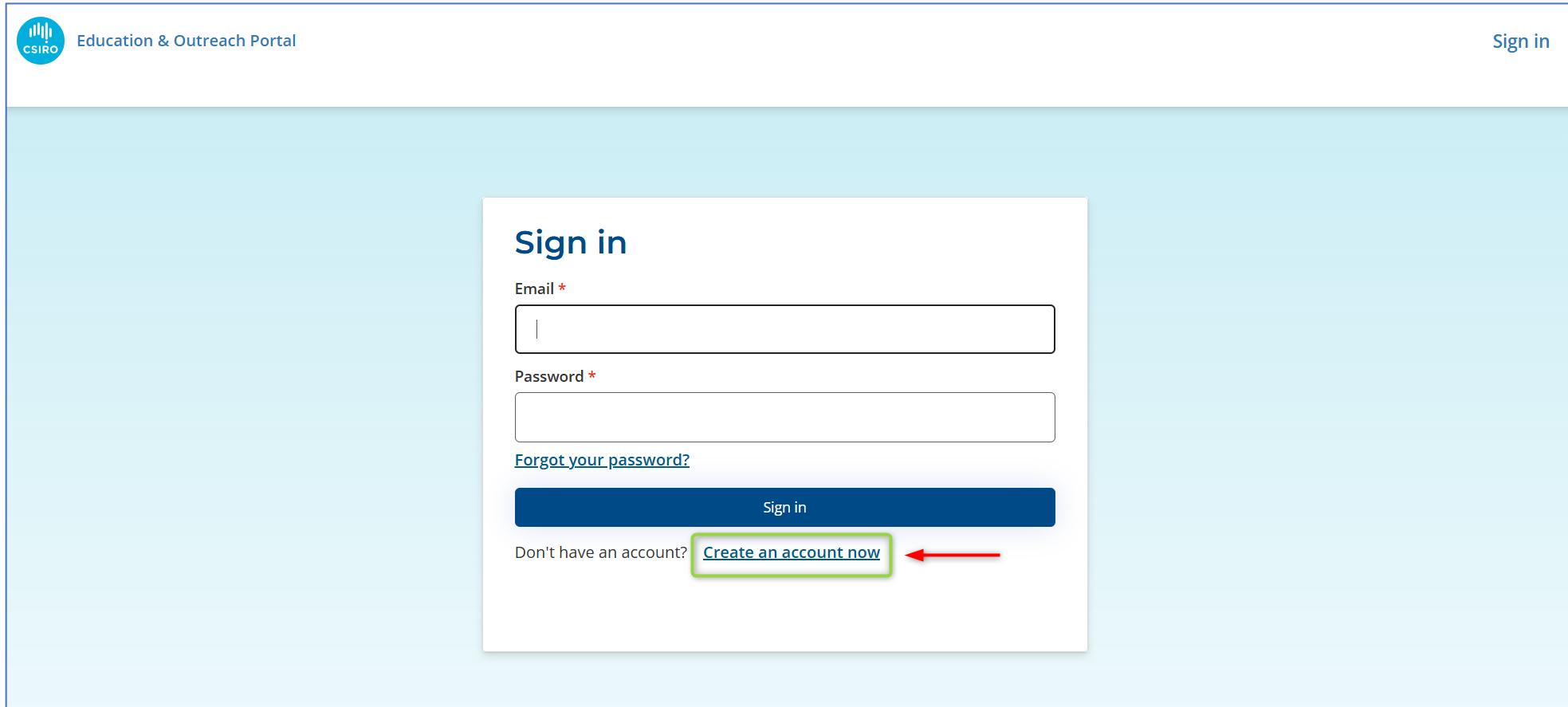


## Sign up for your CSIRO Education on-line account for the first time

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](#)



The screenshot shows the 'Sign in' page of the CSIRO Education & Outreach Portal. At the top left is the CSIRO logo and the text 'Education & Outreach Portal'. At the top right is a 'Sign in' button. The main area is titled 'Sign in' and contains fields for 'Email \*' and 'Password \*'. Below these fields is a link 'Forgot your password?'. At the bottom is a 'Sign in' button. To the right of the 'Sign in' button is a link 'Don't have an account? [Create an account now](#)'. A red arrow points to the 'Create an account now' link.

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

[Back to Sign in](#)

## Create an account

Email Address \*

Send verification code

First Name \*

Last Name \*

New Password \*

Confirm New Password \*

I have read & agree to the [Terms of Use](#)

Submit

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 \*

Verification 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.

## OFFICIAL

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 \*

Verification Code

[Verify code](#) [Send new code](#)

First Name \*

Last Name \*

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 a number below that we can send a code via SMS to authenticate you.

Country Code

Australia (+61) ▾

Phone Number

0408123456

Send Code

Enter the 6-digit code sent to your mobile then select **Verify Code**.

