How to apply for (full) registration in your MyVIT account

To begin, go to the VIT's homepage. Make sure you use a Chrome or Firefox browser, because other browsers may not be compatible.

Click the blue 'Sign in' button

Select 'MyVIT Login'

Your username is the email address listed on VIT's system.

To reset your password, select 'Forgot your password?' You will receive an email with a reset password link - it is important that you only click on the link once.

The email may take up to 2 hours to receive - ensure you check your junk mail folder. Please note: the link will expire within 24 hours.

This will take you to your menu page. Here you can see where you apply for full registration, view the status of your application and update your contact details (including your email address).

Your registration details show you your registration type, status, expiry date and any conditions on your registration.

Now, click 'Apply for (full) registration'.

There are 3 steps to complete – Verify contact details, Declarations and Employer details.

Step 1: Verify contact details. Click 'Update'.

Click 'Update my details'.

Check that your details are correct.

If you change your name, you'll need to fill in the form that appears.

Click 'Save' and return to your contact details page.

Click 'My details are correct'.

Then click 'Next'.

Step 2: Declarations. Click 'Update'.

Tick the boxes and click 'Next'.

Step 3: Employer details. Click 'Update'.

This is where you enter the school or early childhood setting that will support your application to move to full registration.

You can search for it. Then click 'Next'.

Click 'Submit'.

If you can't find your employer, complete the details.

Finally, confirm the information privacy statement and click finish.

Your application is now in your employer's portal to complete.

Remember, if you log out of the process before finishing, you'll need to log back in via the MyVIT tab on the VIT website.