

The UAC logo is a dark blue square with a bright green diagonal stripe running from the bottom-left corner to the top-right corner. The letters "UAC" are written in white, bold, sans-serif font in the upper-left portion of the square.

UAC



SCHOOL ACCESS

User Guide

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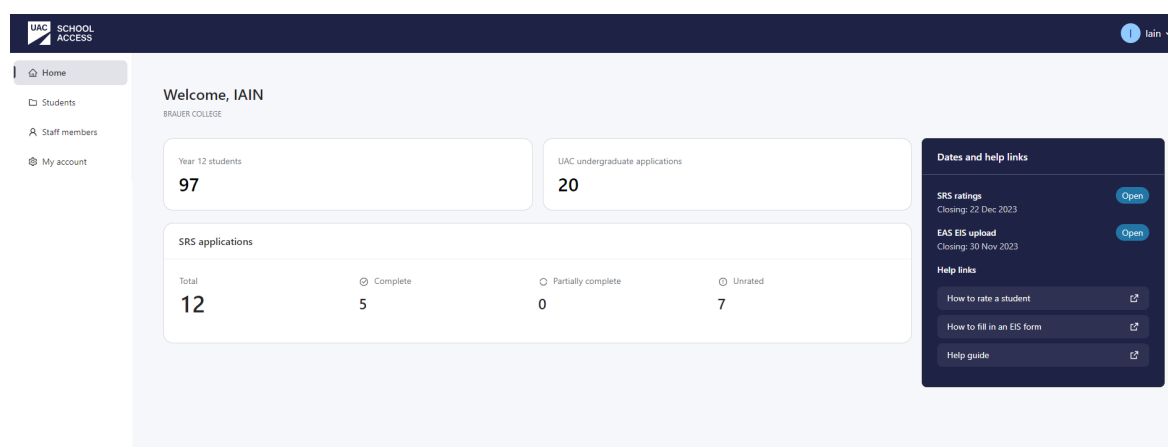
USING SCHOOL ACCESS

Admin users

Admin user dashboard

As an Admin user you will see the following details on your dashboard when you successfully register/log in to School Access:

- total number of Year 12 students at your school
- total number of UAC undergraduate applicants at your school
- status of rating for SRS applications
 - Complete: total number of applicants for whom SRS ratings have been submitted
 - Unrated: total number of applicants for whom SRS ratings have not yet been submitted
 - Partially complete: total number of applicants for whom SRS ratings are incomplete/draft status
- dates and help links
 - SRS ratings closing date
 - EAS/EIS upload closing date
 - various help links.



UAC SCHOOL ACCESS | Iain

Welcome, IAIN
BRAUER COLLEGE

Year 12 students	UAC undergraduate applications
97	20

SRS applications			
Total	Complete	Partially complete	Unrated
12	5	0	7

Dates and help links

SRS ratings
Closing: 22 Dec 2023 [Open](#)

EAS/EIS upload
Closing: 30 Nov 2023 [Open](#)

Help links

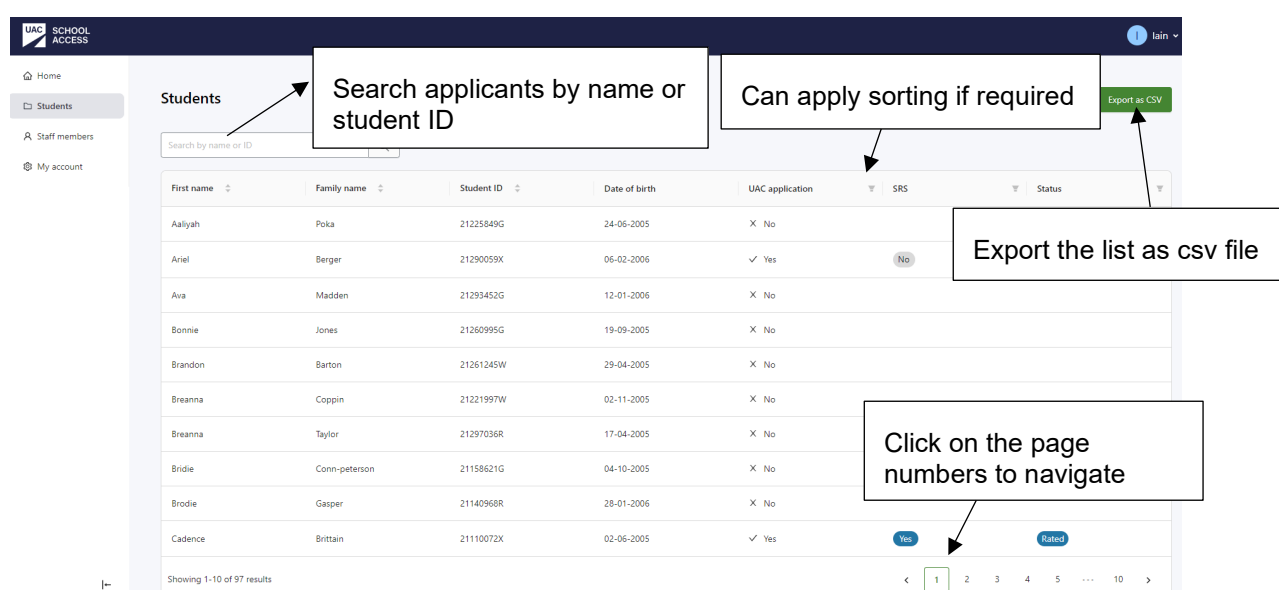
- [How to rate a student](#)
- [How to fill in an EIS form](#)
- [Help guide](#)

Student list

On this screen you will be able to see the following student details: *

- full name
- student ID
- date of birth
- if student has/has not submitted a UAC UG application
- if student has/has not submitted SRS application
- if the ratings have/have not been submitted for the respective student.

