

Inclusion Support Programme (ISP)

Obtaining your AUSKey

Step 1 - Set up an Administrator AUSKey*

You will need to register online for an **administrator AUSKey** via the Australian Business Register (ABR) website:

<https://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/>

*Check first to see if there is already an administrator who holds an AUSKey in your service.

For the online registration you will need; the ABN of the business you want the AUSKey to be linked to:

- your full legal name
- your date of birth
- your personal tax file number (TFN) – Providing your personal TFN is not mandatory, but will speed up the registration process. If you don't provide your TFN you will need to call **1300 AUSKey (1300 287 539)** and provide extra details so we can confirm your identity and complete the registration
- an email address that only you have access to

Once you submit your application your activation code and reference number will appear on the screen.

Save this page as you will need the activation code to activate your AUSKey

Step 2 - Registering standard AUSKeys (for other staff in your service)

Ask an **Administrator AUSKey** user to register you.

For the online registration you will need:

- an administrator AUSKey user's email address
- your full legal name
- an email address that only you have access to and that has not been used with a previous AUSKey. The email will need to be the same as the email you have listed in your Provider Entry Point (PEP).

You will receive an email once your AUSKey has been administered and you can move to step 3.

Step 3 - Setting up your AUSKey (for other staff in your service)

For assistance on setting up your AUSKey on a computer or USB go to:

<https://abr.gov.au/auskey/setting-up-your-auskey/>

Here you will find detailed information on computer system and browser compatibility requirements and step by step instructions on how to set up your AUSKey on a USB or desktop computer.

If you need support, you can contact your Inclusion Professional or the Inclusion Agency or Technical Support area on **1300 AUSKey (287 539)** and select **option 2** for further assistance.

Once you have AUSKey access you will be able to be provisioned to the Inclusion Support Portal.

Inclusion Support Programme (ISP) Portal Access

Provisioning your service to the Inclusion Support (IS) Portal

Once you have your AUSkey and you can confirm that you are an Authorised Person in PEP, your Inclusion Professional will be able to provision you to the IS Portal.

- Email your Inclusion Professional or inclusion@gowriesa.org.au to advise that you are ready to be provisioned to the IS Portal
- Once they are advised, your Inclusion Professional will create a SIP shell for your service and generate a letter of introduction
- Your Inclusion Professional will also provision the key person listed in the IS Portal

Once the key user has been provisioned, they can go on to provision additional users.

Tips for using the IS Portal

Work from a word document and cut and paste so that your work isn't lost.
Don't use the back arrow on the portal!

Before you start

- Link with your Inclusion Professional to support reflection and to identify priorities to address these as part of your SIP.
- Consider how to engage educators in the inclusion planning process and what information will be available to them as a practical resource to reflect upon.

Service Profile tile

- Answer all service profile questions in one session, or an 'error' will prevent you from saving the section/tile. (Use the template provided in the 'Resources' section).
- Refer to the reflective questions from p14 of the **ISP User Guide** to assist you in completing this <https://docs.education.gov.au/node/40936>
- Save service profile as 'Save as Draft' so you can amend your information or if you are looking for feedback from your Inclusion Professional and then 'Save and Submit' when you are ready to submit.
- Let your Inclusion Professional know you have submitted so they can complete the initial review.

Care Environment tile

- Collect care environment data in a Word document - then cut and paste into the portal
- Refer to the **DET Barriers, Strategies Definitions** if you need help to choose the main barriers to inclusion in their care environment.
- Every Barrier has to have at least one strategy and every strategy has to have at least one action
- Choose priority barriers from multiple barrier categories, ensuring the barriers are not just child specific
- Use the IDFM's **Barriers Strategies Actions FAQ's** as a guide
- Select IDF as a strategy if applying for IDF subsidy and in the action specify how and when an additional educator is needed. **Only attach IDF to one barrier.**

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Portal Access

Children tile

- Ensure the correct name of your service is on consent forms (for example registered business name /CCS approval name business/service name on the portal). **It must match the portal.**
- Ensure child's birth date is correct on consent form.
- Ensure Department's Parental consent form (include both pages) and child's documentation is attached as a pdf or other secure format to the Portal.
- Check DET's **FAQ Documentary Evidence** for specific documentation requirements. The document needs to be signed and current.

Getting to the end

- Mark the end date/review date on your calendar to remind you of your next renewal.
- All correspondence from IDFM, including approval letters and portal notes requesting further information, are emailed directly to your service. It helps if you can keep your Inclusion professional informed as we don't get notification.

Your Inclusion Professional will be available to assist you throughout the process, we also host Portal & SIP Support sessions that you can attend.