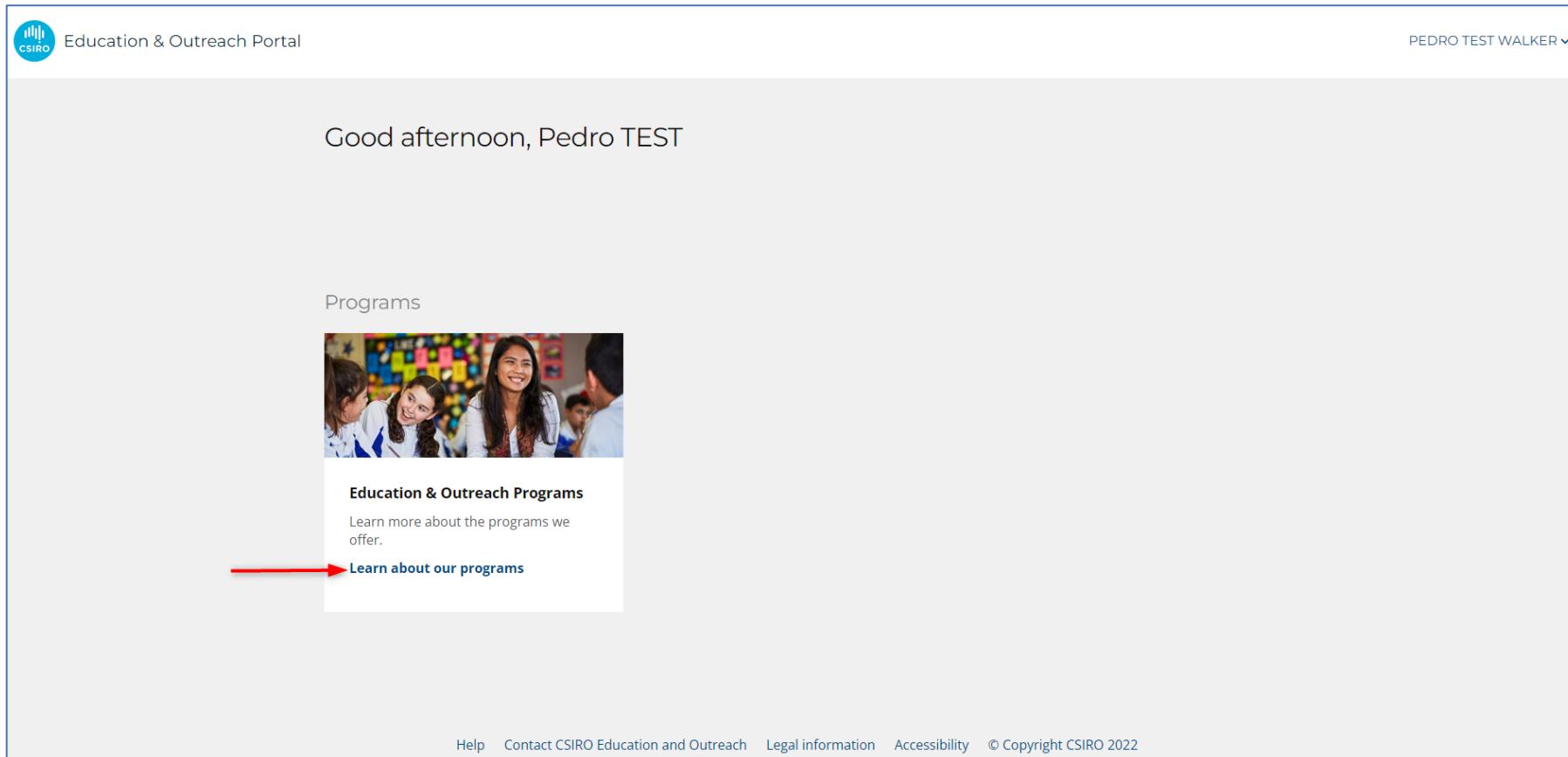
Note: This is a one-off code and cannot be used again.