If your school has separate student cohorts (eg HSC and IB) you will see the relevant student cohort in your school's relevant School Access user accounts.



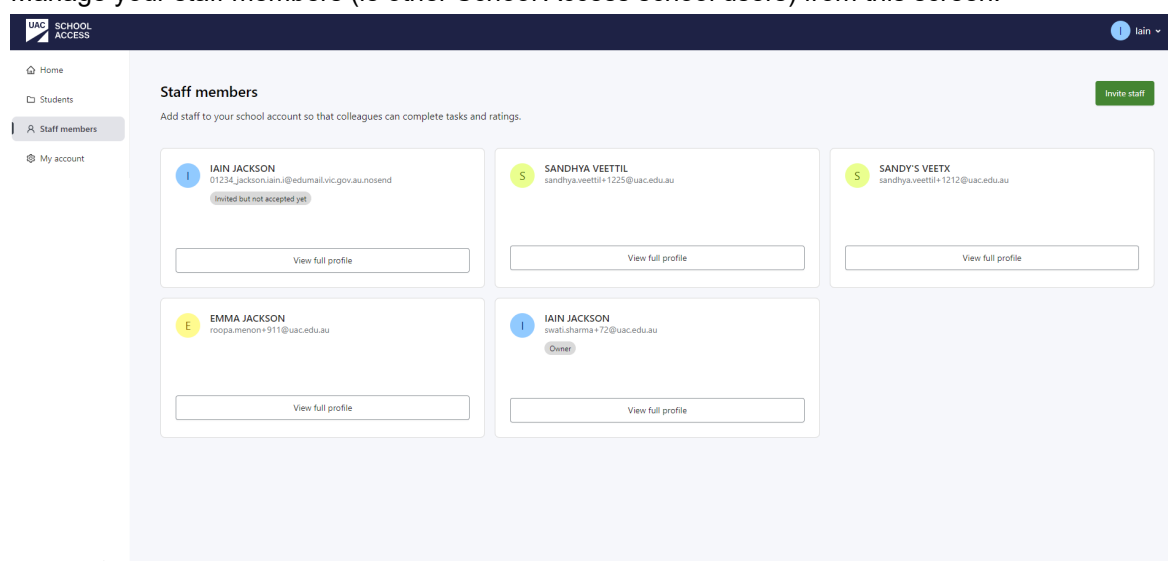
The screenshot shows the 'Students' page in the UAC School Access system. The page includes a sidebar with navigation links: Home, Students, Staff members, and My account. The main content area displays a table of student records. Annotations highlight key features:

- Search applicants by name or student ID:** Points to the search bar at the top of the table.
- Can apply sorting if required:** Points to the column headers (First name, Family name, Student ID, Date of birth, UAC application, SRS, Status).
- Export the list as csv file:** Points to the 'Export as CSV' button in the top right corner.
- Click on the page numbers to navigate:** Points to the pagination controls at the bottom of the table, showing 'Showing 1-10 of 97 results' and page numbers 1 through 10.

First name	Family name	Student ID	Date of birth	UAC application	SRS	Status
Aaliyah	Poka	21225849G	24-06-2005	X No		
Ariel	Berger	21290059X	06-02-2006	✓ Yes	No	
Ava	Madden	21293452G	12-01-2006	X No		
Bonnie	Jones	21260995G	19-09-2005	X No		
Brandon	Barton	21261245W	29-04-2005	X No		
Breanna	Coppin	21221997W	02-11-2005	X No		
Breanna	Taylor	21297036R	17-04-2005	X No		
Bridie	Conn-peterson	21158621G	04-10-2005	X No		
Brodie	Gasper	21140968R	28-01-2006	X No		
Cadence	Brittain	21110072X	02-06-2005	✓ Yes		

Staff members

Manage your staff members (ie other School Access school users) from this screen.



The screenshot shows the 'Staff members' page in the UAC School Access system. The page includes a sidebar with navigation links: Home, Students, Staff members, and My account. The main content area displays a list of staff members with their profiles. A green 'Invite staff' button is visible in the top right corner.

