

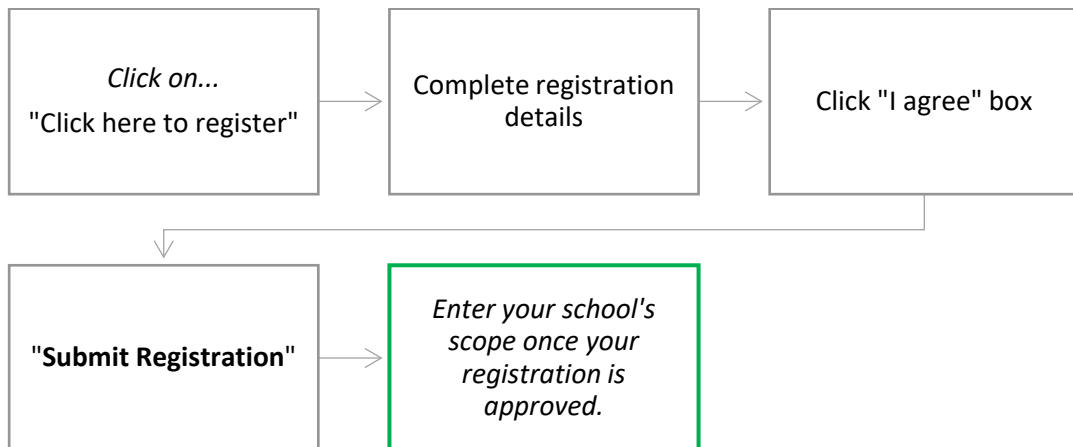


How to...register your school

This is for:

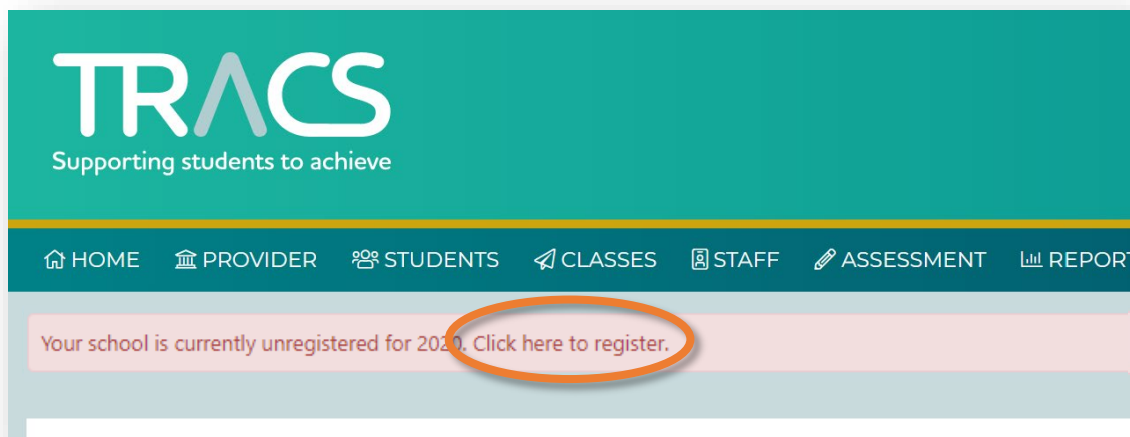
- principals

Quick version:

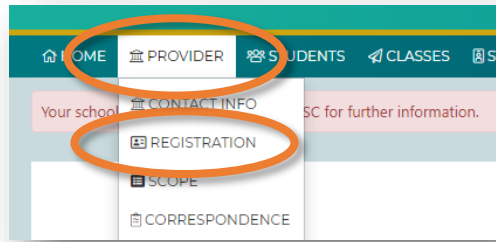


Detailed version:

1. **Log in to TRACS:** You will see a message that your school is unregistered.
 - Click on the “Click here to register” text:



(Alt: Select “PROVIDER” from the toolbar and then “REGISTRATION”):



2. Complete the details of your registration:

A screenshot of a web form titled '2020 REGISTRATION SUBMISSION'. The form is for a 'Provider' and shows the following fields:

- STATUS: Not Received
- PROVIDER NAME: Senior Secondary School
- PRINCIPAL *: Nothing selected
- ASSISTANT PRINCIPALS: Nothing selected
- TASC LIAISON OFFICERS *: Nothing selected

An orange bracket on the left side of the form indicates that these fields are to be completed.

