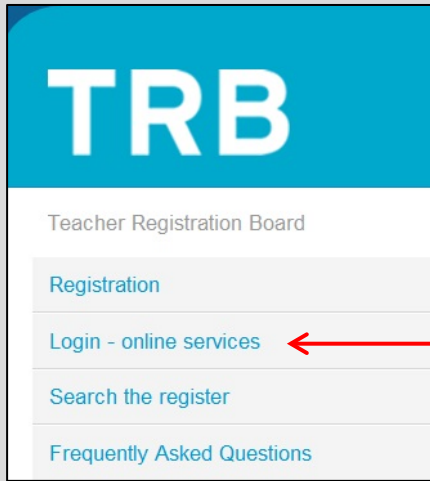


HOW TO: SETUP ONLINE SERVICES

Access Online Services



Once you are registered and have received your account details by email, please navigate to **Online Services**:

<https://trbaccount.ntschoools.net/Login.aspx>

Log in to Online Services

Enter the log in details received via email titled

“Your account details for the NT Teachers Registration Board website”

NB: Your password is case sensitive – make sure to use capitals where necessary.

Welcome to the TRB NT Online Services area. Here you can:

- update your contact details
- print your registration card
- pay your annual fee
- create a HALT Application or Expression of Interest
- principals can access a list of registered teachers at their school

Log In

Contact the Teacher Registration Board if you haven't received an email containing your TRB Number and password.

TRB # → Enter TRB Number

Password → Enter Password (Case Sensitive)

Keep me logged in → Click Log In

Create New Password

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

SURNAME, GIVEN NAME (TRB #0000) ePass: [none] Teacher at ?

Account Login & Recovery

Please enter a new password and fill in the security questions for account recovery before continuing.

Change TRB Account Password

Current Password	<input type="password"/>	→ Enter your Old Password
New Password	<input type="password"/>	→ Enter your New Password
Confirm New Password	<input type="password"/>	→ Re-enter your New Password
<input type="button" value="Change Password"/>	→ Click to Save New Password	

New passwords are required to be a minimum of 6 characters in length.
This is NOT your ePass account password. ePass passwords cannot be changed from this site.

Confirm Answers to Security Questions

Security Questions

Security Question 1	What school did you attend for sixth grade?	} Answer BOTH Security Questions
Answer	<input type="text"/>	
Security Question 2	What was the name of your first pet?	} Answer BOTH Security Questions
Answer	<input type="text"/>	
<input type="button" value="Save"/>	→ Click Save	

The two security questions may be used to gain access to your account if you can no longer access the account email address or if you forget the password.

Setup Complete

Once you have saved your new password and security question answers please click on [Personal Details](#) at the top of the page to enter your account.

From your Online Services account you will be able to:

- Update your contact details
- Pay your annual fee when it is due either by credit card or BPay
- Print your Registration Certificate
- Complete and submit an application for Highly Accomplished and Lead Teacher Certification