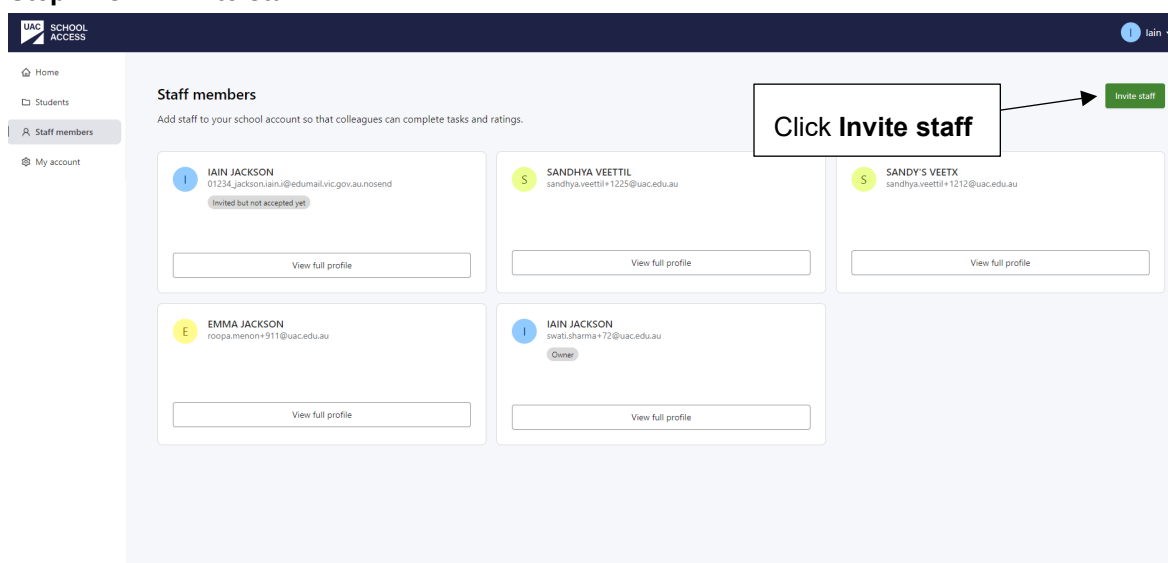
Staff Member	Profile	Status
IAIN JACKSON	01234_jackson.ian.i@edumail.vic.gov.au.nosend	Invited but not accepted yet
SANDHYA VEETIL	sandhya.veetil+1225@uac.edu.au	
SANDY'S VEETX	sandhya.veetil+1212@uac.edu.au	
EMMA JACKSON	roopk.menon+9111@uac.edu.au	
IAIN JACKSON	swati.sharma+172@uac.edu.au	Owner

You can perform the following tasks:

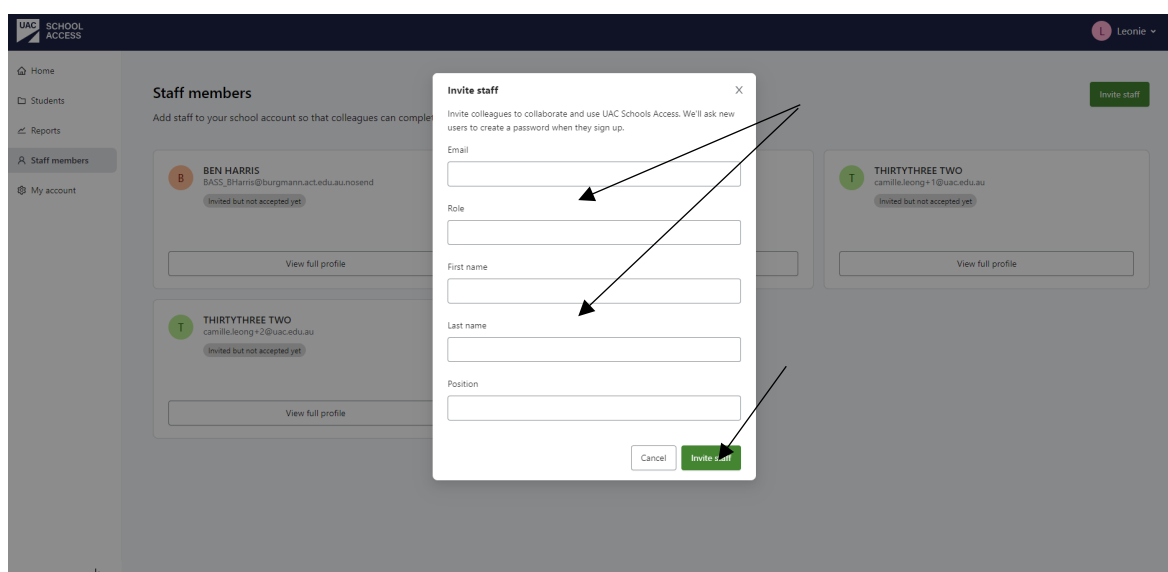
- invite up to four new staff members (including yourself in addition to your existing role as Admin) to act as SRS and/or EAS users and rate students
- update other user accounts
- delete your own or other user accounts
- transfer your admin ownership.

How to invite new staff members

Step 1: Click **Invite staff** button.



Step 2: Enter the staff member's details within the displayed fields then click **Invite staff** button. An email will be automatically sent to the designated school user. They will be required to accept the invitation through the email and proceed to set up their account.



Invite staff

Invite colleagues to collaborate and use UAC Schools Access. We'll ask new users to create a password when they sign up.

Email

bhavya.agarwal+0108@uac.edu.au

Role

SRS x

First name

BHAVYA

Last name

AGARWAL

Position

CAREER ADVISOR

Cancel

Invite staff

If a school user has not accepted their invitation to School Access, the notification 'Invited but not accepted yet' will be displayed on the staff member's page.

[Home](#)

Students

 Staff members

 [My account](#)

Staff members

Add staff to your school account so that colleagues can complete tasks and ratings.

