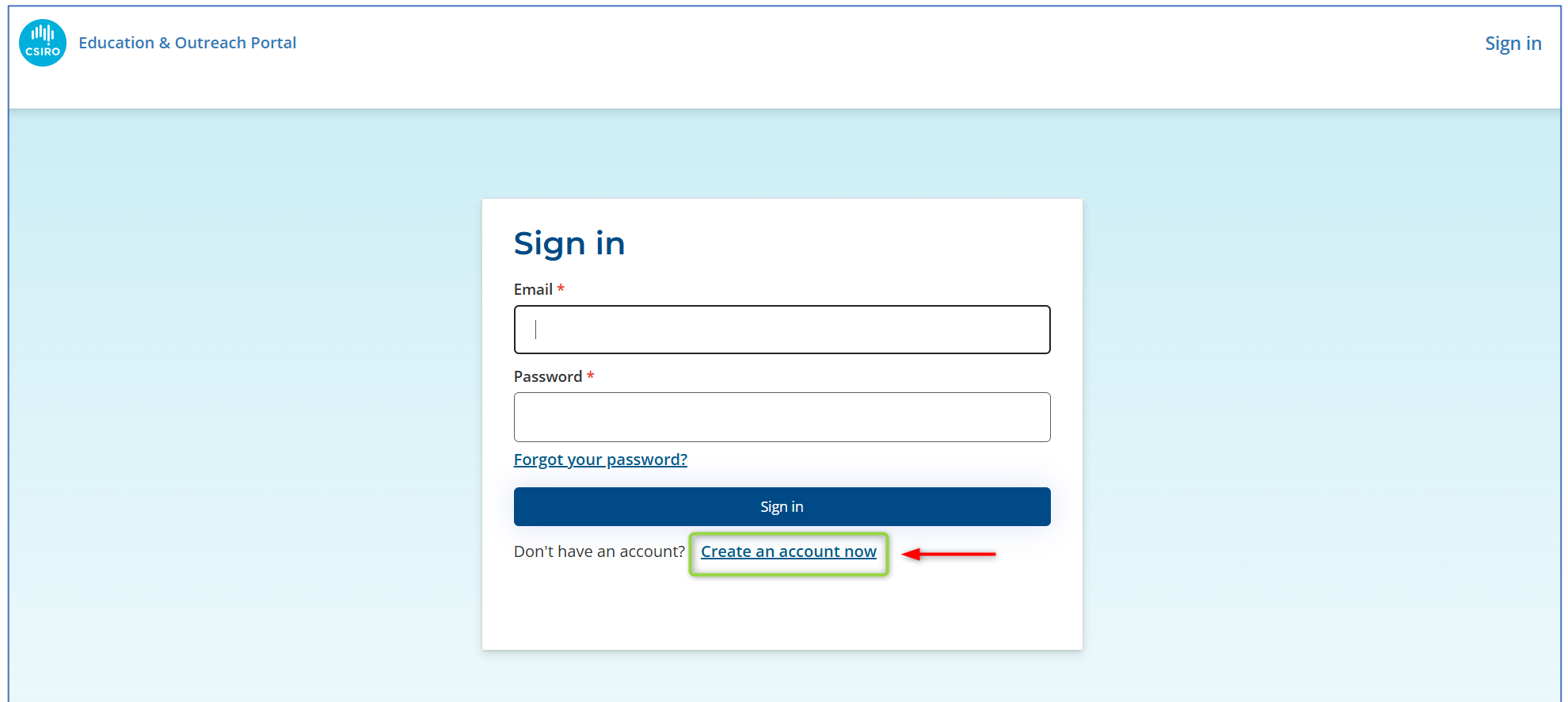# Sign up for your CSIRO Education on-line account for the first time

Once you have selected the **Education Portal** button from the main Education and Outreach (CSIRO) website, you will be taken to the Sign in page. You may have also come straight to this page if you were provided the portal web address.

Select **Create an account now**

Education & Outreach Portal

Sign in

Sign in

Email *

Password *

Forgot your password?

Sign in

Don't have an account? Create an account now

Enter your preferred email address and select **Send verification code**, then check your email for the code.

