

Before you begin

Please ensure you can log in to the Community Languages Schools Program [portal](#).

You can use the **My Organisation** tab to review details of your Organisation and to check if the information is correct. These details are pre-populated from your Grant application.

In the **My Organisation** page there are five tabs with section headings:

1. Details
2. Community Language School Location(s)
3. Committee Members
4. Teachers
5. Documents

The only editable fields are in the **Details** tab where you can **update Additional Details** and **Bank Details**.

The **My Organisation** page can be accessed throughout the year to review and upload other relevant documents.

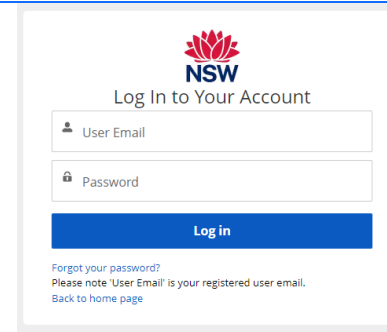
Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.

It is best to use Google Chrome when accessing the portal.

1. Go to the [Community Languages Schools Program portal page](#) and click **Log in**.

On the **Log in to Your Account page**, enter your **User Email** and **Password**.

Click **Log in**.



NSW
Log In to Your Account

User Email

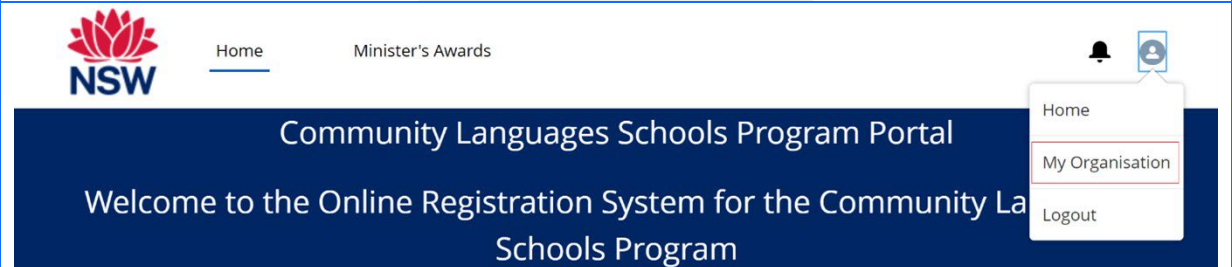
Password

Log in

Forgot your password?
Please note 'User Email' is your registered user email.
Back to home page

2. **My Organisation**

Click the **Profile** button, then click **My Organisation** from the drop-down list to view your organisation's details.



NSW Home Minister's Awards

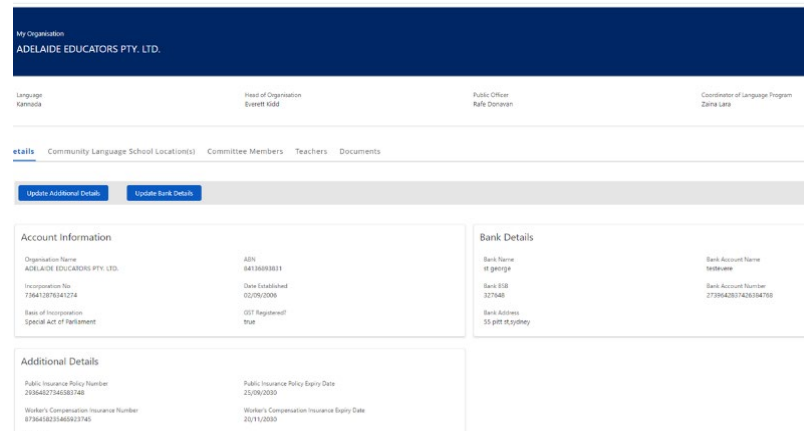
Community Languages Schools Program Portal

Welcome to the Online Registration System for the Community Language Schools Program

Home
My Organisation
Logout

3. Click on the relevant tab / section heading to view your Organisation's details:

- Details
- Community Language School Location(s)
- Committee Members
- Teachers
- Documents



My Organisation
ADELAIDE EDUCATORS PTY. LTD.

