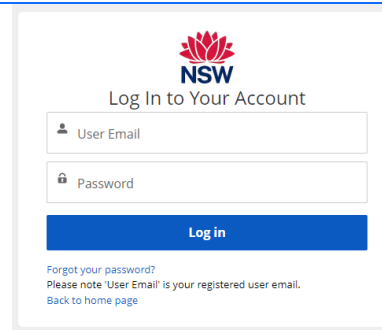


1. Go to the [Community Languages Schools Program portal page](#) and click **Log in**.

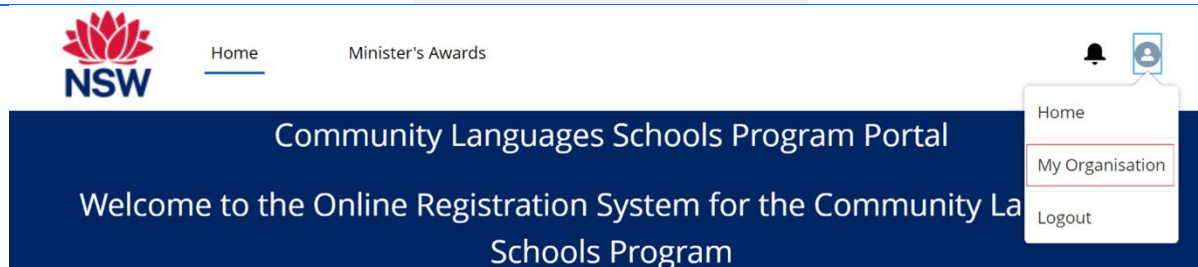
On the **Log in to Your Account** page, enter your **User Email** and **Password**.

Click **Log in**.



2. **My Organisation**

Click the **Profile** button, then click **My Organisation** from the drop-down list to view your organisation's details.



3. Documents section

In this section you can **Upload, Download All Files** and **Filter**. You can also click on each column heading to filter.

Upload – to upload your saved files from your device, click on the **arrow up icon** to select the file from your device or by dragging and dropping the file to the **drop files** field.

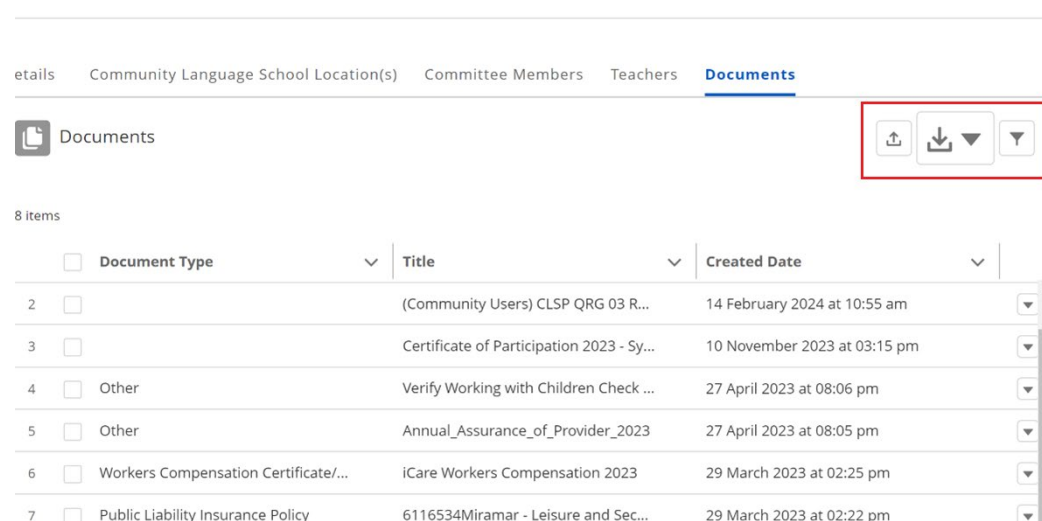
Download All Files – to download files to your device. Click on the **arrow down icon** to download files saved in the portal to your device.

Filter – Click on the **funnel icon** to filter your documents by **Title**.

Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.

The file name should be limited to **30** characters and include the **name of the document** and the **year** e.g., *Per Capita Acquittal 2024*.

If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.



etails Community Language School Location(s) Committee Members Teachers **Documents**

Documents

8 items

<input type="checkbox"/>	Document Type	Title	Created Date
2	<input type="checkbox"/>	(Community Users) CLSP QRG 03 R...	14 February 2024 at 10:55 am
3	<input type="checkbox"/>	Certificate of Participation 2023 - Sy...	10 November 2023 at 03:15 pm
4	<input type="checkbox"/> Other	Verify Working with Children Check ...	27 April 2023 at 08:06 pm
5	<input type="checkbox"/> Other	Annual_Assurance_of_Provider_2023	27 April 2023 at 08:05 pm
6	<input type="checkbox"/> Workers Compensation Certificate/...	iCare Workers Compensation 2023	29 March 2023 at 02:25 pm
7	<input type="checkbox"/> Public Liability Insurance Policy	6116534Miramar - Leisure and Sec...	29 March 2023 at 02:22 pm