

# Partner Portal – Registering an Organisation

A guide for the Principal Authority / Authorisation Administrator (as per RAM)  
on how to register an Organisation for Partner Portal.



# Contents

<b>1. OVERVIEW OF PARTNER PORTAL .....</b>	<b>3</b>
<b>2. REGISTRATION PRE-REQUISTES .....</b>	<b>3</b>
<b>3. REGISTER YOUR ORGANISATION FOR ACCESS .....</b>	<b>4</b>
Registering with DESBT Partner Portal .....	8
Post Submission Instructions .....	10
<b>4. FURTHER ASSISTANCE .....</b>	<b>11</b>



# 1. OVERVIEW OF PARTNER PORTAL

The Partner Portal provides a secure way for eligible organisations to access Department of Employment, Small Business and Training services including:

- Apprenticeships Info Self Service (AISS) – a search facility for
  - Contractual information for organisations registering apprentices and trainees in Queensland, to retrieve and calculate the previous training credit available to the apprentice or trainee.
  - Award information for Skills Assure Supplier (SAS) Registered Training Organisations (RTO's) to assess student eligibility for funding under VET Investment programs.
- AVETMISS Training Activity (ATA) – for RTO's to electronically lodge AVETMISS data submissions, access validation error reports and view submitted NAT file data.
- Training Downloads – to enable organisations to download information from departmental databases relevant to their organisation only, including information on apprentice/trainee training contracts, RTO registrations, contract information (User Choice, SAS, etc)
- Travel and Accommodation RTO Summary (TRACC) – to enable supervising RTOs (SRTOs) to electronically verify the attendance of an apprentice or trainee once a claim has been submitted by an apprentice or trainee into our Travel and Accommodation Online.
- Purchasing OnLine (POL) – to enable RTOs access to apply for funded programs and variations to their existing agreements.

## 2. REGISTRATION PRE-REQUISITES

Prior to registering for the Partner Portal, an organisation must ensure the following steps have been completed:

1. [Principal Authority](#) must have created their Digital Identity in [myGovID](#) with a minimum identity strength of 'Standard'.
2. Principal Authority's 'Digital Identity' must be linked to the business in the federal governments [Relationship Authorisation Manager](#) (RAM).
3. Once linked, the Principal Authority can [set up authorisations](#) for others to act on behalf of the business.

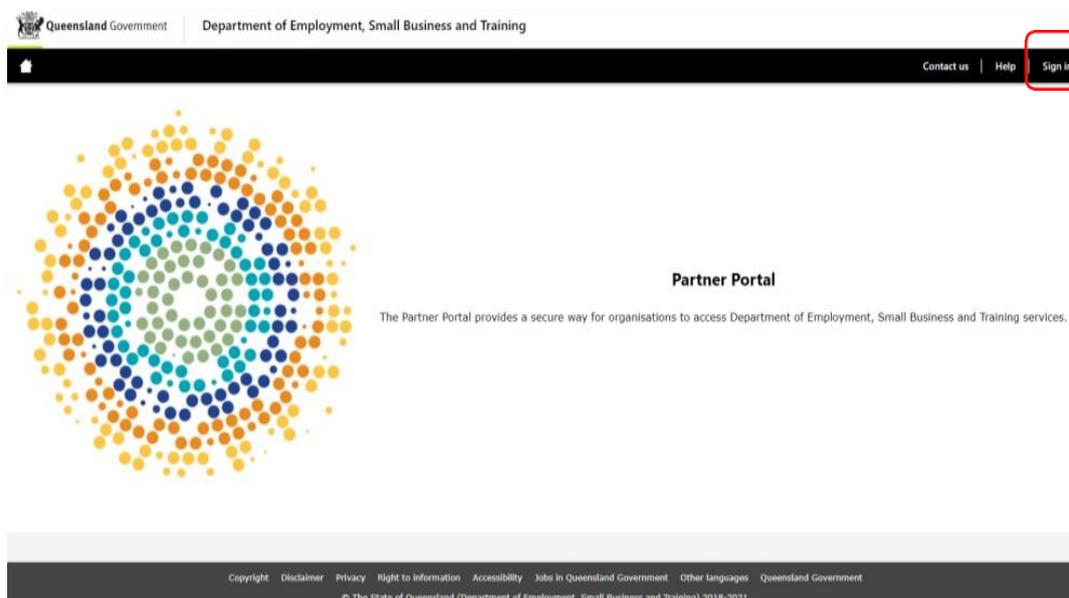


**\*\* Any instructions in this document involving specific myGovID and RAM processes are subject to change, you should always refer to the links throughout for current processes.**

