

# 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.



## 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 <https://crmpub.trb.sa.edu.au/home/teachersearch>
2. Press Register. You will receive an email containing your username and temporary password.

## 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.

## Two-factor authentication

When you first sign up to the portal you will be asked to activate two-factor authentication for your account. Follow the steps provided and sign-up with your email or mobile number.

# 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.

The screenshot displays the 'My Portal Home Page' with a green header. On the left, a dark blue sidebar shows the user is logged in as 'Test Only Teacher' and provides buttons for 'HOME PAGE', 'CHANGE PASSWORD', 'SET SECURITY QUESTIONS', and 'LOG OUT'. Below this is a 'Related Links' section with a link to 'TRBSA Website'. The main content area features three primary sections: 'My Registration Details' (listing registration number, name, category, dates, and status), 'My Contact Details' (listing phone, mobile, email, and residential address), and 'My Renewal Application' (showing current registration and due date). A 'My Professional Learning History' section shows accumulated hours and a 'Required hours met' status. Each section includes a 'VIEW/EDIT' button. The footer contains the TRBSA logo, contact information, and a 'TRBSA WEBSITE' button.

## My Professional Learning History

This section contains a summary of your professional learning for your current term of registration. A minimum equivalent of 20 hours per year of the current registration term is required.

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.

If you currently hold provisional registration your application will be assessed prior to receiving an email to proceed to payment

Once all sections of the application have been completed, you will be able to select a payment option and submit your application.

**trb** Teachers Registration Board OF SOUTH AUSTRALIA

## My Renewal Application

**Renewal Steps**

- Introduction
- Contact Details
- Declarations
- Professional Responsibilities
- WWCC
- Identity Documents
- NCCHC
- Payment

[BACK TO HOME PAGE](#)

### Declarations

#### 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. Within your current term of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or in any country? \*  Yes  No
2. Are you subject to any conditions in practising the profession of teaching in Australia or in any country? \*  Yes  No
3. Within your current term of registration, have you been refused registration, licensing or classification as a teacher in Australia or in any country? \*  Yes  No
4. Within your current term of registration, have you been (or are you currently), the subject of disciplinary action in response to allegations of incompetence (unsatisfactory performance) as a teacher, misconduct as a teacher, or fitness to be a teacher, or any action (including a preliminary investigation, whether formal or informal) that might lead to such proceedings in Australia or any country? \*  Yes  No
5. Within your current term of registration, have you been dismissed or resigned from any employment as a practising teacher in response to or following allegations of unprofessional conduct or incompetence (unsatisfactory performance) in Australia or any country? \*  Yes  No
6. Within your current term of registration, have you been dismissed or resigned from any

## 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. This is a minimum of 20 hours per year of registration term.

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

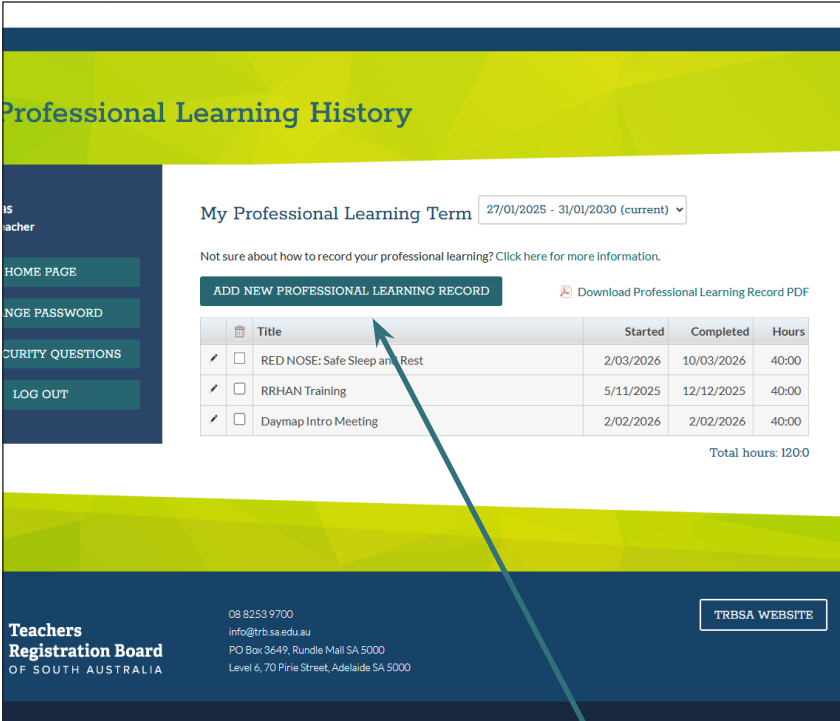
Click **View/Edit** to view or edit your learning activities.



The screenshot shows a summary box titled "My Professional Learning History". It contains the following information:

- Total Hours Accumulated: 120:0
- Total Hours Required: 100 hours
- A green checkmark icon followed by the text "Required hours met."
- Current Professional Learning Term: 27/01/2025 - 31/01/2030
- A link with a PDF icon: "Download Professional Learning Record PDF"
- A dark green button with white text: "VIEW/ADD/EDIT PROFESSIONAL LEARNING"

The My Professional Learning History section contains a summary of your recorded professional learning activities that you completed during your current term of registration. You can also access your PL record from previous learning terms by using the drop-down facility.



The screenshot shows the "Professional Learning History" page. It features a sidebar on the left with navigation links: HOME PAGE, CHANGE PASSWORD, SECURITY QUESTIONS, and LOG OUT. The main content area displays "My Professional Learning Term" as "27/01/2025 - 31/01/2030 (current)". Below this, there is a link for more information and two buttons: "ADD NEW PROFESSIONAL LEARNING RECORD" and "Download Professional Learning Record PDF". A table lists the following activities:

| Title  | Started   | Completed  | Hours |
|--|-----------|------------|-------|
| <input type="checkbox"/> RED NOSE: Safe Sleep and Rest | 2/03/2026 | 10/03/2026 | 40:00 |
| <input type="checkbox"/> RRHAN Training                | 5/11/2025 | 12/12/2025 | 40:00 |
| <input type="checkbox"/> Daymap Intro Meeting          | 2/02/2026 | 2/02/2026  | 40:00 |

Total hours: 120:0

At the bottom, there is contact information for the Teachers Registration Board of South Australia and a "TRBSA WEBSITE" button.

## 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.