Language: khmer
Head of Organisation: Evertt Kild
Public Officer: Ralf Dornan
Coordinator of Language Program: Zaina Lata

etails Community Language School Location(s) Committee Members Teachers Documents

Update Additional Details Update Bank Details

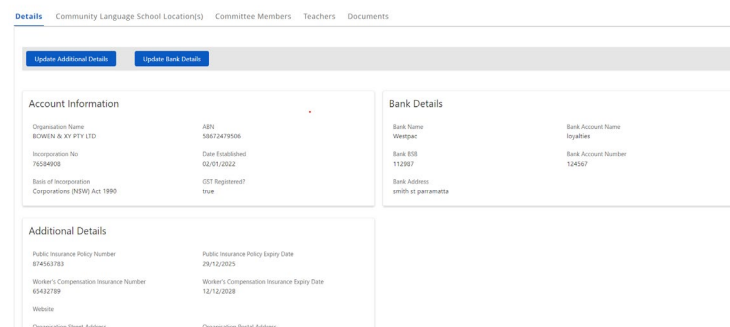
Account Information		Bank Details	
Organisation Name ADELAIDE EDUCATORS PTY. LTD.	ABN 8438693811	Bank Name st george	Bank Account Name taillease
Incorporation No 73641287641274	Date Established 02/05/2006	Bank BSB 327948	Bank Account Number 2739642637426314708
Base of Incorporation Special Act of Parliament	OTF Registered true	Bank Address 55 Pitt St Sydney	

Additional Details	
Public Insurance Policy Number 29364827346983748	Public Insurance Policy Expiry Date 25/09/2030
Worker's Compensation Insurance Number 873648263346983748	Worker's Compensation Insurance Expiry Date 30/11/2030

4. Details section

Click the **Details** tab to review your Organisation's **Account information, Additional Details** and **Bank Details**.

The **Additional Details** and **Bank Details** are the only editable fields in this section.



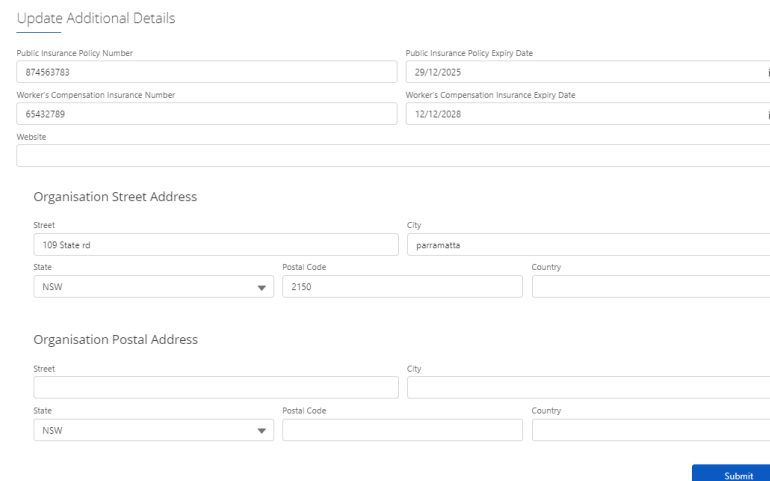
5. Update Additional Details

Click **Update Additional Details** to edit the following fields:

- Public Insurance Policy Number and Expiry Date
- Workers Compensation Insurance Number and Expiry Date
- Website if any
- Organisation Street and Postal Addresses

Use the calendar icon to select the correct date formatting.

Click **Submit** to save changes.



6. Update Bank Details

Click **Update Bank Details** to review and/or edit.

Click **Submit** to save changes.

Note: Updated bank details must also be provided on your **Organisation's Letter Head**.
Click **upload Files** or drag and drop the file to the **drop files** field.

Documents must be in one of the following file types;
jpg, jpeg, png, doc, docx, pdf.

The file name should be limited to **30** characters and include the **name of the document** and the **year** e.g.,
Bank details 2024.

If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.

Update Bank Details

For updating Bank Details you must have to upload the Bank Details on the Organisation Letter Head (Please refer [Guidance Note](#))

* Bank Name	<input type="text" value="ST GEORGE"/>		
* Bank Account Name	<input type="text" value="STAR GAZERS EDUCATION PTY LTD"/>		
* Bank BSB	<input type="text" value="734273"/>	* Bank Account Number	<input type="text" value="2873647823464760"/>
* Bank Address	<input type="text" value="55 MARSDEN ST ,SYDNEY"/>		
* Upload Document with Bank Details	<input type="button" value="Upload Files"/> Or drop files		