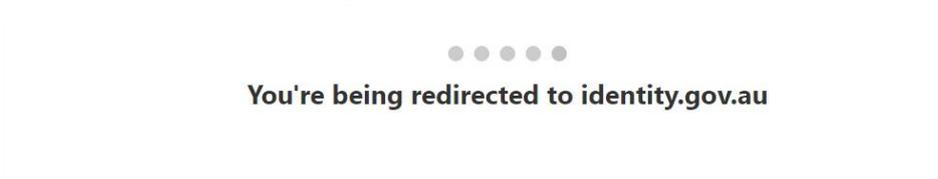
## 3. REGISTER YOUR ORGANISATION FOR ACCESS



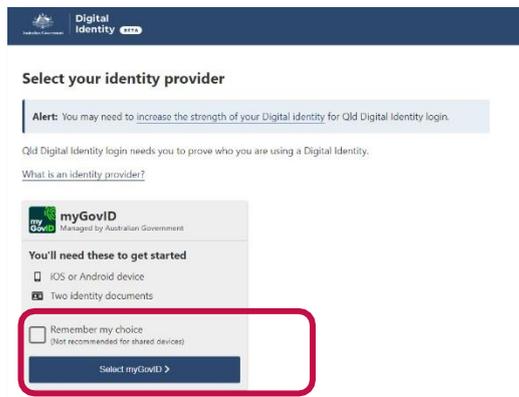
1. Go to [portal.desbt.qld.gov.au](https://portal.desbt.qld.gov.au)
2. Click on **Sign In**.



3. You will be redirected to [identity.gov.au](https://identity.gov.au)



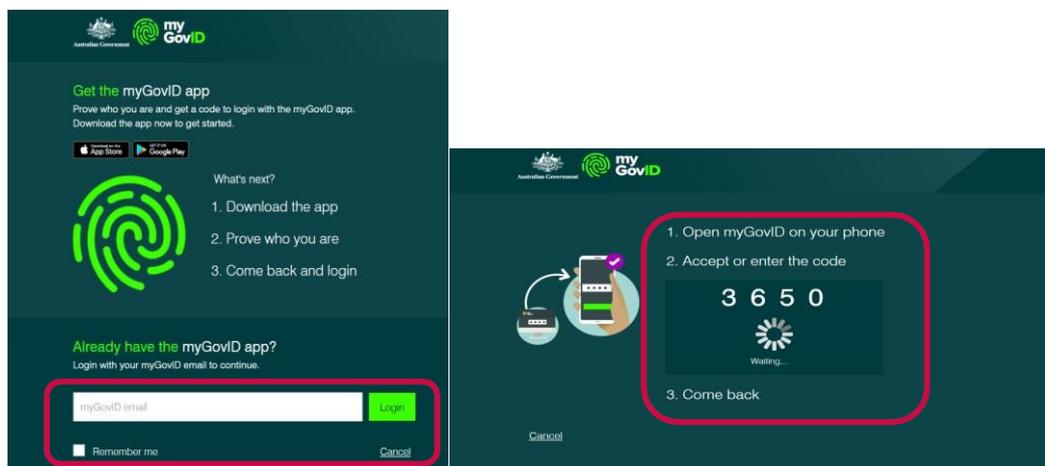
4. In **Select your identity provider**, go to **myGovID** and click “**Remember my choice**” so you don’t have to do this every time you log in and click on **Select myGovID**