1

IAIN JACKSON
01234_jackson.ian.i@edumail.vic.gov.au.nosend
Invited but not accepted yet

Invited but not accepted yet

[View full profile](#)

S

SANDHYA VEETIL
sandhya.veetil+1225@uac.edu.au

[View full profile](#)

S

SANDY'S VEETX
sandyh.veettil+1212@uac.edu.au

[View full profile](#)

E

EMMA JACKSON
roopa.menon+911@uac.edu.au

[View full profile](#)

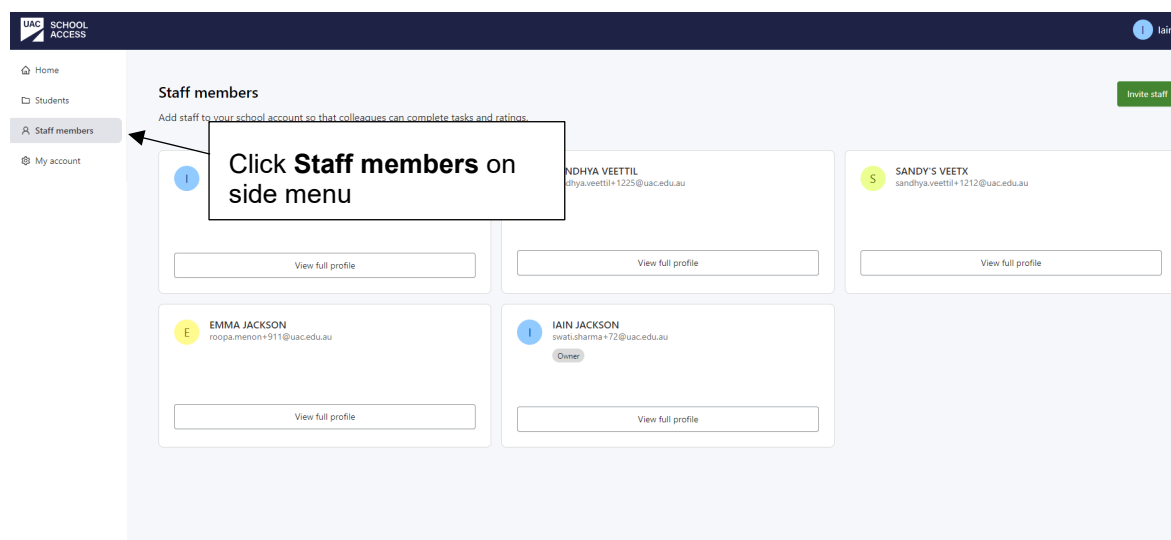
IAIN JACKSON
swati.sharma+72@uac.edu.au

Owner

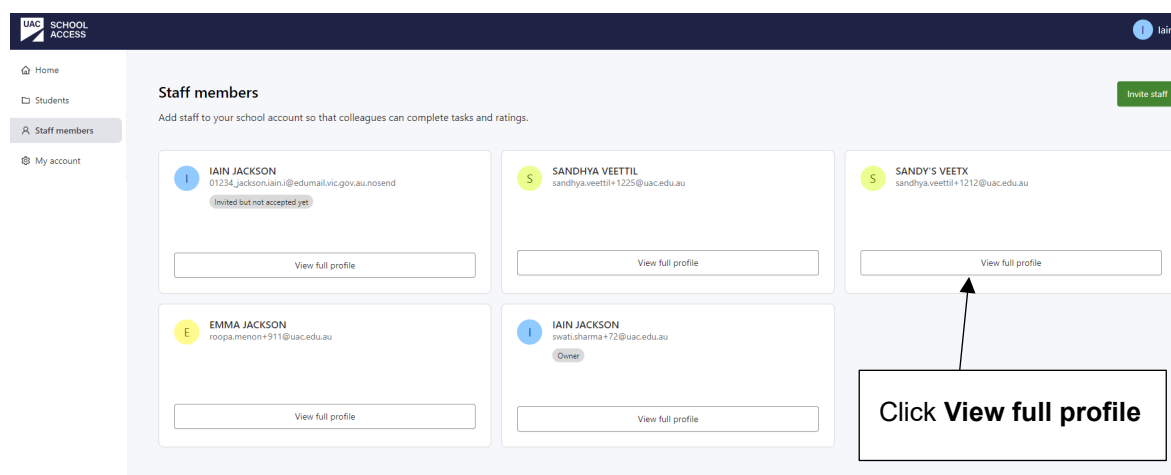
[View full profile](#)

How to delete a staff member

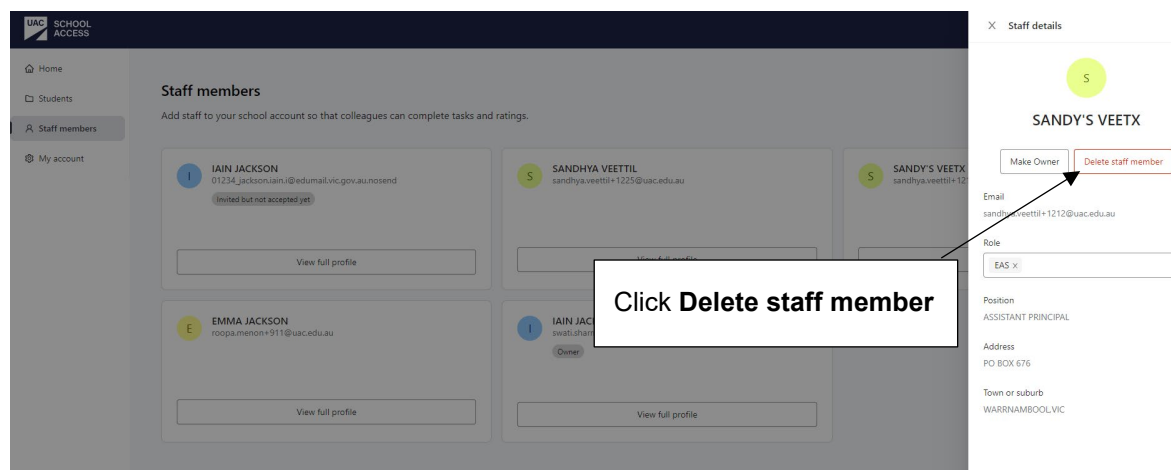
Step 1: Go to **Staff members** page.



