Bendigo
Regional Archives Centre

How to Register for a PROV User ID

1. Go to https://www.prov.vic.gov.au/ website main menu.
2. Scroll down to the bottom right corner to the "I want…" box.
3. Touch the "Login or create an Account" option.
4. On the right side "I want to…" option, go to the "Common Questions" option.
5. Scroll down to the "Services" section, then click the "How do I register as a Public User?" option. A link is given. Click on that.
6. In the column on the right hand side, there is a "Register a Public User account" option. Click on this.
7. Fill in the registration form that appears. Once you have completed this, click the "Continue" option at the bottom of the page.
8. A list of terms and conditions will appear. Once you have read them, click on the "I Accept" box at the bottom of the list.
9. A new window will appear while your request is processing. Please do not get out of this screen.
10. Once processing is finished, your "Public User Account Confirmation" window will appear. This will show your User ID, and ask you to bring it in person to the BRAC Reading Room so that you can be issued with a User ID card. Write down both your User ID and password for future reference. (Your User ID will be your initial, the first four letters of your surname, and a number generated by the computer system.)

    **Once you have your User ID, you will be able to order BRAC records online. Step-by-step instructions for the process of ordering records online are in BRAC Guide 2 *'How to Order BRAC Records from the PROV online Catalogue'* at http://www.brac.vic.gov.au/Guides_FAQs/BRAC_Guides