3. Carefully read the declaration, then a) agree to the terms and b) click on the “Submit Registration” button beneath it:

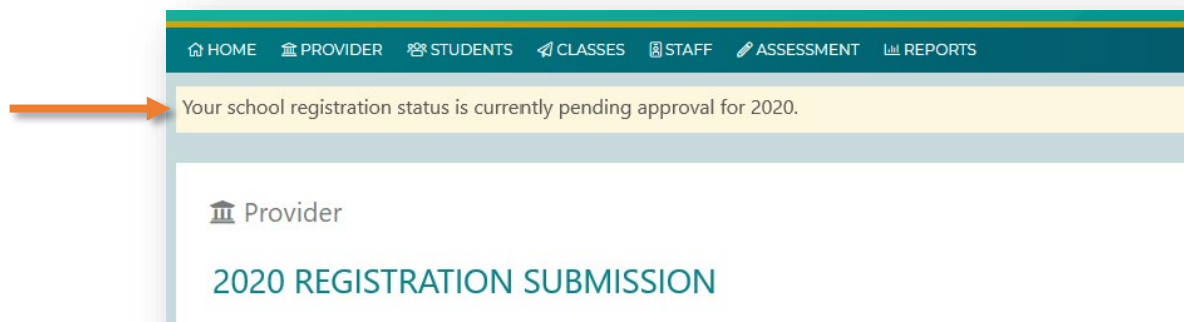
A screenshot of a declaration form. The text reads: "On behalf of the provider (stated above) I declare we will comply with the following:" followed by a list of seven bullet points. Below the list, there are two steps:

a) I agree to the above

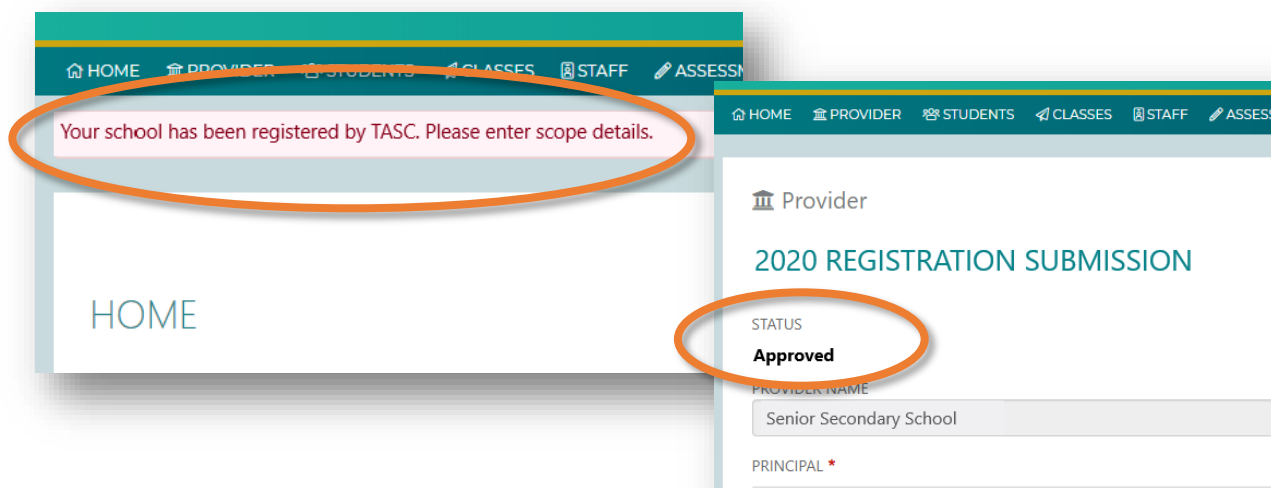
b) I agree to the above

Below each step is a "Submit Registration" button. In step a), the checkbox is unchecked and the button is greyed out. In step b), the checkbox is checked and the button is active. Orange circles highlight the checkboxes and buttons in both steps.

5. A message will appear at the top of the screen to say that your registration has been submitted and the status is currently *pending*:



6. Once TASC has *approved* your registration you will see a notification on your Home page:
- (The status will also appear as **"Approved"** on your registration page).



>>> Things to know:

- In 2021, registration submissions can be made in TRACS *from* Tuesday 9 February.
- **School registrations are due by Friday 12 February.**
- [A school's scope can be submitted in TRACS](#) once you receive registration approval.
- Scope is due Friday 26 February.

For further support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au