

# Courts Information Sharing Portal

## REGISTERING FOR THE INFORMATION SHARING PORTAL

All requests for information under the Family Violence and Child Information Sharing Schemes must be made through the Courts Information Sharing Portal. You must register with the Portal before you can request information.

### Before you start

Before you register, you will need access to a mobile phone.

You can provide a personal mobile phone number or a duty phone number. You must have access to the registered mobile to complete your registration and each time you login to the CIS Portal.

### Step 1: Accept the agreement

Before you register for an account on the CIS Portal you must confirm you have read and understood the Information Sharing Schemes Agreement.

By agreeing, you certify that your organisation is a prescribed Information Sharing Entity (ISE) and that you will follow the Information Sharing Ministerial Guidelines when handling the information the Court's provide.

### Step 2: Register your details

You will need to provide

- your name
- position title
- work email address
- mobile number, and
- the details of your organisation.

### Confirm your mobile

The CIS Portal will send a security code to the mobile number you register. You must enter the security code to complete the registration process.

The CIS Portal will also send a security code to this mobile number each time you log-in.

### Email

You must use your work email to register with the CIS Portal so we can match your email with a registered ISE.

The CIS Portal will recognise the email domain of an ISE that has requested information from the courts' and will allow any person from the organisation to register.

You cannot register with a personal email account like Gmail or Yahoo.

### Additional ISE authentication

If you are a new ISE or your organisation has not requested information from the courts' before, we may need to manually approve your access.

If your email is not recognised, contact the information sharing team at [informationsharing@courts.vic.gov.au](mailto:informationsharing@courts.vic.gov.au).

### Step 3: Authority to share

You must register as a Risk Assessment Entity (RAE) or as an ISE. If you're not sure, you can confirm your organisation's status at <https://iselist.www.vic.gov.au/ise/list/>

### Step 3: Confirmation of registration

You will receive an email confirming your registration is approved.

You will receive a separate email containing a temporary password. You will be prompted to reset this password after you log in.