



Who is the right person at my child care service to access the IS Portal?

A person who understands the care environments, policies and practices of the service

Does the person have a PRODA account?

YES

NO

They need to create a PRODA account

Is this person identified as a person with Management or Control of the Provider or being responsible for the Day-to-Day Operation of the Service?

YES

NO

Update the information in the third party software or the Provider Entry Point (PEP)

Does this person have an email address on their personnel record that is unique to them?

YES

NO

Assign them that unique email address and add it to their personnel record in the third party software or PEP

Does this person have a standard AUSkey for the organisation?

YES

NO

Ask an Administrator AUSkey user to register the user with a Standard AUSkey using their unique email address

Is this AUSkey installed on the computer or on a USB that will be used to access the IS Portal?

YES

NO

Download the free software from the [ABR website](#)

Does anyone at my service already have access to the IS Portal?

YES

NO

Ask the person who already has access to provide this person with access via their 'User Provisioning' tile

Ask the IA to provide access to the IS Portal. They will send the service a Letter of Introduction with your SIP ID
Provide the IA with this SIP ID, the service's CCS Approval ID and the person's email address

Go to www.education.gov.au/Inclusion-Support-Portal-Information and select the 'Login to IS Portal' link. This link will take you to a page to select your AUSkey credential.

The first time you access the IS Portal, you'll enter the unique email address that you provided to the IA.

An email will be sent to this email address with an activation code. Enter the activation code when prompted.

Once the activation code is entered, all future logins to the IS Portal will only ask the person to select the AUSkey credential and enter the person's AUSkey password.

Note: Do not share AUSkey passwords. You can change your password in AUSkey Manager under 'Change my password' on the ABR website.