Submit

7. Community Language School Location(s) section

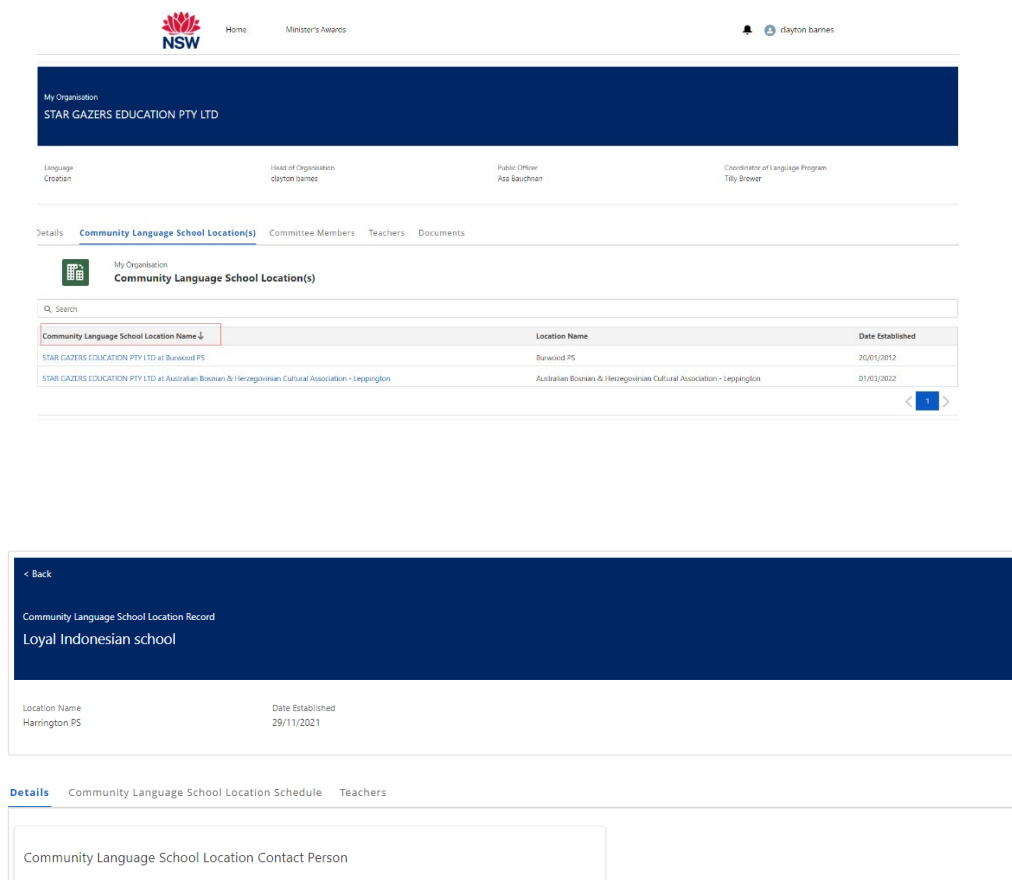
This section is **view only**. Click **Community Language School Location(s)** tab to review details.

You can use the search bar to search for your location(s) or click on the location to review details. You need to click on each location to review details.

In the **Community Language School Location(s)** tab there are three other tabs within – **Details** of the location’s contact person, **schedule** and **teachers**. Click on each tab to review details.

If any information is incorrect, you can update these records through your Grant application **before** the closing date **or** contact the Community Languages Schools Program **after** the Grant application closing date.

Click **Back** on top left side to return to the **My Organisation** page.



The screenshot shows the user interface of the NSW Government Community Languages Schools Program Portal. At the top, there is a navigation bar with the NSW logo, 'Home', and 'Minister's Awards'. The user's name 'clayton barnes' is visible in the top right corner. Below the navigation bar, the 'My Organisation' section displays 'STAR GAZERS EDUCATION PTY LTD'. Underneath, there are four columns of information: 'Language' (Creolan), 'Head of Organisation' (clayton barnes), 'Public Officer' (Asa Baichuan), and 'Coordinator of Language Program' (Tilly Brewer). A breadcrumb trail shows 'Details > Community Language School Location(s) > Committee Members > Teachers > Documents'. The main content area is titled 'My Organisation: Community Language School Location(s)' and features a search bar. Below the search bar is a table with the following data:

Community Language School Location Name	Location Name	Date Established
STAR GAZERS EDUCATION PTY LTD at Burwood PS	Burwood PS	20/01/2012
STAR GAZERS EDUCATION PTY LTD at Australian Bosnian & Herzegovian Cultural Association - Leppington	Australian Bosnian & Herzegovian Cultural Association - Leppington	01/03/2022

Below the table, there is a '< Back' button. The 'Details' tab is selected, showing 'Community Language School Location Record' for 'Loyal Indonesian school'. The record details are as follows:

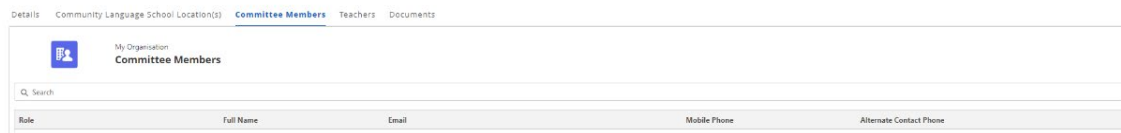
Location Name	Date Established
Harrington PS	29/11/2021

At the bottom, there are three tabs: 'Details', 'Community Language School Location Schedule', and 'Teachers'. The 'Details' tab is active, showing a form for 'Community Language School Location Contact Person'.

8. Committee Members section

This section is **view only**. You can click on each column heading to filter or use the search bar to search for a committee member.