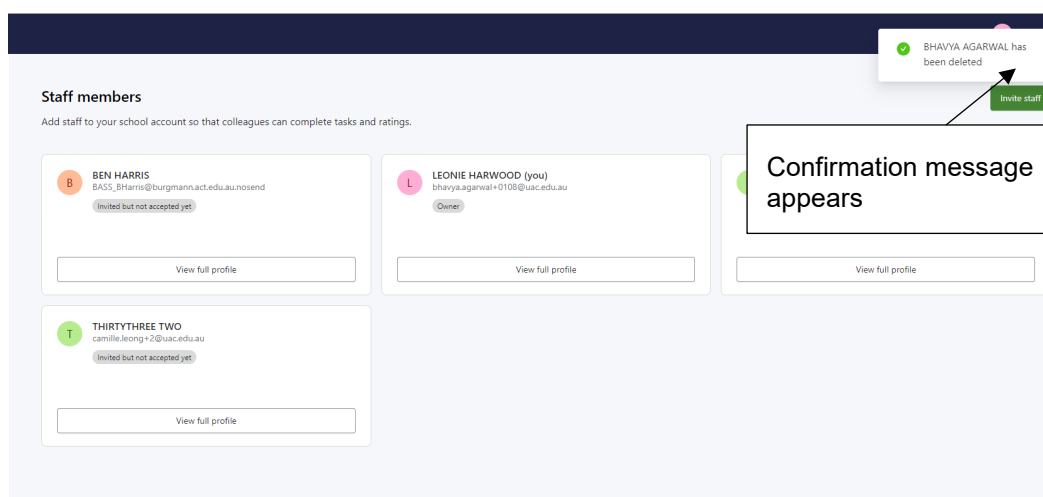
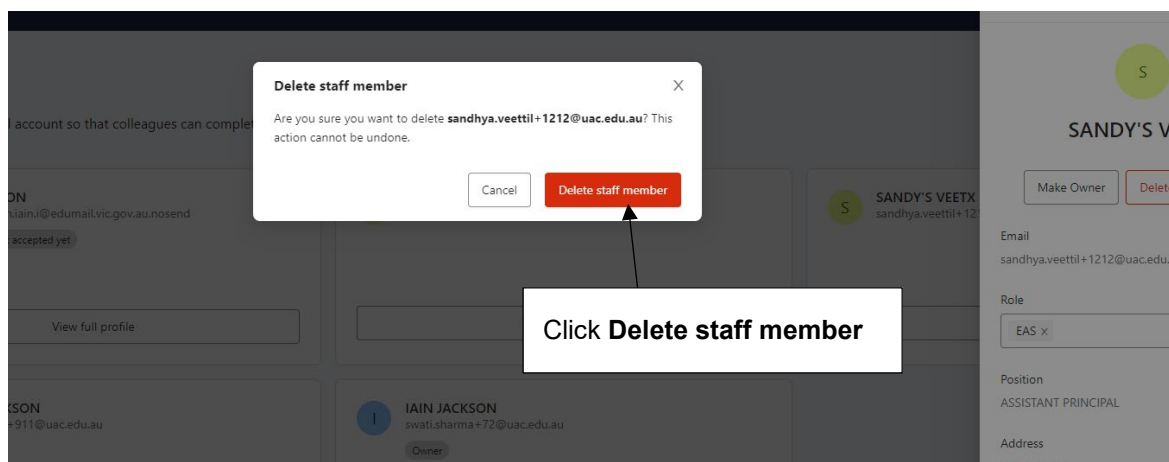
Step 2: Locate the school user you wish to remove and click **View full profile**.



Step 3: Click the **Delete staff member** button within the pop-up.

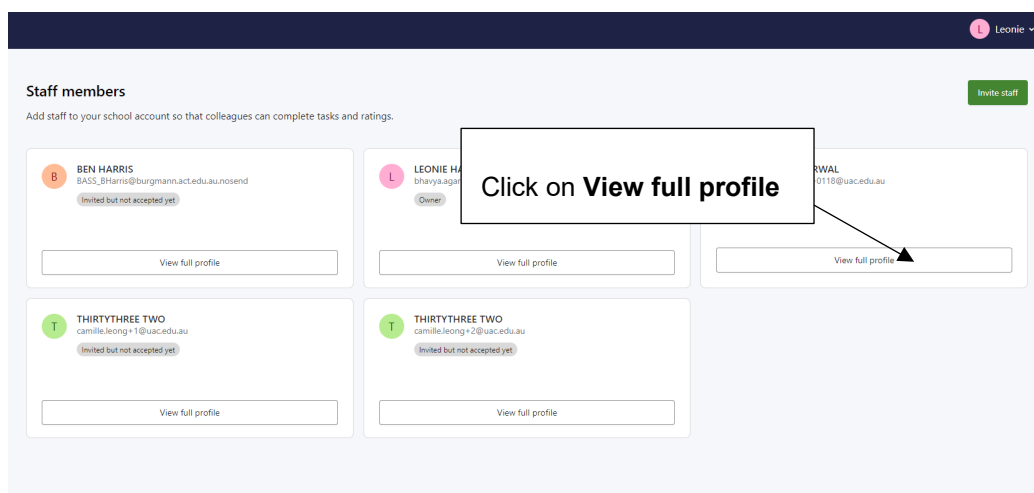


Step 4: To confirm deletion of the staff member, click **Delete staff member** button.

