

EXISTING SUBSCRIBERS AND INDIVIDUAL MEMBERS

Step 1: Go to <https://www.australianteacheraide.com.au/> log in; and from the main menu, choose **Membership**, then **Schools** (or **Training Organisations**); select the appropriate membership plan (below image), and click **Select Membership**. Go to **Step 4** below.

NEW USERS

Step 1: Go to <https://www.australianteacheraide.com.au/> and from the main menu, choose **Membership**, then **Schools** (or **Training Organisations**); select the appropriate membership plan (below image), and click **Select Membership**

Step 2: Enter your personal details to create a user account for yourself and then select **Register**

Step 3: Check your inbox for our email and follow the steps to gain access to your personal portal, **My Portal**

Step 4: In **My Portal**, select **Find Your Organisation** (if available), or select **Create Your Business** and enter the business details as prompted

Step 5: Enter **Additional Business Details** (required in order to proceed to Step 6)

Step 6: Select **Submit Application**

Your invoice will be forwarded to you shortly.

Once payment is finalised, invite your staff to join the organisational membership using the downloadable instructions on our FAQ page under *Membership – Schools and Training Organisations*.