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.

Queensland
Government

Contents

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

  o Contractual information for organisations registering apprentices and trainees in Queensland, to retrieve and calculate the previous training credit available to the apprentice or trainee.

  o 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-REQUISTES

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.
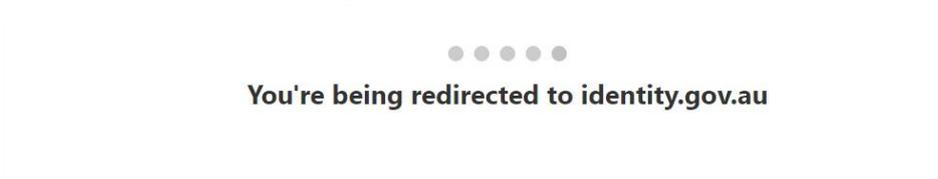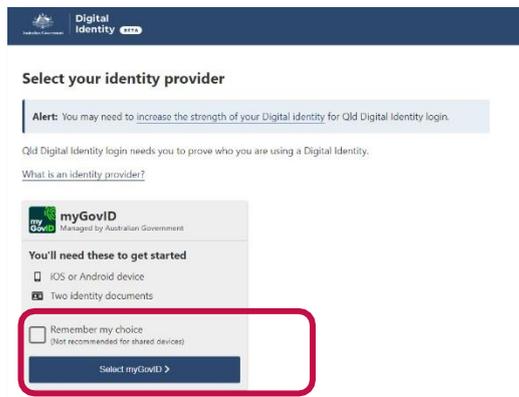
3.REGISTER YOUR ORGANISATION FOR ACCESS

1. Go to portal.desbt.qld.gov.au
2. Click on **Sign In**.
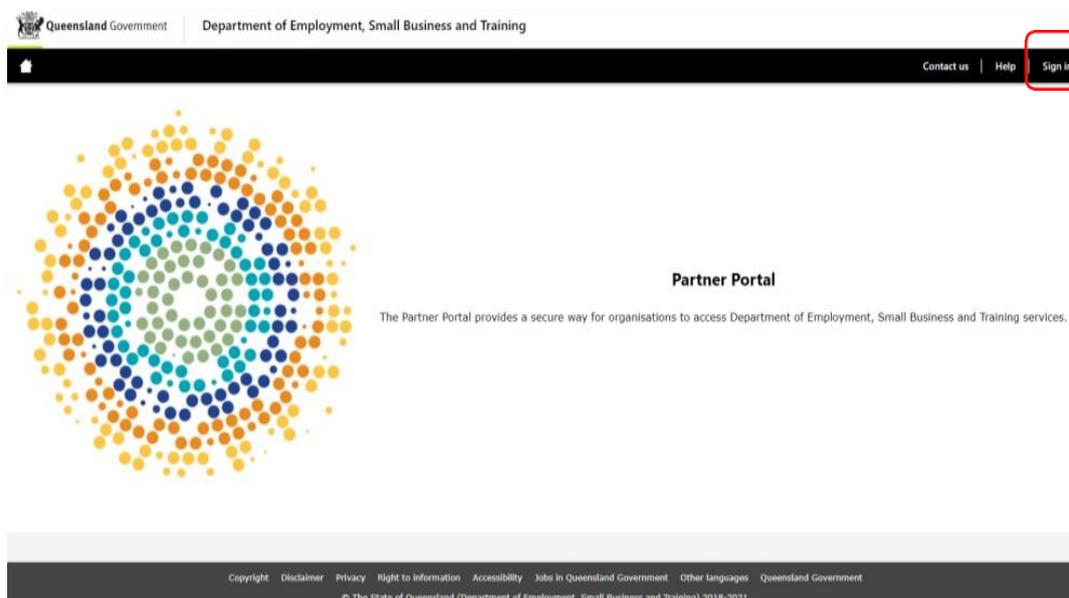

3. You will be redirected to identity.gov.au

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**
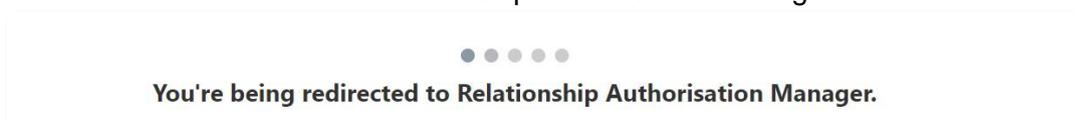