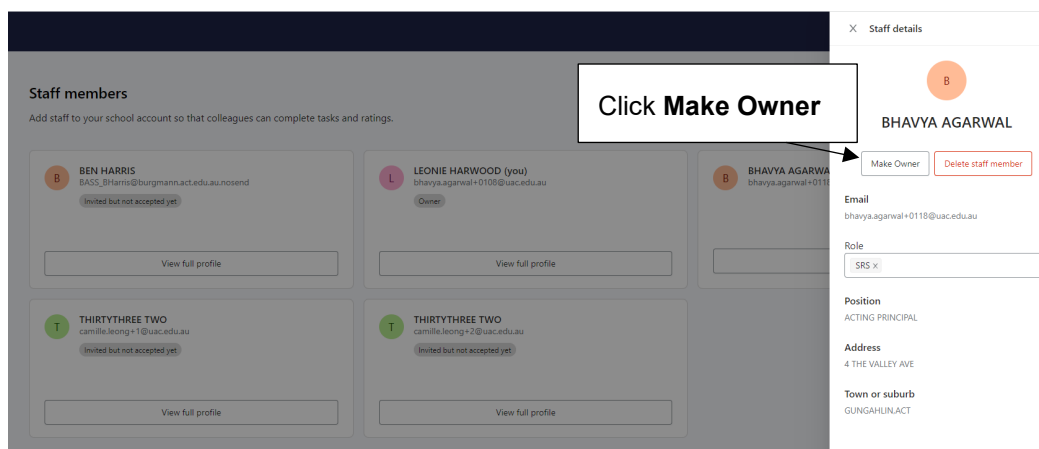


How to transfer Admin ownership

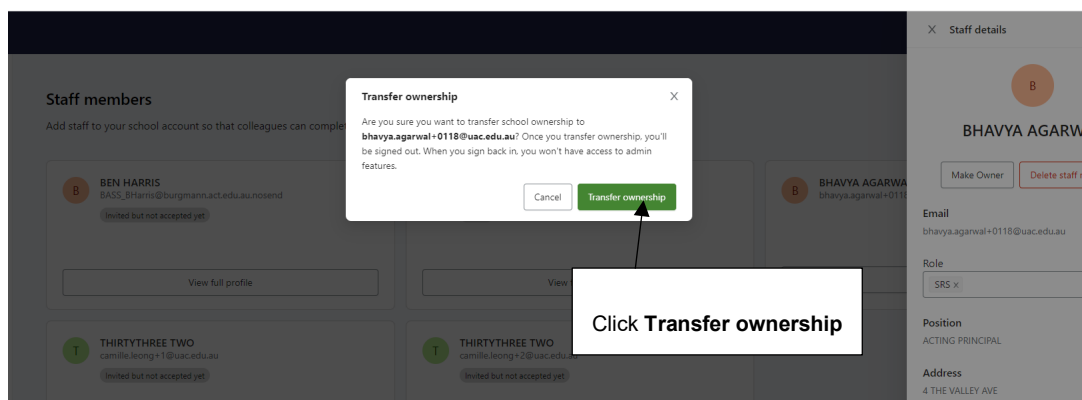
Step 1: On the **Staff members** page, locate the school user who will be the new Admin user. Click on **View full profile**.



Step 2: Click the **Make Owner** button within the pop-up.



Step 3: To confirm the Admin ownership transfer, click the **Transfer ownership** button within the confirmation pop-up.

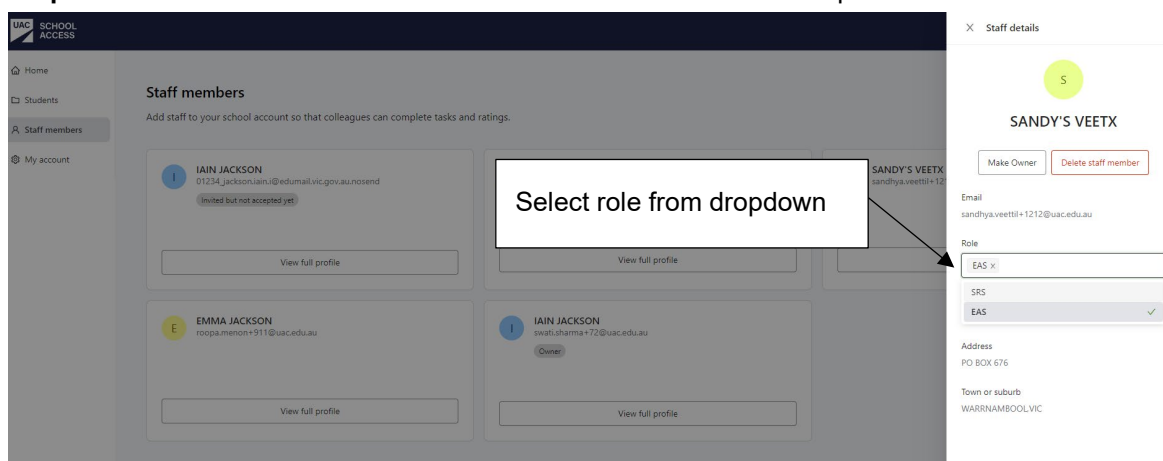


How to update user roles

User role updates can only be performed by Admin users, either for their own role or for other staff member roles.

