

Guidance for provisionally registered teachers

Applying for full registration in your MyVIT account

When you have arranged your panel meeting with three panel members who hold full registration with VIT, you can commence your application for full registration in your [MyVIT account](#)



Accessing your account

You can access your [MyVIT account](#) via the 'Sign in' button on the top right-hand side of the VIT home page. **Your username is the email address that you have registered with VIT.** If you are unsure of your password, you can reset this by clicking the 'Forgot Your Password?' button and following the prompts.

When you log in, you will see a range of options, including managing and viewing the details of your current registration. You will also see a tile that says 'Apply for full registration'.

There are three modules for you to complete in this application process: 'Contact details', 'Declarations', and 'Employer details'. Please take particular care when selecting your workplace. If you select the incorrect workplace or your spelling differs from the name in your employer's portal, the application will not be allocated to the correct employer portal for your workplace to complete.

If your panel chair does not work at the same site as you, you should note this in your application. There will be a box at the start of the online process to indicate this.

This will trigger a panel chair recommendation form for you to download and provide to the panel chair. The panel chair should complete the recommendation form and return it to your employer. Your employer should then finish the online recommendation process (via their employer portal) on the panel chair's behalf.

Once you have updated all three sections successfully, the buttons will change from a blue 'Update' button to a green 'Review' button.

Once all three sections have been updated, send the application to your workplace employer portal by clicking the 'Finish' button.



Need more information?

You can find more information about applying for full registration on the [VIT website](#). If your employer has not yet accessed their employer portal or they are unsure how to do so, view the [Employer Portal user guide video](#).