5. You will then be redirected to myGovID

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
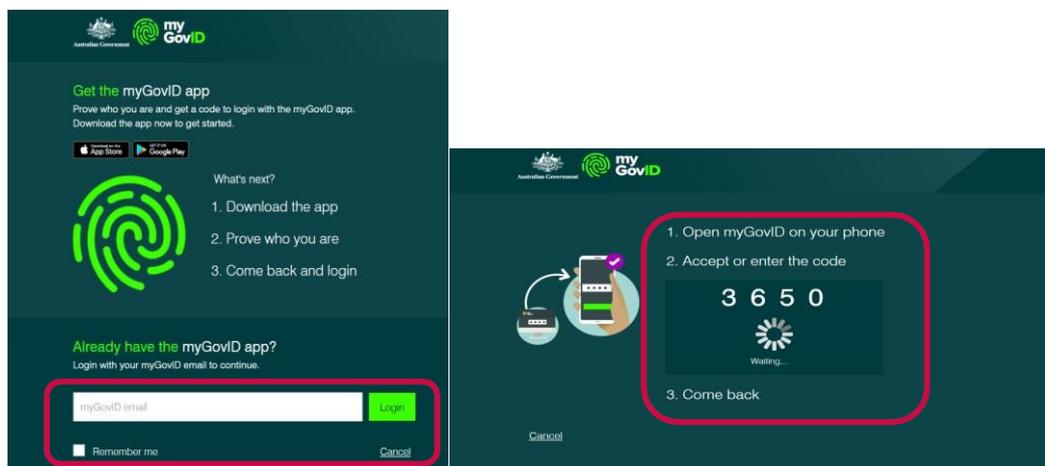
**7.** You will be redirected to Relationship Authorisation Manager

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.
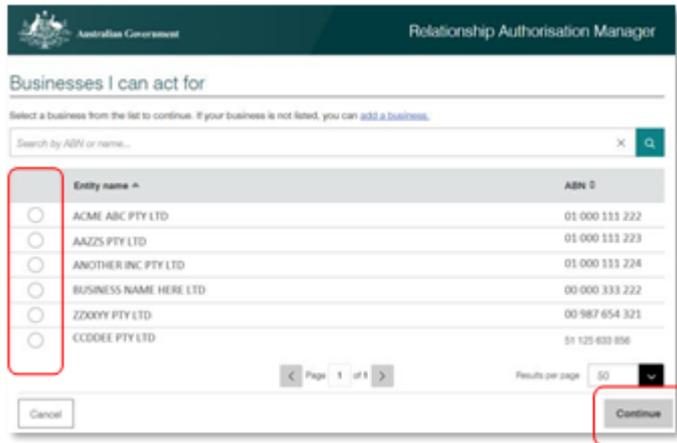
9. The identity exchange will request you to consent to share your myGovID details with the Qld Digital Identity login.
Check "**Yes, and don't ask me again**" for **Remember my consent** to avoid being asked every time you log in, then click **Consent**
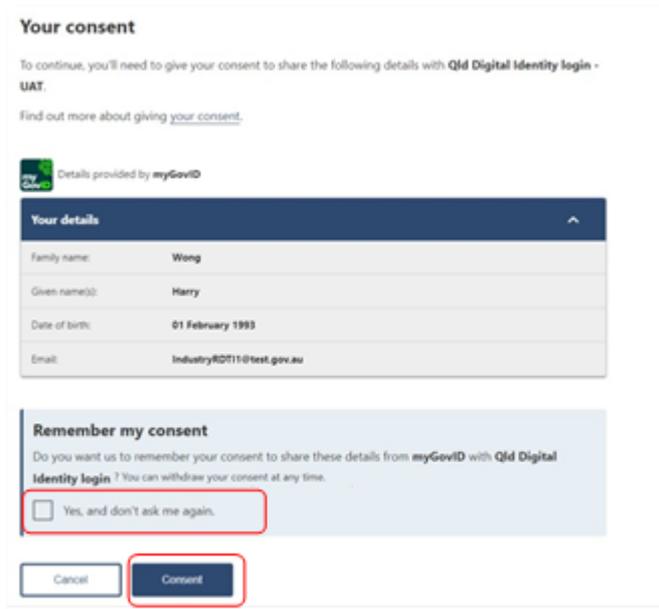
10. You will be redirected to QLD Digital Identity login
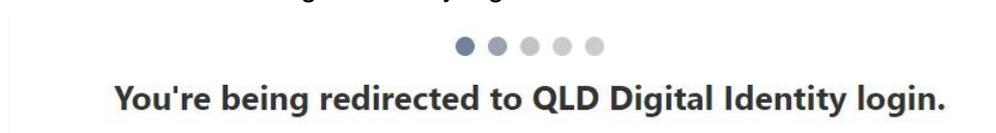
11. Consent will only be requested the first time you access the Agency online service via the QLD Digital Identity login or if you have revoked your consent for this online service and then try access the online service again.

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

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

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

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**

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**

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

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**

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. Please ensure that:

  o the legally responsible person nominated at registration is one of the signatories on the Access Deed

  o signatures and names are placed in the correct section in the signing block that applies to your organisation

  o 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](#)