Step 1: Navigate to the **Staff Members** page and locate the relevant school user. Click on **View full profile**.

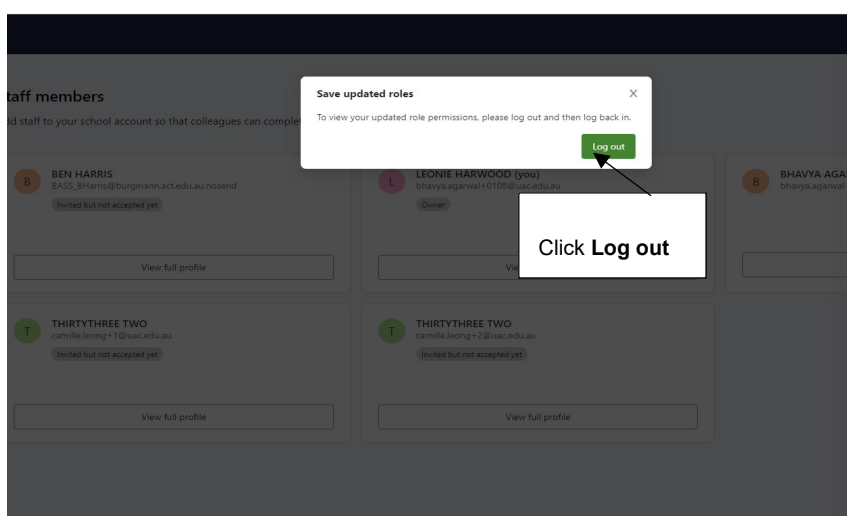
Step 2: Click on the **Role** field and select the desired role from the dropdown menu.



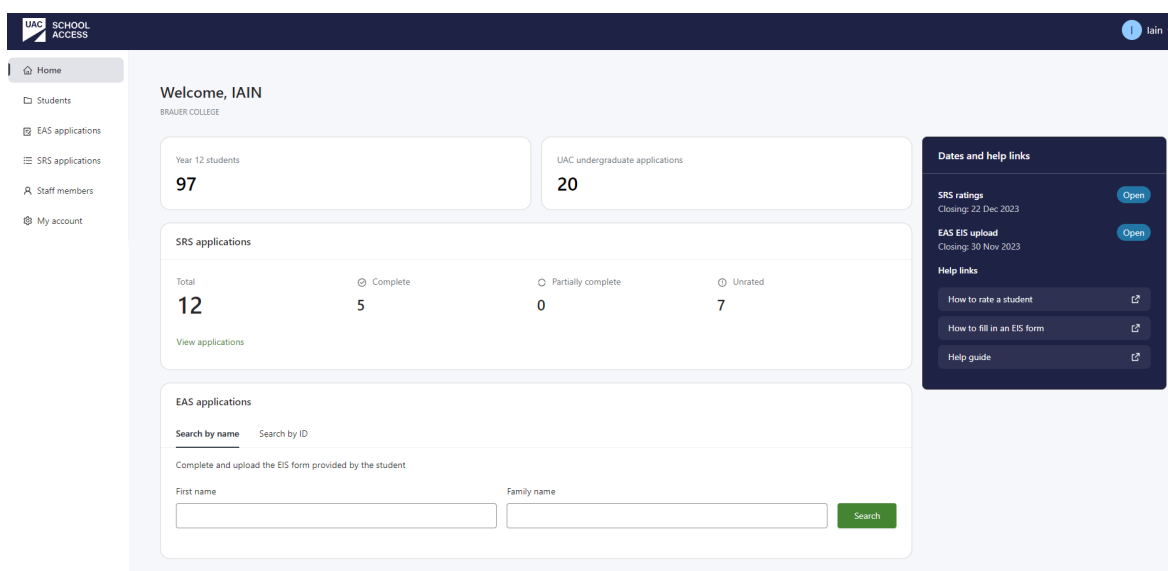
Step 3: Click **Save**.



Step 4: Log out of the system and then log back in to view the updated role and user permissions.



As shown below, the SRS applications are now visible on the Home screen following the addition of the SRS role to the Admin profile.