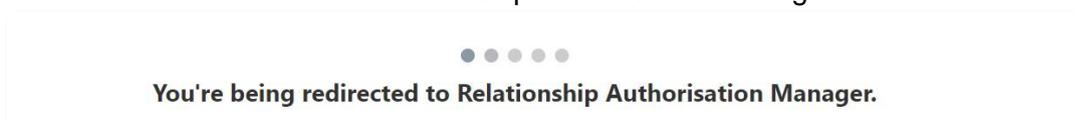
5. You will then be redirected to myGovID



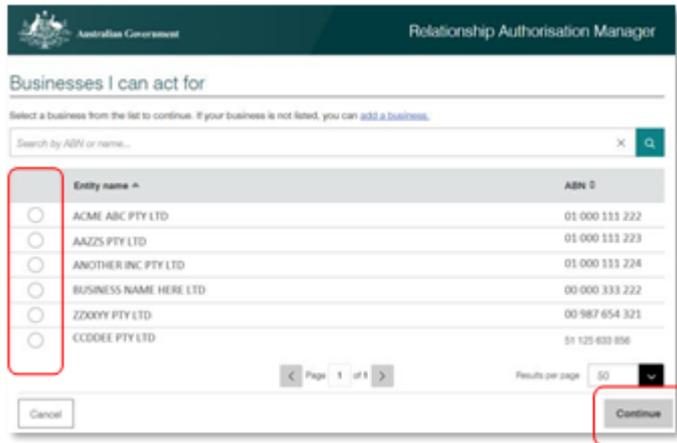
6. Enter your myGovID email, and click “**Remember me**” then click **Login**, Open the myGovID app on your smart device and enter the code you are shown



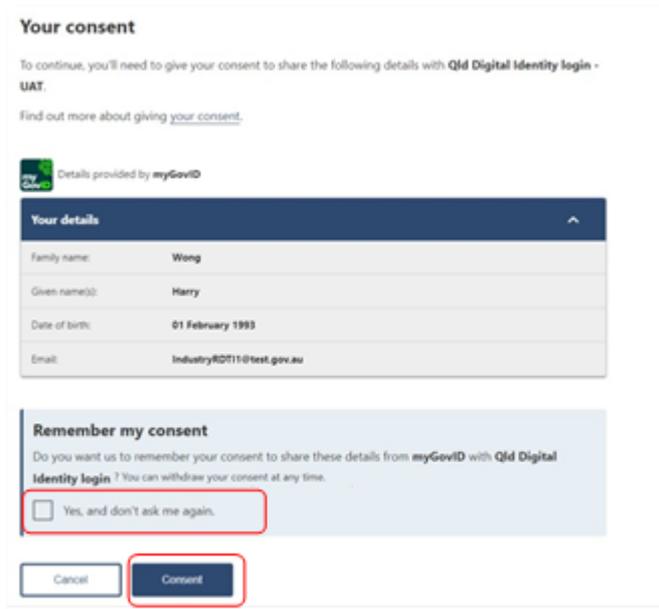
7. You will be redirected to Relationship Authorisation Manager



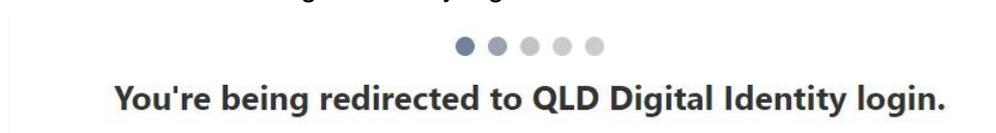
8. If you are setup to represent multiple organisations, you will need to select which organisation you are representing and click on **Continue** (you can only choose one at a time). If you have permissions for just one business, it is automatically selected and you don't see this screen.



9. The identity exchange will request you to consent to share your myGovID details with the Qld Digital Identity login. Check **“Yes, and don't ask me again”** for **Remember my consent** to avoid being asked every time you log in, then click **Consent**



10. You will be redirected to QLD Digital Identity login



11. Consent will only be requested the first time you access the Agency online service via the QLD Digital Identity login or if you have revoked your consent for this online service and then try access the online service again.

