Instructions

Award Force Account Creation – 2020 TiTEA

Please note: By creating an account and submitting a nomination, you are agreeing to your information being stored in the Award Force application, hosted in Australia. The Award Force Privacy Policies are similar to the Information Act 2002 and the Information Privacy Principles (https://infocomm.nt.gov.au/privacy/information-privacy-principles). The software has been reviewed by the department’s Digital and Privacy teams. All information is used only for the purpose of the Teaching in the Territory Excellence Awards nomination and the judging process and not shared or sold to 3rd parties. If you have any questions or concerns relating to this matter, please contact TeacherAwards@nt.gov.au.

1. Enter your first and last name.
2. Enter your email – you will receive a notification that your account has been created which you will need to verify.
3. Password:
   - If you are a Department of Education (DoE) staff member your password MUST NOT be the same as your department password.
   - Your password MUST contain 12 characters minimum, including at least 1 uppercase, lowercase, number and symbol.
4. If you are a DoE staff member, please ensure you select your school. This is especially important if you are a Principal.

You can update your account details at any time by logging into your account and updating the account settings.

All student nominations MUST be submitted to TeacherAwards@nt.gov.au and not through the Award Force software. Please ensure this information is communicated to students if they wish to nominate.

There is a disclaimer upon account creation to confirm you are over the age of 18 years old. This is to ensure that students are not submitting their nominations through the Award Force software.

You will need to enter your details again upon completing your nomination.

Award Force is being used to assist with streamlining the nomination and judging processes. Feedback on your experience is welcome.

Click here to create an account.

If you have any issues with creating your account or with submitting a nomination, please email TeacherAwards@nt.gov.au.