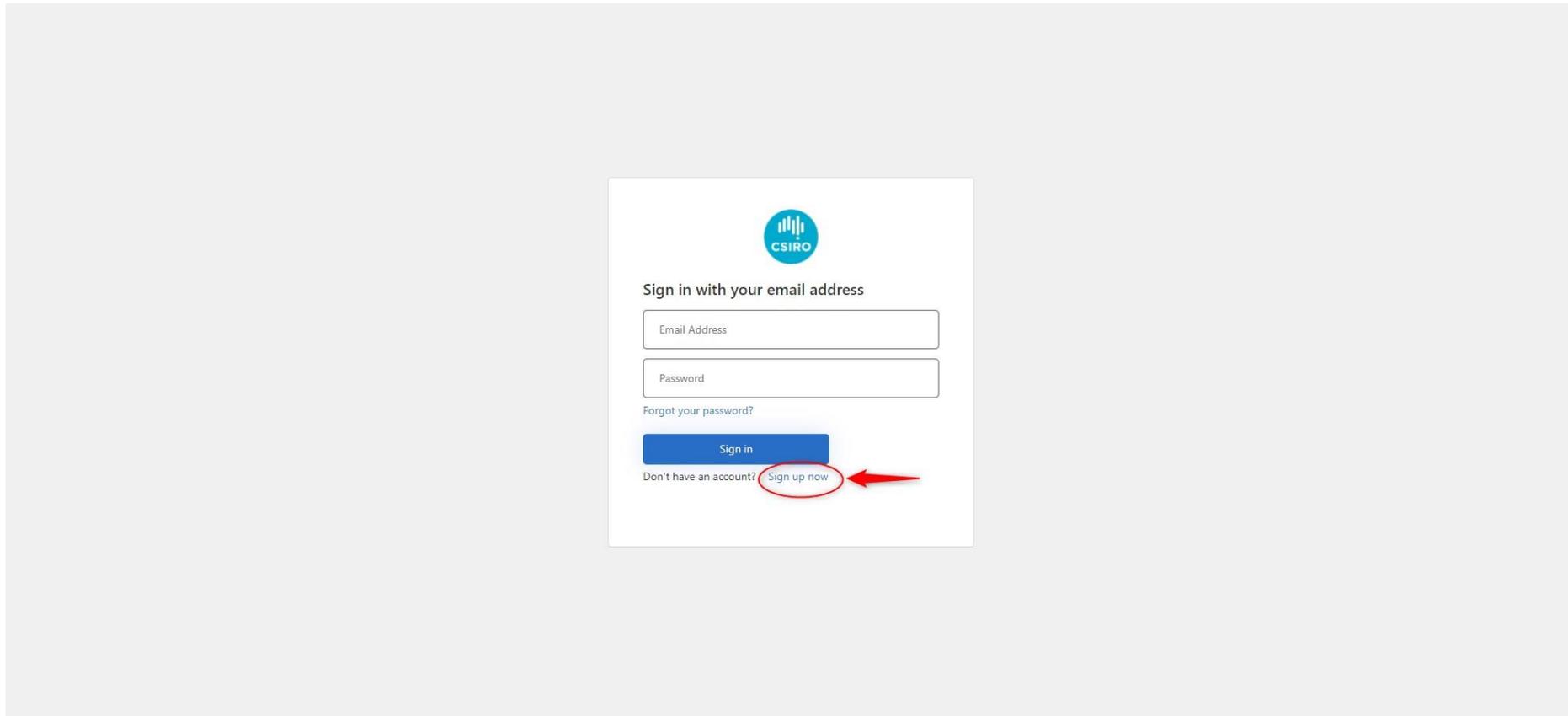


Sign up for your CSIRO Education on-line account for the first time

Once you have selected **Apply Now** from the main 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 address.

Select **Sign up now**



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

< Cancel



jimmytest@gmail.com

Send verification code

New Password

Confirm New Password

Display Name

First name

Last Name

I have read & understand the Privacy Collection Notice

I have read & agree to the Terms of Use

I have consent to share information about third parties

Create

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

< Cancel



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

jimmytest@gmail.com

135989

Verify code Send new code

New Password

Confirm New Password

Display Name

First name

Last Name

I have read & understand the [Privacy Collection Notice](#)

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

I have consent to share information about third parties

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 sooner, 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. These cases have typically been associated with Government email addresses. It can also be due to your provider's security settings. If this occurs, try using another email address or contact your service provider.

Enter your new password twice. Complete the remaining details then select **Create**. NOTE: You will not be able to progress unless you check the three boxes at the bottom of the page. Please ensure you read and understand the information provided.

< Cancel



E-mail address verified. You can now continue.

jimmytest463@gmail.com

.....

.....

