

# How to Register for the New RSS Online System

In term 3, July 2022, Sustainability Victoria replaced the old portal with a new RSS online system, transferring each school's actions, comments, and evidence over.

Everyone needs to register for a login to the new system, regardless of whether you had a login for the old system or not. Here's how to do it - it's really easy and quick! We've just fleshed out each step.

**Step 1** - Go to the login page for the [RSS Online System](#)

**Step 2** Click on "**Sign up now**" underneath the green "sign in" button

## ResourceSmart Schools

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)



**Step 3** - Enter your email address

*attn: teachers - do not use your old edumail one!*

**Step 4** Click "send verification code" then **get the code that was sent to your email address and enter it here.**

**Step 5** Set up your password and account details, then

Click "**Create**"

## ResourceSmart Schools

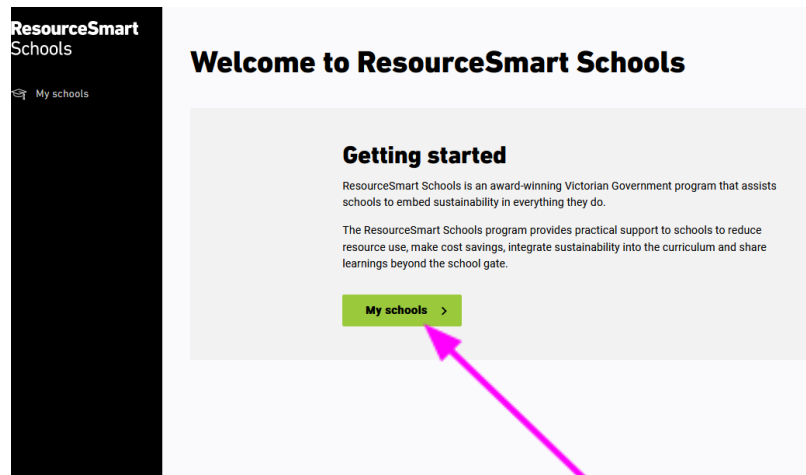
Please complete your details below to access the ResourceSmart Schools website. By completing this registration you agree to the terms of use of the ResourceSmart Schools website. [ResourceSmart Schools website terms of use](#) | [Sustainability Victoria](#).

Please provide the following details.

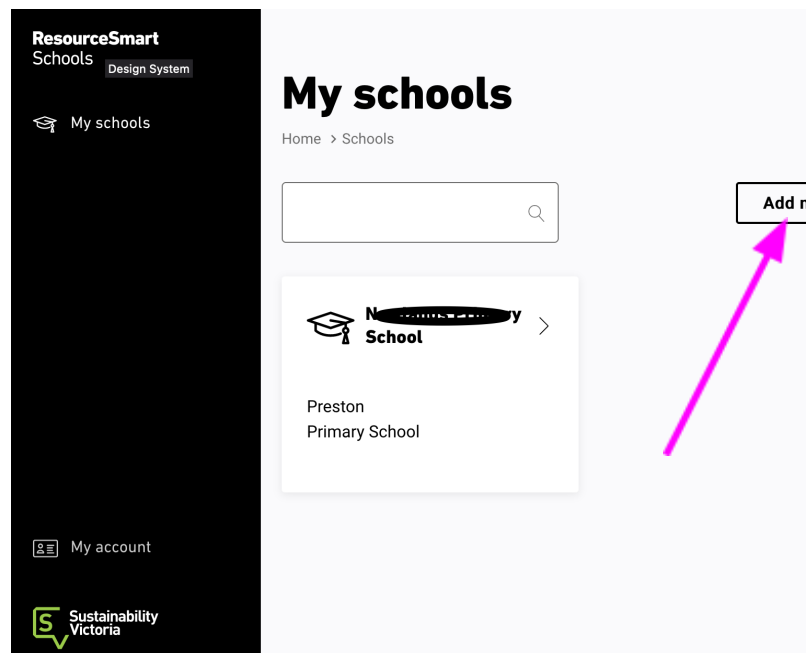
Send verification code

Create

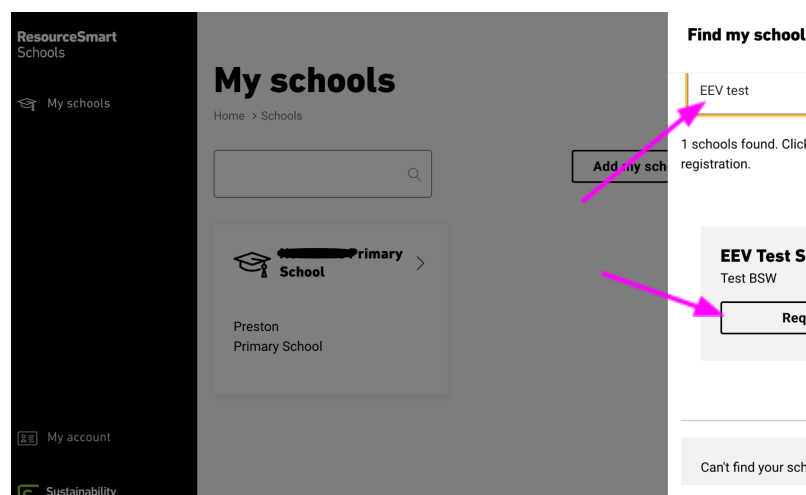
**Step 6** Click on “My schools”



**Step 7** - Click “Add my school” (if you work or volunteer at multiple campuses or schools, then you can add them all)



**Step 8** Type your school name into the search field, and then click “request access”



**Now what?** At this point, *you need to wait for Sustainability Victoria or your regional coordinator to manually approve your request.*

You can email [resourcesmart@eev.vic.edu.au](mailto:resourcesmart@eev.vic.edu.au) to speed up the process if you like!