

## HOW TO: UPDATE CONTACT DETAILS

Teachers have a statutory responsibility to inform the Board, in writing, within 90 days, of any change of name, address, school in which you are employed or other personal details. The obligation is set out in Section 28 of the *Teacher Registration (Northern Territory) Act*.

### Access Online Services

Log in to Online Services <https://trbaccount.ntschoools.net/Login.aspx>

### Enter New Details

Enter your new contact information on the [Personal Details](#) page.

**TEACHER REGISTRATION BOARD**  
of the Northern Territory

[Personal Details](#) | [Payments](#) | [School Audit](#) | [HALT Application](#) | [HALTEOI](#)

OF THE NORTHERN TERRITORY, Teacher Registration Board (TRB# 12721)    ePass: [none]

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**Change of postal address**

New street / PO Box	<input type="text" value="GPO Box 1675"/>
(line 2)	<input type="text"/>
Suburb	<input type="text" value="Darwin"/>
State	<input type="text" value="NT"/>
Postcode	<input type="text" value="0810"/>
Country	<input type="text" value="Australia"/>

**Change to contact details**

Business Phone	<input type="text" value="08 8944 9388"/>
Home Phone	<input type="text" value="08 8944 9388"/>
Mobile	<input type="text"/>

**Change Account Email Address (validation required)**

Current email	<input type="text" value="trb@nt.gov.au"/>
New email	<input type="text"/>

**Declaration**

I hereby declare that the above information is true and correct in every detail

Tick to Confirm

### Confirm Changes

Tick ✓ the declaration box and click