Jimmy TEST

Jimmy

TEST

I have read & understand the Privacy Collection Notice

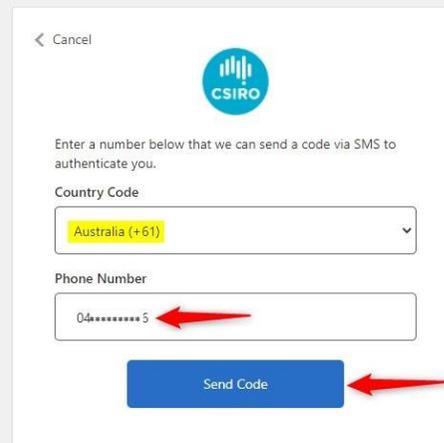
I have read & agree to the Terms of Use

I have consent to share information about third parties

Create

The next step is to authenticate using your mobile number.

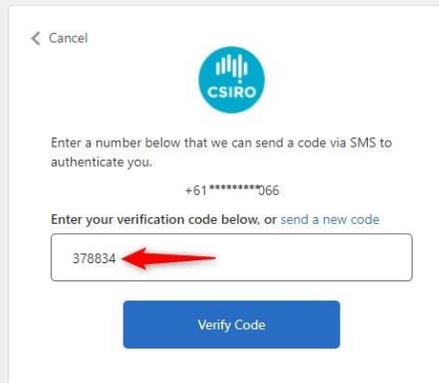
First choose **Australia** from the Country Code drop down list. Then enter your mobile number and select **Send Code**.



A screenshot of a mobile authentication form. At the top left is a back arrow and the word "Cancel". In the center is the CSIRO logo, which consists of a blue circle containing a white signal tower icon and the word "CSIRO" below it. Below the logo is the instruction: "Enter a number below that we can send a code via SMS to authenticate you." There are two input fields: "Country Code" with a dropdown menu showing "Australia (+61)" highlighted in yellow, and "Phone Number" with the text "04*****5" and a red arrow pointing to the asterisks. Below the phone number field is a blue button labeled "Send Code" with a red arrow pointing to it.

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.



< Cancel



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

+61 *****066

Enter your verification code below, or send a new code:

378834

Verify Code

You will then be taken to your dashboard to complete your contact details and program application.

Continue to the next page for more information about [joining the STEM Professionals in Schools Program](#).

When you arrive back at your Dashboard, you will want to complete your profile. Select the drop down next to your name at the top right corner of the page, then select **Edit profile**.

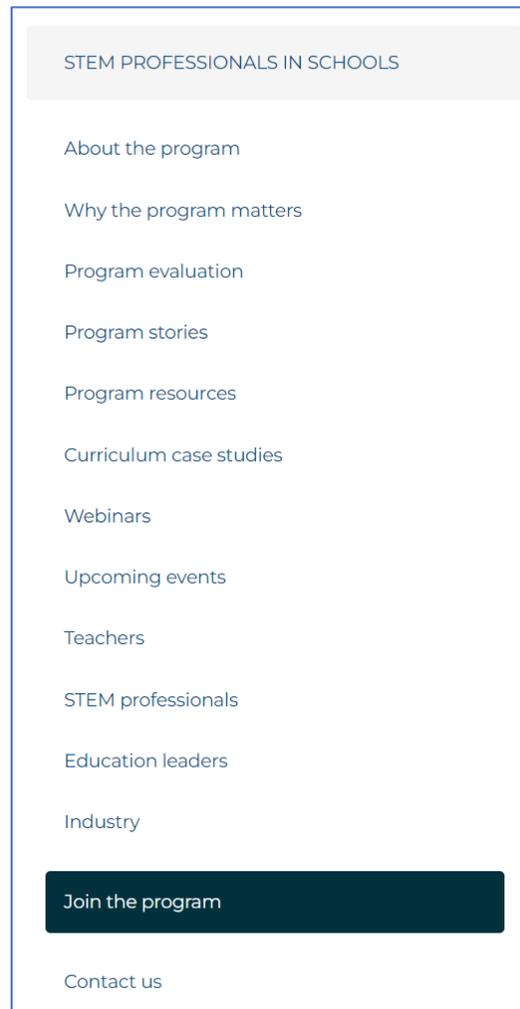
Once that is done, select **Learn about our programs**.

The screenshot shows the CSIRO Education & Outreach Portal dashboard. At the top left is the CSIRO logo and the text 'Education & Outreach Portal'. At the top right is the user name 'PEDRO TEST WALKER' with a dropdown arrow. The main content area has a grey background. It starts with a greeting: 'Good afternoon, Pedro TEST'. Below this is a section titled 'Programs'. Under 'Programs' is a photograph of three young women smiling and talking. Below the photo is a white box containing the text: 'Education & Outreach Programs', 'Learn more about the programs we offer.', and a link 'Learn about our programs'. A red arrow points to the 'Learn about our programs' link. At the bottom of the page is a footer with links: 'Help', 'Contact CSIRO Education and Outreach', 'Legal information', 'Accessibility', and '© Copyright CSIRO 2022'.

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. At the time of producing this document, only one program can provide on-line applications. That is **STEM Professionals in Schools**.

