

## How to complete your teacher's application for full registration in your Employer Portal

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 'Employer 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.

Once you've logged in, you'll see the portal home page.

Once a provisionally registered teacher submits an application for full registration, it will become available in your Employer portal, and it will appear on the portal home page under 'Applications for review'.

You'll also be notified by email.

Click the arrow on the right, then click review

There are two steps - the workplace panel, and the Australian professional standards for teachers

Step 1: workplace panel. Click update

Here you complete the details about the workplace panel

Click next

Step 2: the Australian professional standards for teachers. Click update

For each standard, you tick a box to indicate your provisionally registered teacher has met the standard

If you don't think the teacher has met the standard, you can leave the box blank and submit. The teacher will remain provisionally registered

If your teacher has met all the standards, click submit

Click next

Click finish

The form is completed and submitted

Remember, if you log out of the process before finishing, you'll need to log back in via the Employer Login