Ensure “**Always with DESBT Partner Portal Service**” is checked, then click **Continue**.

Queensland Government  
QLD Digital Identity login

**Consent to share your details**  
To continue to use the DESBT Partner Portal service we need your consent to share the following details.

**Personal details**

Date of birth

Family name

Given name

Middle name/s

**Contact details**

Email address

**Business details**

ABN

Business email

**I consent to sharing these details:**

Always with DESBT Partner Portal service

Read our [frequently asked questions](#) about recent changes we've made to help you manage your data sharing preferences with Queensland Government online services.

By giving consent you agree to our [Terms of use](#) and [Privacy statement](#).

12. You will progress to the Partner Portal landing page, where you will now need to register your organisation with DESBT.

Queensland Government | Department of Employment, Small Business and Training

Home > Register Organisation

## Register Organisation

1. Organisation Details | 2. Legally Responsible Person | 3. Administrator | 4. Application Access | 5. Confirm Registration

Your organisation has not been registered with DETConnect. As an organisation Administrator you can request access for this organisation.

Please complete the following registration process:

1. Provide your organisation details
2. Provide the details of a legally responsible person for the organisation
3. Complete your details as the initial administrator for the organisation
4. Select the applications that you would like your organisation to have access to
5. Verify and confirm the details entered
6. Submit registration

Once this organisation access request has been submitted, your nominated Legally Responsible Person will be notified.

**Organisation Registration**

**Legal Name \***

MY BUSINESS LEGAL NAME

**Business Name \***

MY BUSINESS NAME

**ABN**

12 345 678 911

**Organisation Role(s) \***

RSO  AASN

School Association  GTO

## Registering with DESBT Partner Portal

1. If this is the first time an authorised user is accessing the Portal on behalf of an organisation, you will be asked to Register your organisation to access the Partner Portal:
  - a. Your organisation's Legal Name and ABN are prefilled and are non-editable, but if your organisation has multiple business names you can make a choice from the drop-down list
  - b. You need to select your organisation's role, noting that you can select more than one role if applicable
  - c. Click on save and next

The screenshot shows the 'Register Organisation' page with a progress bar indicating Step 1: Organisation Details is complete. The form contains the following fields:

- Legal Name \***: Prefilled with 'MY BUSINESS (LEGAL NAME)'
- a. Business Name \***: A dropdown menu with 'MY BUSINESS NAME' selected.
- ABN**: Prefilled with '22 345 678 910'
- b. Organisation Role(s) \***: Radio buttons for 'RBD', 'AASN', 'School Association', and 'GTO'. 'RBD' is selected.
- Save & Next**: A button at the bottom of the form.

2. Enter the details of a **Legally Responsible** person for your organisation. This person will be emailed the Partner Portal Access Deed for completion and signing. Click on **Save and Next**

The screenshot shows the 'Register Organisation' page with a progress bar indicating Step 2: Legally Responsible Person is complete. The form contains the following fields:

- Legally Responsible Person**
- First Name \***: Text input with 'Joe' entered.
- Last Name \***: Text input with 'Tester' entered.
- Position \***: Text input with 'Tester' entered.
- Email \***: Text input with 'tester7@tester7.com' entered.
- Email (Enter again) \***: Text input with 'tester7@tester7.com' entered.
- Daytime Phone \***: Text input with '0731313131' entered.
- Previous** and **Save & Next**: Buttons at the bottom of the form.