Once at the main CSIRO Education & Outreach website, 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.

Once you have chosen the right role and your happy to continue, select **Join the program** from the right-side menu.



Read through the steps to apply, then scroll to the bottom of the page and select **Apply now**.

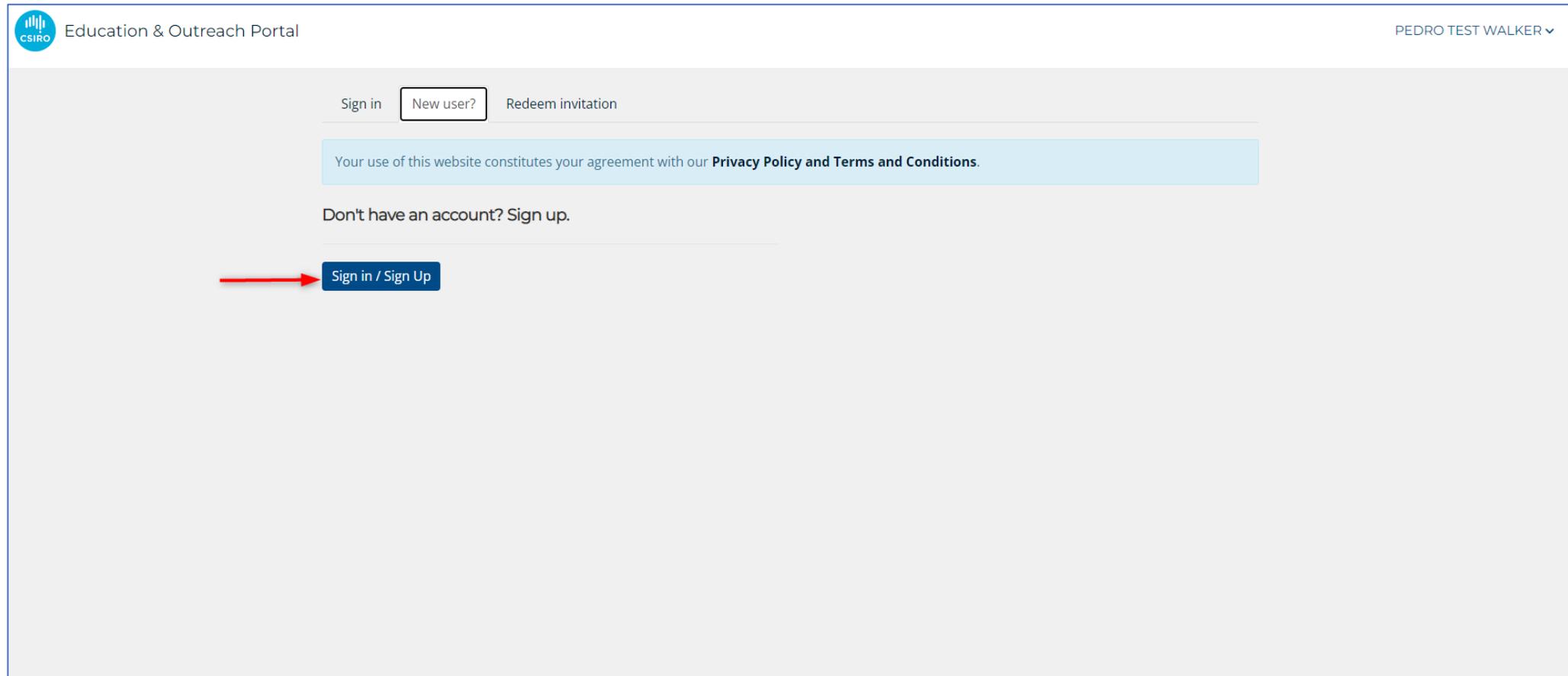
Get involved!

Interested in becoming part of STEM Professionals in Schools? Register today to get started.

[Apply now](#)



The next page you will be taken to is back at the portal. Here you will notice you are back at your Dashboard page and your name appears in the top right corner. Select the **Sign in/Sign up** button. You will be taken to the application page. **Please make sure you complete the entire application.**



Please note: If you receive a sign in error at this point, it may be because you are still signed in from your last visit or already signed in. To overcome this, select your name at the top right of the screen then select **sign out**. Go back to step 1 and start again.

Example 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 profile and application have been 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 the text "Education & Outreach Portal". At the top right is the user name "JAMES TEST MOONEY" with a dropdown arrow. The main content area has a light grey background. It starts with a greeting "Good morning, James TEST". Below this is a white tile with a large number "1" and the text "Applications". Underneath is a section titled "Programs" with a photograph of three young women smiling. Below the photo is a white box with the heading "Education & Outreach Programs", the text "Learn more about the programs we offer.", and a link "Learn about our programs". At the bottom of the page is a footer with links for "Help", "Contact CSIRO Education and Outreach", "Legal information", "Accessibility", and "© Copyright CSIRO 2022".