Enter the **Verification Code** sent to your email, then choose **Verify code.**

Back to Sign in

Create an account

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

jimmytest_____@gmail.com

Verification Code

123456

Verify code   Send new code

First Name *

Last Name *

New Password *

Confirm New Password *

☐ I have read & agree to the Terms of Use

Submit

Please Note: The process of sending and receiving the email verification code may take some time. The actual time may depend on such things as:

- your email service provider
- Internet traffic at the time
- Internet speed
- The age of your computer

The verification code may also fall into your **Spam or Trash** folder so please check there before selecting the 'Send new code' button.

Although in most cases the code email will arrive in a matter of seconds, please allow 5 minutes or so to receive the code. If you select the 'Send new code' button too soon, you could end up receiving and using the original code first, which will no longer be valid.

There have been isolated cases reported of emails not arriving at all.

Complete the remaining details. Enter your new password twice. Read the **Terms of Use** then check the box. Select the **Submit** button. NOTE: You will not be able to progress unless you check the box at the bottom of the page. Please ensure you read and understand the information provided.

‹ Back to Sign in

Create an account

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

jimmytest   @gmail.com

Verification Code

123456

Verify code   Send new code

First Name *

Jimmy Test

Last Name *

Smith

New Password *

···········

Confirm New Password *

···········

☑ I have read & agree to the Terms of Use

Submit

The next step is to authenticate using your mobile number.

