



Australian Government

Department of Education

Department of Human Services

Transition to PRODA for TCSI

Phase 2: Register

Transition to PRODA for TCSI

1. Table of Contents.

| Section | Page number |
|--|-------------|
| Background | 3 |
| Before you begin | 4 |
| Register your organisation (Option A) | 5 |
| Join an existing organisation as a director (Option B) | 6 |
| Add members and delegate authority (Recommended) | 7 |
| Frequently Asked Questions | 8, 9 |
| Appendix: Phase 2 Process Flow | 10 |

Transition to PRODA for TCSI

2. Background.

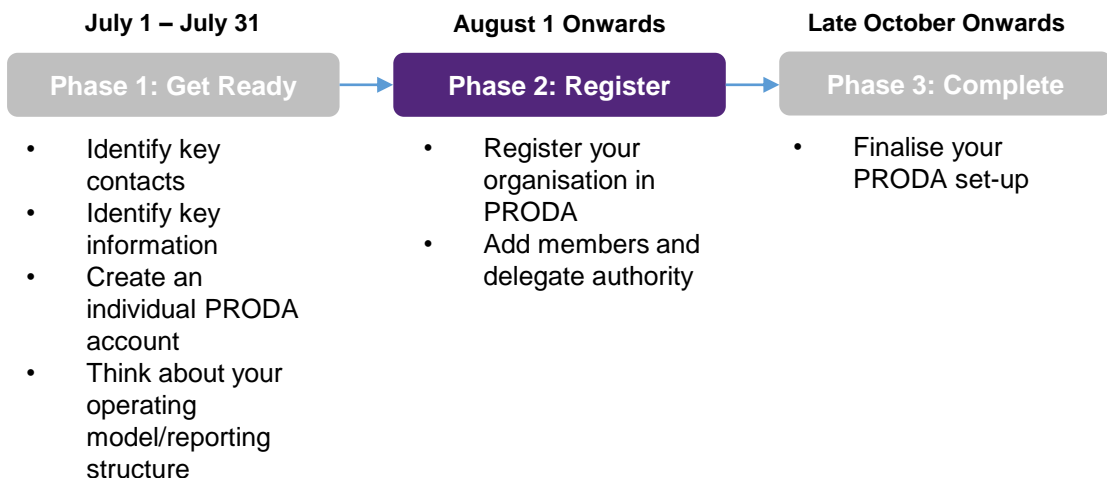
What is PRODA?

As the authentication method selected for TCSI, PRODA provides you a way to securely access government online services, which includes TCSI APIs and the Portal.

How do I get set-up with PRODA in preparation for TCSI?

The set-up process for PRODA will comprise three phases. At the commencement of each phase, we will provide detailed support material to guide you.

This document is for **Phase 2**, and is about registering your organisation within PRODA and delegating the appropriate responsibilities to staff.



Transition to PRODA for TCSI

Phase 2: Register

4

3. Before you continue.

1. Make sure that:

- ✓ You have completed [Phase 1: Get Ready](#)
- ✓ You are the ABR (Australian Business Register) associate for your organisation

2. Check whether your organisation is registered and you are a PRODA Director* already (this is to help select the correct pathway in the next question):

i. Log-in to your PRODA account by navigating to <https://proda.humanservices.gov.au/>

Username

[Forgot your username?](#)

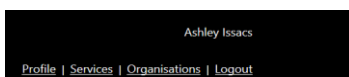
Password

 [Show](#)

[Forgot your password?](#)

Login

ii. Select “Organisations” located in the top right of the screen.



iii. If you are already associated with the organisation it will be listed under “My Organisations”, and your role and status will be displayed under the “Role/Status” column.

My Organisations

You're a member of the organisations listed below.

Click on the organisation to:

- view the organisation's details
- manage the organisation's devices
- add or remove the organisation's members
- add subsidiary organisations (for parent organisations only)

| Name | ABN/ACN | Organisation Status | Role/Status |
|------|---------|---------------------|-------------------|
| | | Active | Director / Active |

1 organisation found.

