professional Learning Record PDF](#)

Title	Started	Completed	Hours		
Responding to Abuse and Neglect Update Course	18 Aug 2013	19 Aug 2013	3.00	Edit	Remove
Research into new pedagogies	4 Aug 2013	10 Aug 2013	15.00	Edit	Remove
Teaching Conference	30 Jun 2013	30 Jun 2013	3.00	Edit	Remove

ADD NEW PROFESSIONAL LEARNING RECORD

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.