If any information is incorrect, you can update these records through your Grant application **before** the closing date **or** contact the Community Languages Schools Program **after** the Grant application closing date.



Details Community Language School Location(s) **Committee Members** Teachers Documents

My Organisation
Committee Members

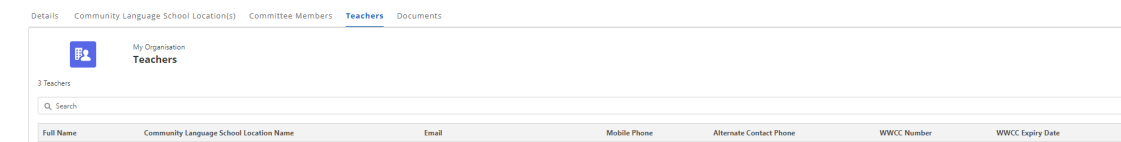
Q Search

Role	Full Name	Email	Mobile Phone	Alternate Contact Phone
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9. Teachers section

This section is **view only**. You can click on each column heading to filter or use the search bar to search for a teacher.

If any information is incorrect, you can update these records through your Grant application **before** the closing date **or** contact the Community Languages Schools Program **after** the Grant application closing date.



Details Community Language School Location(s) Committee Members **Teachers** Documents

My Organisation
Teachers

3 Teachers

Q Search

Full Name	Community Language School Location Name	Email	Mobile Phone	Alternate Contact Phone	WWCC Number	WWCC Expiry Date
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10. Documents section

In this section you can **Upload, Download All Files** and **Filter**. You can also click on each column heading to filter.

Upload – to upload your saved files from your device, click on the **arrow up icon** to select the file from your device or by dragging and dropping the file to the **drop files** field.

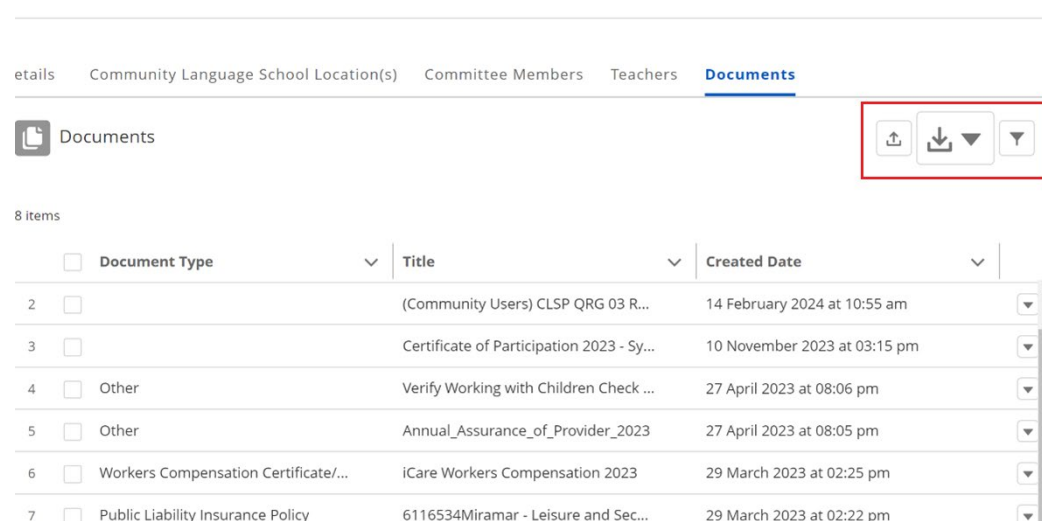
Download All Files – to download files to your device. Click on the **arrow down icon** to download files saved in the portal to your device.

Filter – Click on the **funnel icon** to filter your documents by **Title**.

Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.

The file name should be limited to **30** characters and include the **name of the document** and the **year** e.g., *Per Capita Acquittal 2024*.

If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.



etails Community Language School Location(s) Committee Members Teachers **Documents**

Documents

8 Items

<input type="checkbox"/>	Document Type	Title	Created Date
2	<input type="checkbox"/>	(Community Users) CLSP QRG 03 R...	14 February 2024 at 10:55 am
3	<input type="checkbox"/>	Certificate of Participation 2023 - Sy...	10 November 2023 at 03:15 pm
4	<input type="checkbox"/> Other	Verify Working with Children Check ...	27 April 2023 at 08:06 pm
5	<input type="checkbox"/> Other	Annual_Assurance_of_Provider_2023	27 April 2023 at 08:05 pm
6	<input type="checkbox"/> Workers Compensation Certificate/...	iCare Workers Compensation 2023	29 March 2023 at 02:25 pm
7	<input type="checkbox"/> Public Liability Insurance Policy	6116534Miramar - Leisure and Sec...	29 March 2023 at 02:22 pm