- 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



Education & Outreach Portal

PEDRO TEST WALKER ▾

Good afternoon, Pedro TEST

Programs



**Education & Outreach Programs**

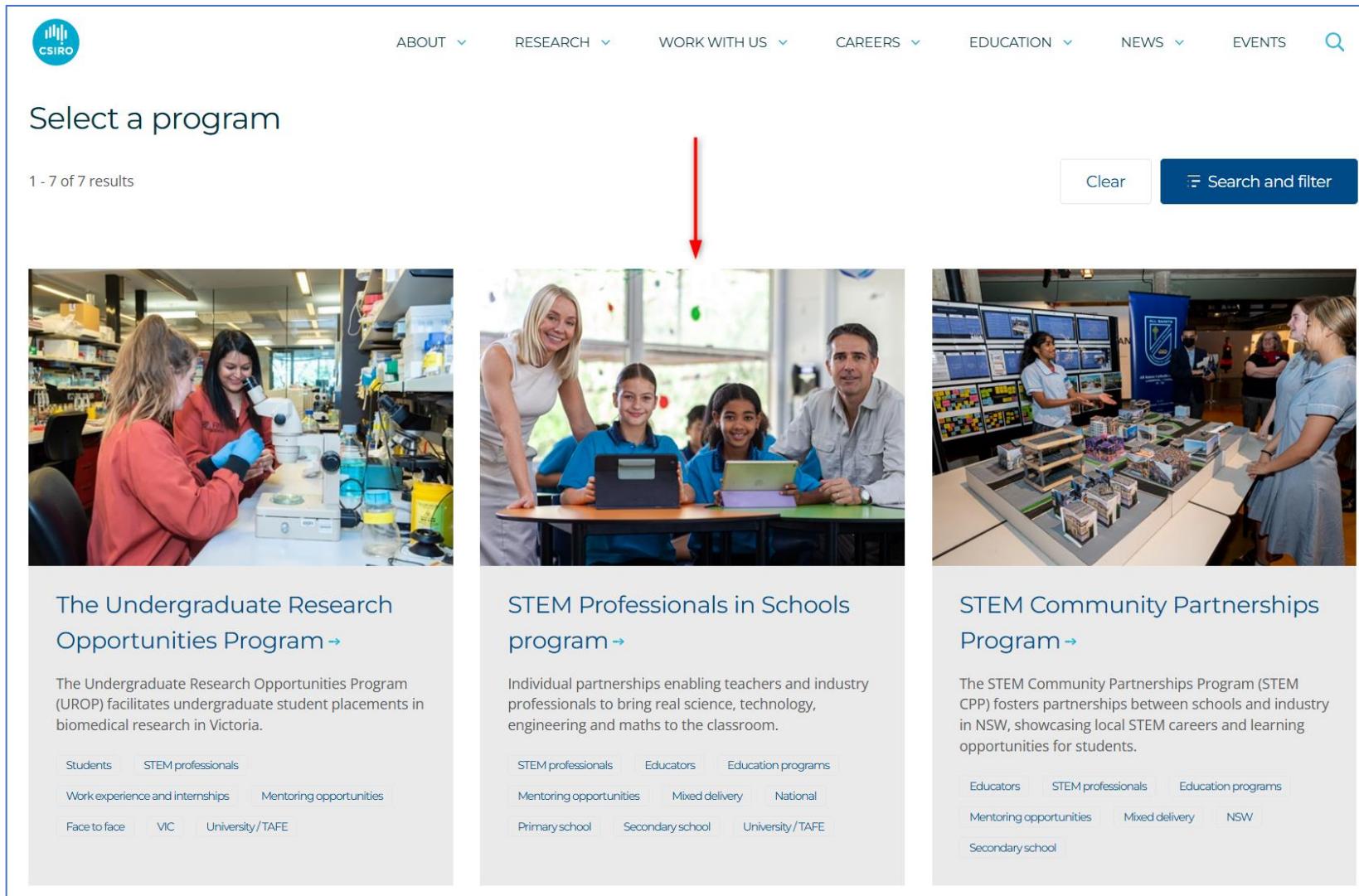
Learn more about the programs we offer.

[Learn about our programs](#)

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**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 & Outreach website and browse the programs we have on offer. For the purpose of this guide, we are using the **STEM Professionals in Schools** program.

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.



ABOUT ▾ RESEARCH ▾ WORK WITH US ▾ CAREERS ▾ EDUCATION ▾ NEWS ▾ EVENTS 🔍

## Select a program

1 - 7 of 7 results

Clear 🔍 Search and filter



[The Undergraduate Research Opportunities Program →](#)

The Undergraduate Research Opportunities Program (UROP) facilitates undergraduate student placements in biomedical research in Victoria.

Students STEM professionals

Work experience and internships Mentoring opportunities

Face to face VIC University/TAFE



[STEM Professionals in Schools program →](#)

Individual partnerships enabling teachers and industry professionals to bring real science, technology, engineering and maths to the classroom.

STEM professionals Educators Education programs

Mentoring opportunities Mixed delivery National

Primary school Secondary school University/TAFE



[STEM Community Partnerships Program →](#)

The STEM Community Partnerships Program (STEM CPP) fosters partnerships between schools and industry in NSW, showcasing local STEM careers and learning opportunities for students.

Educators STEM professionals Education programs

Mentoring opportunities Mixed delivery NSW

Secondary school

Read through the steps to apply, then scroll down the page and select [Education portal](#).

## Apply for the program, or sign in

Are you a teacher or STEM professional? Apply for the program and access program resources in our Education Portal.