3. Now that you've done all that, let's figure out what you need to do next. Pick the scenario that most applies to you:



My organisation is not registered in PRODA/I don't know

Go to [Section 4 – “Register your organisation \(Option A\)”](#)

Note: If your organisation has already been registered, you will get a “Your ABN is not unique” error when attempting to register. In this case, refer to “My organisation is registered in PRODA, but I'm not listed as a director”



My organisation is registered in PRODA, and I'm listed as a director

We highly recommend adding members to your organisation or delegating the authority to manage it.

To do this, go to [Section 6 – “Add members and delegate authority \(Recommended\)”](#).

Otherwise, you don't need to take any further action for this phase.



My organisation is registered in PRODA, but I'm not listed as a director

If you believe a different associate may have already registered your organisation, go to [Section 5 – “Join an existing organisation as a director \(Option B\)”](#).

OR

If your organisation registered for PRODA as part of the CCS (Child Care Subsidy) program, your organisation may not be verified against the ABR, and can only access CCS services.

A guide on this will be released in the near future on the DHS Website and we will inform the sector when this is available. Please re-visit phase 2 after following the instructions on this guide when released.

***Director definition:** This is the term used within PRODA that represents the person with authority to commit the organisation to business dealings and should be the same person as the ABR associate.

Transition to PRODA for TCSI

Phase 2: Register

5

4. Register your organisation (Option A).

Follow the steps below to register your organisation within PRODA. Remember to have details as they appear on your ABR record handy, as these will be verified with the ABR.

1

Log-in to PRODA and navigate to “Organisations”

Log-in to your Individual PRODA account if you haven't already by navigating to

<https://proda.humanservices.gov.au/>, and click on “Organisations” located in the top right of the screen.

2

Click on “Register New Organisation”

In the “Organisations” page, click “Register New Organisation”.

3

Enter your Organisation Details

Enter the details for your organisation. Remember, these should be for the ABN that you identified in [Phase 1](#).

These details must also match the details on the ABR.

4

Verify Organisation Relationship

Verify your relationship to the organisation by providing responses to the questions in the “Verify Organisation Relationship” page. Your responses must match the details on the Australian Business Register (ABR) in order to proceed. These responses will be checked against your ABR record.

5

Enter your Verification Code

After you have successfully verified your Organisation Relationship, enter your organisation contact email address in the “Verify Organisation Email” screen and click “Save and Send Code”. A verification code will be sent to this email.

Enter the Verification Code and click “Verify”.

6

Registration Complete

Your organisation should now be successfully registered! If you would like to add members and/or delegate the management of your PRODA organisation other staff (this is highly recommended), please proceed to [Section 6 – “Add members and delegate authority”](#).

Proceed to [Section 6 – “Add members and delegate authority”](#).

Transition to PRODA for TCSI

5. Join an existing organisation as a Director (Option B).

Follow the steps below to join an existing organisation in PRODA as a Director. Remember to have details as they appear on your ABR record handy, as these will be verified.

1

Log-in to PRODA and navigate to “Organisations”

Log-in to your Individual PRODA account if you haven't already by navigating to

<https://proda.humanservices.gov.au/>, and click on “Organisations” located in the top right of the screen.

2

Click on “Join an Organisation”

In the “Organisations” page, click “Join an Organisation”.

3

Enter the Organisation RA number and the Organisation Name

The associate who initially registered the organisation can find this information by logging into their own PRODA account, and navigating to the “Organisation Details” page for the organisation.

Enter this information, click search, and confirm that you want to join as a Director.

4

Verify Organisation Relationship

Verify your relationship to the organisation by providing responses to the questions in the “Verify Organisation Relationship” page. Your responses must match the details on the Australian Business Register (ABR) in order to proceed. These responses will be checked against your ABR record.

5

Successfully Added as Director

You should now be added to your PRODA organisation as a Director. If you would like to add members and/or delegate the management of your PRODA organisation other staff (this is highly recommended), please proceed to [Section 6 – “Add members and delegate authority”](#).

Proceed to [Section 6 – “Add members and delegate authority”](#).

Transition to PRODA for TCSI

6. Add members and delegate authority (Recommended).

Follow the steps below to add other members to your PRODA Organisation. You can also delegate the management of your organisation (including adding members) by completing the optional steps below. Please refer to [Frequently Asked Question](#) no. 7 for more information on who else will need to create a PRODA account.

1

Does the staff member you want to add have their own PRODA account?

