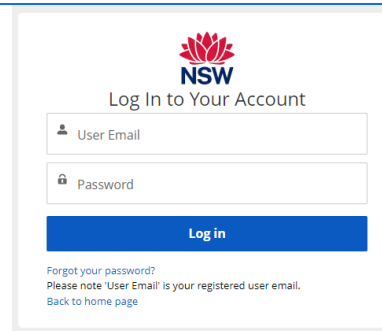


1. Go to the [Community Languages Schools Program portal page](#) and click **Log in**.

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

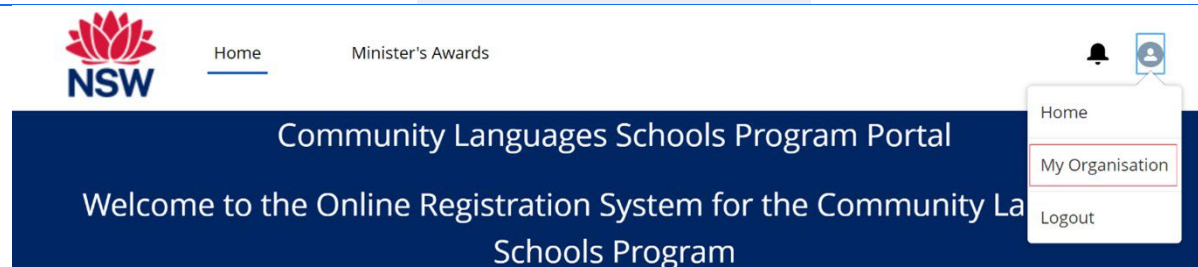
Click **Log in**.



The screenshot shows the 'Log In to Your Account' page. It features the NSW Government logo at the top. Below the logo, the text 'Log In to Your Account' is displayed. There are two input fields: 'User Email' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there are links for 'Forgot your password?', 'Please note 'User Email' is your registered user email.', and 'Back to home page'.

2. **My Organisation**

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



The screenshot shows the main dashboard of the Community Languages Schools Program Portal. At the top left is the NSW Government logo. To its right are navigation links for 'Home' and 'Minister's Awards'. The main header area is dark blue with white text that reads 'Community Languages Schools Program Portal' and 'Welcome to the Online Registration System for the Community Languages Schools Program'. On the right side, there is a user profile icon with a dropdown menu. The menu options are 'Home', 'My Organisation' (which is highlighted with a red border), and 'Logout'.

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.

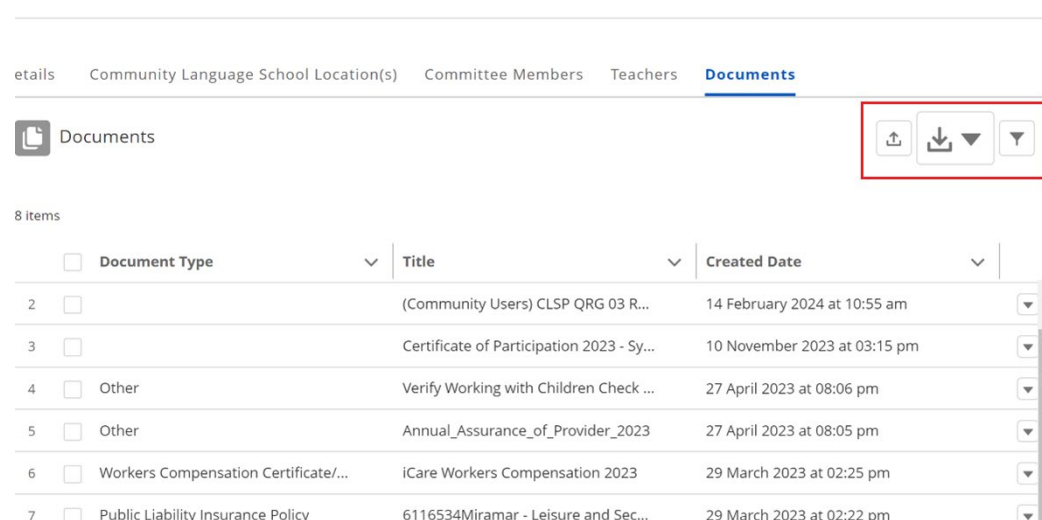
Download All Files – to download files to your device. Click on the **arrow down icon** to download files saved in the portal to your device.

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.



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