3. Complete the details as the initial administrator for the organisation's Partner Portal account.
  - a. The first and last names are prefilled and non-editable
  - b. **Position** in your organisation
  - c. The email address provided here must be a personally identifiable email address belonging to your **organisation's** domain. Email addresses such as @gmail, @live and @Hotmail or shared or generic email addresses do not meet these criteria.
  - d. Add contact number, this can be a work or mobile number
  - e. Click on **Save and Next**

The screenshot shows the 'Register Organisation' form with the following details:

- Administrator \***: You will be assigned as the first Administrator for the Organisation in the Partner Portal.
- First Name**: Christina
- Last Name**: Giovani
- Position \***: Admin Tester
- Email \***: Your email address for this organisation: test1@test.com
- Email (Enter again) \***: test1@test.com
- Daytime Phone \***: 12345678
- Buttons**: Previous, Save & Next

4. Add the applications your organisation/users need access to. It is important to note that access to individual applications will only be considered where your organisation meets the department's eligibility criteria.
  - a. Once you have selected the applications click on the **Add** button.
  - b. Click the **Save and Next** Button

The screenshot shows the 'Register Organisation' form with the 'Application Access' section. A 'Lookup records' modal is open, displaying a list of applications with checkboxes. The 'Add' button is highlighted.

**Lookup records**

Name	Organisation	Current Date
<input checked="" type="checkbox"/>	Apprentice Info Self Service	FERLE MOTORS
<input type="checkbox"/>	AVETMISS Training Activity	19/04/2024
<input type="checkbox"/>	Purchasing Online (POL)	
<input type="checkbox"/>	TRACC RTO Summary	
<input type="checkbox"/>	Training Downloads	

**Selected records**

**Buttons**: Previous, Save & Next, Add, Cancel

Review the information you have provided. If you need to make a correction, click on **Previous** to move back through the application steps. Once you are satisfied that the information is correct click on the check box **“I confirm that the information provided in this application is accurate and complete”**. Click on **Submit Registration**

The screenshot shows the 'Register Organisation' form with the following sections:

- Confirmation**
  - Organisation Registration:
    - Legal Name: MY BUSINESS LEGAL NAME
    - Business Name: MY BUSINESS NAME
    - ABN: (3 DIGIT) (5 DIGIT)
  - Legally Responsible Person:
    - First Name: [Blank]
    - Last Name: Turner
    - Position: Teacher
    - Email Address: [Blank]
    - Daytime Phone: 0731331331
  - Administrator:
    - First Name: Christine
    - Last Name: Girwood
    - Position: Admin Teacher
    - Email Address: [Blank]
    - Daytime Phone: 12345678
- Organisation Role(s):
  - KTO: Yes/No
  - AASN: Yes/No
  - School Association: Yes/No
  - CTO: Yes/No
  - National ID: 12345
  - AASN Code: ABC1
- Requested Applications:
  - NAME
  - AVT/NCSS Training Activity
  - TRACC KTO Summary
  - Training Downloads

- At the bottom, there is a checkbox:  I confirm that the information provided in this application is accurate and complete.
- Buttons: Previous, Submit Registration

**Register Organisation**

Your organisation registration has been submitted. The nominated legally responsible person will be emailed an Access Deed for their approval. Once the signed Access Deed has been received and confirmed by the Partner Portal helpdesk, approval may be granted for this organisation to access the Partner Portal.

## Post Submission Instructions

- An email with the Access Deed attached will now be sent to the Legally Responsible Person nominated in the registration process.
- The Access Deed will need to be completed, signed and returned to the Department in PDF format via email to [PartnerPortal@desbt.qld.gov.au](mailto:PartnerPortal@desbt.qld.gov.au). Please ensure that:
  - the legally responsible person nominated at registration is one of the signatories on the Access Deed
  - signatures and names are placed in the correct section in the signing block that applies to your organisation
  - the full Access Deed is returned as one pdf document (supplying only the signed pages is not acceptable)
- The Department will review your Organisation’s access request on receipt of the signed Access Deed.
- Access to specific applications will be determined in line with the department's eligibility criteria.
- Once a decision has been made your organisation will receive email notification of the outcome.

## 4. FURTHER ASSISTANCE

myGovID Registrations and Enquiries: [myGovID](#)

RAMs Registrations and Enquiries: [Relationship Authorisation Manager](#)

Partner Portal Registration and Application Enquiries: [Partner Portal - Contact Us](#)

Purchasing Online (POL) Enquiries: [purchasingonline@desbt.qld.gov.au](mailto:purchasingonline@desbt.qld.gov.au)