Have you already joined? You can sign in to your account from here too.

[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.

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

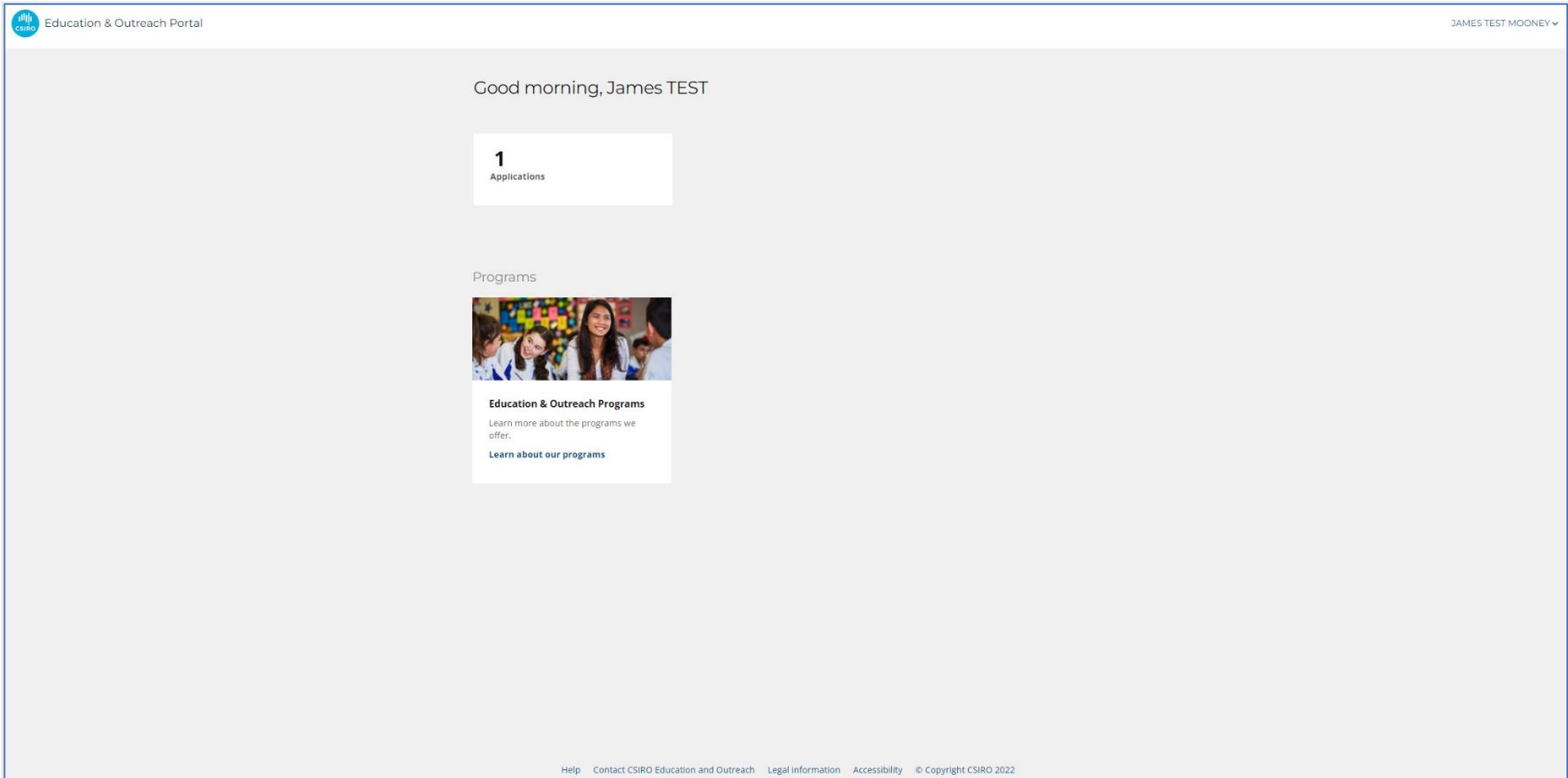
Please select your role \*

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*).



The screenshot shows the CSIRO Education & Outreach Portal Dashboard. At the top left is the CSIRO logo and 'Education & Outreach Portal'. At the top right is the user name 'JAMES TEST MOONEY' with a dropdown arrow. The dashboard features several tiles:

- A large white tile with a dark grey border containing the text 'Good morning, James TEST'.
- A white tile with a dark grey border containing the number '1' and the text 'Applications'.
- A white tile with a dark grey border containing the text 'Programs' above a small image of three people, followed by 'Education & Outreach Programs', 'Learn more about the programs we offer.', and a 'Learn about our programs' button.
- At the bottom of the dashboard, there is a footer with links: 'Help', 'Contact CSIRO Education and Outreach', 'Legal information', 'Accessibility', and '© Copyright CSIRO 2022'.