



How to Request IS Portal Access as an Inclusion Professional

Before you start this process

Your PRODA account cannot be linked to a service provider. Ask for your IS Portal access to be revoked or contact inclusionsupportprogramhelpdesk@education.gov.au for assistance.

Step 1: Do you have a PRODA account?

If No, [register for a PRODA account](#).

If Yes:

1. Log in to the [Portal Entry Point](#)
2. Click **Request access for myself**.
3. Click **I'm ready to request access**.
4. Enter the required information (such as email address, work phone number etc)
5. Under Required User Role(s), select **Inclusion Professional**
6. Click **Next**.
7. Continue to [Step 2](#).

Step 2: Search for the Organisation/Inclusion Agency you work for

If the **Organisation/Inclusion Agency** is found:

1. Select the correct Organisation/Inclusion Agency from the results list.
2. Confirm the details are correct.
3. Click **Submit**.
4. Continue to [Step 3](#).

If **No records** are found:

1. Search using the ABN only to help narrow the results (ensure the ABN is correct).
2. If no records are still found, contact your Hub Manager.

Step 3: Complete the Request

If this is your **first time requesting portal access**:

1. Verify your email address by clicking the link in the email sent to your nominated email address.
2. Log in to PRODA.
3. Click **Finish** to finalise the request process.

If you have **previously requested and been granted portal access**, click **Finish** to finalise the request process.

Clicking **Finish** exits the IS Portal and takes you to the Inclusion Support Program website. It also sends email notification to the Inclusion Support Portal Help Desk to review your request. After your request is reviewed, you will receive another email telling you whether your request was approved or denied. If you do not receive a confirmation email or your request was denied, contact your Hub Manager or the Inclusion Support Portal Help Desk at inclusionsupportportalhelpdesk@education.gov.au

Note: Individual Inclusion Agencies may have additional processes that need to be followed when requesting access to the IS Portal. Please check in with your Inclusion Agency Manager to confirm their requirements.