If not, ask them to:

1. Create their own Individual PRODA account <https://proda.humanservices.gov.au/> and clicking "Register Now".
2. Once their account is verified, provide their Individual RA number and Last Name to you.

2

Add them to your Organisation

1. Click "Organisations" located in the top right of the screen.
2. Select your organisation, under "My Organisation"
3. Click "Members"
4. Click "Add Member"
5. Provide the details of the delegate you want to add, confirm that you have obtained consent.
6. Click search and add them to your organisation.

Optional steps

3

Commence delegation

If you want to delegate any management functions in PRODA to this member, navigate back to the Organisation Details screen and:

1. Click "Members"
2. Select your delegate
3. Scroll down and click "Attribute Delegations"
4. Click "Delegate To This Member"

4

Select what attribute you would like to delegate

Select the appropriate attribute, and whether you want your delegate to be able to "re-delegate" (Delegable), set an effective-to date, and click "Delegate". Refer to "Delegation Types" below to learn what the relevant attributes mean.

Attribute types



Owner-Access

Provides extensive control, including the ability to manage devices, personnel, services and subsidiary organisations for your organisation in PRODA.



Employee-Management

Add, remove and update the end dates of members of the organisation in PRODA.



Device-Management

Manage devices on behalf of the organisation in PRODA. Consider assigning this to a technical staff member co-ordinating with your SMS developer in Phase 3 (if you are using APIs).

Phase 2 complete.

Transition to PRODA for TCSI

7. Frequently Asked Questions.

1. What is PRODA and why do I have to use it?

PRODA is the authentication method selected for TCSI. It provides both government and your organisation assurance that the correct people have access to view and report data using TCSI services.

2. What is an individual PRODA account?

An individual PRODA account uniquely represents you as a person within PRODA, based on your own set of identity credentials. Using your individual PRODA account, you can create organisations in PRODA (if you are the ABR associate) or join and act on behalf of existing organisations.

3. What is a PRODA organisation?

A PRODA organisation is the representation of an Australian registered business within PRODA – for TCSI, this will be the Education Provider you work for.

4. Why do I need my ABN?

PRODA checks against the Australian Business Register that the organisation details are correct and current and that the person registering the organisation is listed as an associate (using their individual PRODA account). The ABN for the organisation you create and use in PRODA, must also be the same ABN as the one listed against your Provider Code.

5. What is a “Director” in PRODA?

This is the term used within PRODA that represents the person with authority to commit the organisation to business dealings and should be the same person as the ABR associate.

6. My organisation will only be using the TCSI portal to submit data. Will we still need to use PRODA?

Yes, the TCSI portal will use PRODA as its authentication method. Anyone in your organisation that will be using the TCSI portal will need to have created their own individual PRODA account, and be added to your organisation by following the instructions in [Section 6 – “Add members and delegate authority”](#).

Phase 3 will provide more detail on managing your member's access to the TCSI portal through PRODA.

7. Who exactly in my organisation will need to create an individual PRODA account?

PRODA accounts will be required for staff who need to:

- report data using the TCSI portal
- setup an organisation's Business to Government APIs
- manage access for users
- see notifications (TFN verification, scheduled validation, and student entitlement messages)
- access reported data (using summary and verification reports or bulk data downloads)

These staff will then need to be added to your organisation by following the instructions in [Section 6 – “Add members and delegate authority”](#).

8. What about staff who will only be using SMS software to report data through APIs? Will they need their own PRODA accounts?

Generally, no. Unless they also plan on using the TCSI portal, staff members who will only be using SMS software to report via APIs will not need their own PRODA accounts.

Transition to PRODA for TCSI

7. Frequently Asked Questions.

9. My Student and Staff information are in two separate systems. Do I need two separate PRODA accounts?

You only need to register your organisation once in PRODA, and all reporting should be done through this organisation. You should consult with your SMS developer on how they will manage your PRODA details across multiple systems, as there is some flexibility in how this can be achieved.

10. Who can I contact if I have issues with my PRODA registration?

If you have any questions or issues with registration of your PRODA Individual or Organisation account, you can contact PRODA Support at proda@humanservices.gov.au or 1800 700 199 (option 1).

If you have any TCSI specific questions, please email TCSI.SUPPORT@humanservices.gov.au.

Transition to PRODA for TCSI

8. Appendix: Phase 2 Process Flow