Make sure **Australia** is the Country Code. If not search for and select Australia from the drop down list. Then enter your mobile number and select **Send Code**.
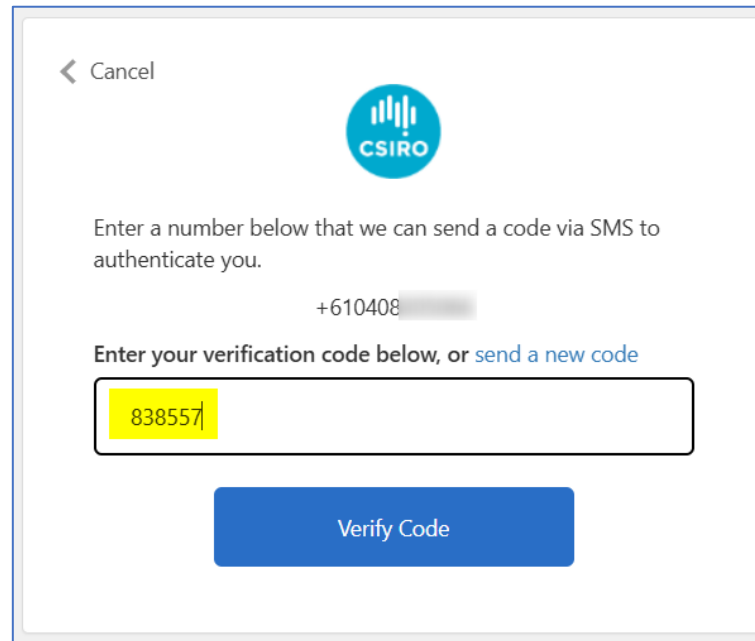
Enter the 6-digit code sent to your mobile then select **Verify Code**.
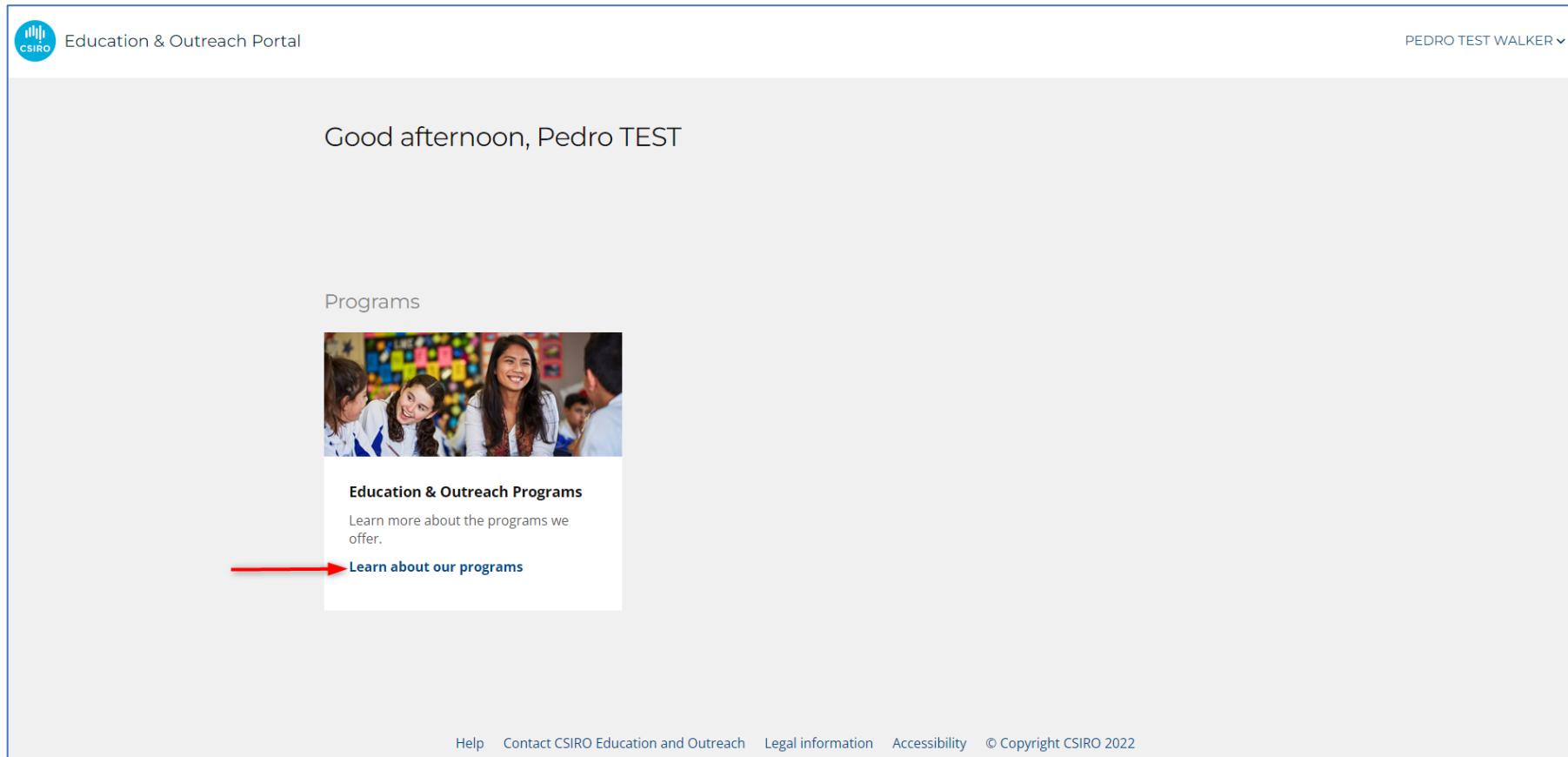
Note: This is a one-off code and cannot be used again.

- If you are a **new customer** signing up for STEM Professionals in Schools for the **first time**, you will be taken directly to the application page shown on page 10 of this guide.
- If you are a **returning customer** signing back in, you will be taken to your dashboard as shown on the next page.

Continue to the next page for more information about **joining the STEM Professionals in Schools Program.**

STEM Professionals in Schools Dashboard

NOTE: If you **did not** enter the portal via the CSIRO website you will need to select **Learn about our programs** to go to the main CSIRO Education & Outlook website and browse the programs we have on offer. For the purpose of this guide, we are using the **STEM Professionals in Schools** program.

Page | 7

Once at the main CSIRO Education & Outreach website, find and select the **STEM Professionals in Schools** program. Read through the information on the page and select the role that best describes your work – STEM Professional or Teacher.
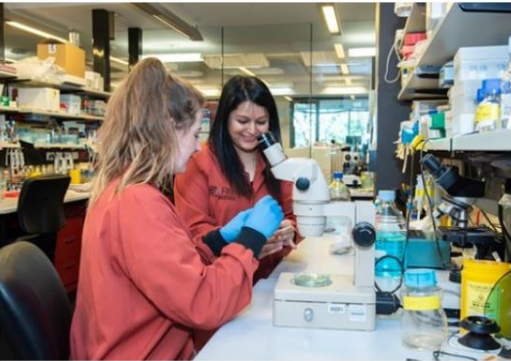
Read through the steps to apply, then scroll down the page and select **Education portal**.
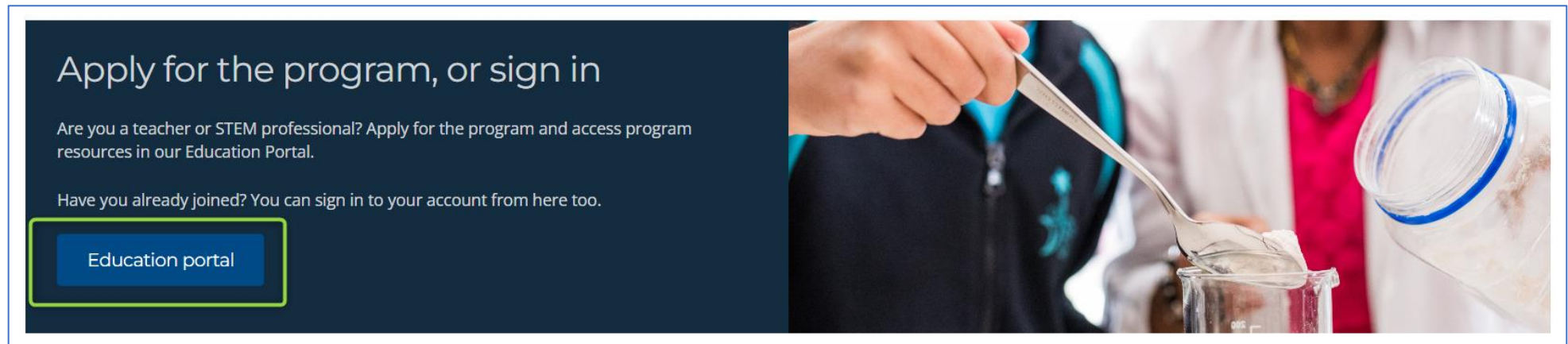
Follow the sign in process shown at the beginning of this guide.

- If you are a first time customer, you will need to complete the full process.
- If you are a returning customer, you only need to complete the email and password then the mobile verification steps.

OFFICIAL

SPS program application page:

Education & Outreach Portal

HOME / STEM PROFESSIONALS IN SCHOOLS APPLICATION

STEM Professionals in Schools Application

1 ELIGIBILITY — 2 CHILD SAFETY — 3 CONTACT DETAILS — 4 PARTNERSHIP PREFERENCES

Eligibility criteria

To be eligible for the STEM Professionals in Schools program:

STEM Professionals

- Minimum qualification of a Bachelor degree or demonstrated experience in a science, technology, engineering or mathematics or related area
- The ability to obtain and/or provide evidence of, the relevant Working with Children/Vulnerable People check and National Police Certificate as part of the CSIRO Child Safe procedure

Teachers

- Teachers and principals in Australian primary and secondary schools from K-12 across school sectors

What's expected of you?

A commitment to:

- An ongoing partnership (not a one-off visit)
- Maintain a current Working with Children Check (STEM professionals)*
- Maintain a current National Police Check (STEM professionals)*
- Abide by CSIRO's Child Safe Procedure
- Make contact with each other soon after the partnership is formed
- Work collaboratively with your partner to establish a mutually agreeable plan
- Provide feedback to the program team as requested

* CSIRO will bear the cost of each of these checks

Please select your role *

By clicking Agree and Continue, I hereby Agree and consent to the Terms of Use and Privacy Policy, and expressly instruct CSIRO to communicate specific information about me and my application to third parties in accordance with the Privacy Policy.

Agree and Continue

Help   Contact CSIRO Education and Outreach   Legal information   Accessibility   © Copyright CSIRO 2022

Once your application has been completed and saved, you will be taken back to your Dashboard. Here you will find all the information you need to assist you with the CSIRO Education & Outreach program you have applied for. The boxes (tiles) you see on this page will vary depending on where you are with your program application and what actions you might have remaining – e.g., applying for a Working with Children Check (*if applicable*).