My account

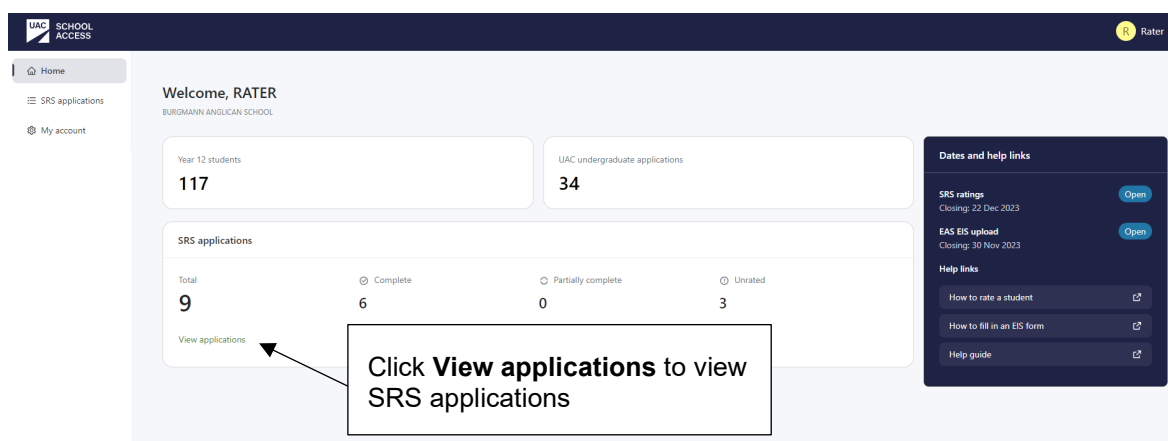
From the **My account** page, as an Admin user you can update your personal information, reset your password and delete your account.

SRS users

SRS user dashboard

As an SRS user you will see the following details on your dashboard when you successfully register/log in to School Access:

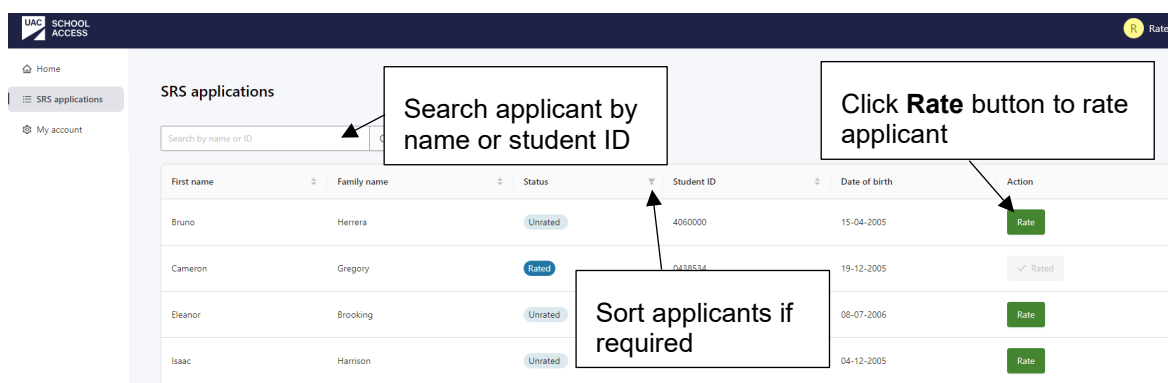
- total number of Year 12 students at your school
- total number of UAC undergraduate applicants at your school
- status of rating for SRS applications
 - Complete: total number of applicants for whom SRS ratings have been submitted
 - Unrated: total number of applicants for whom SRS ratings have not yet been submitted
 - Partially complete: total number of applicants for whom SRS ratings are incomplete/draft status
- dates and help links
 - SRS ratings closing date
 - EAS/EIS upload closing date
 - various help links.



SRS applications

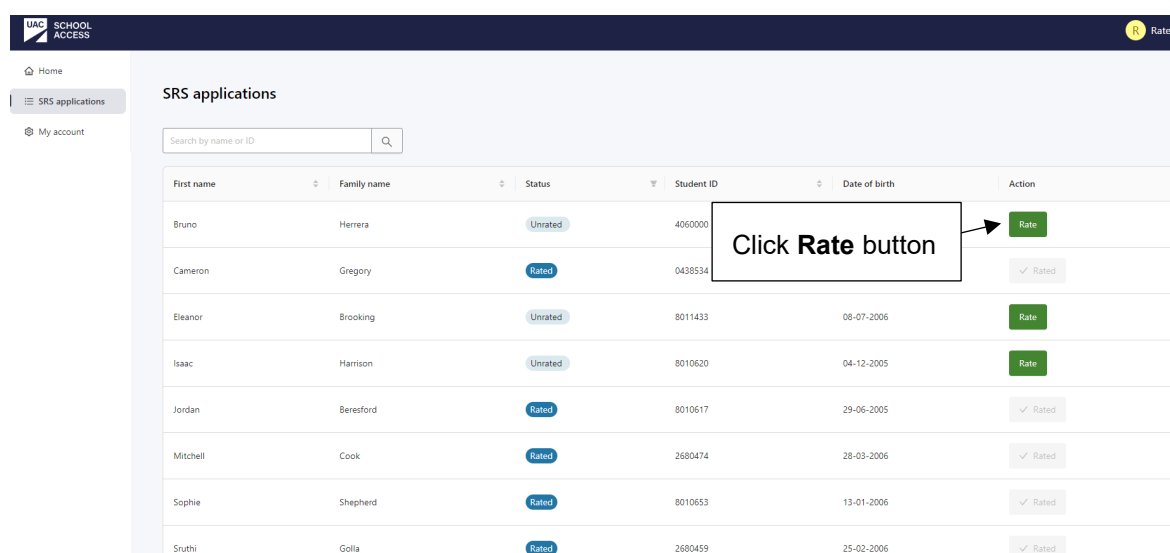
On this screen you will be able to see the following SRS applicant details:

- full name
- rating status
- student ID
- date of birth
- action you can take (ie rate the applicant).



How to rate SRS applicants

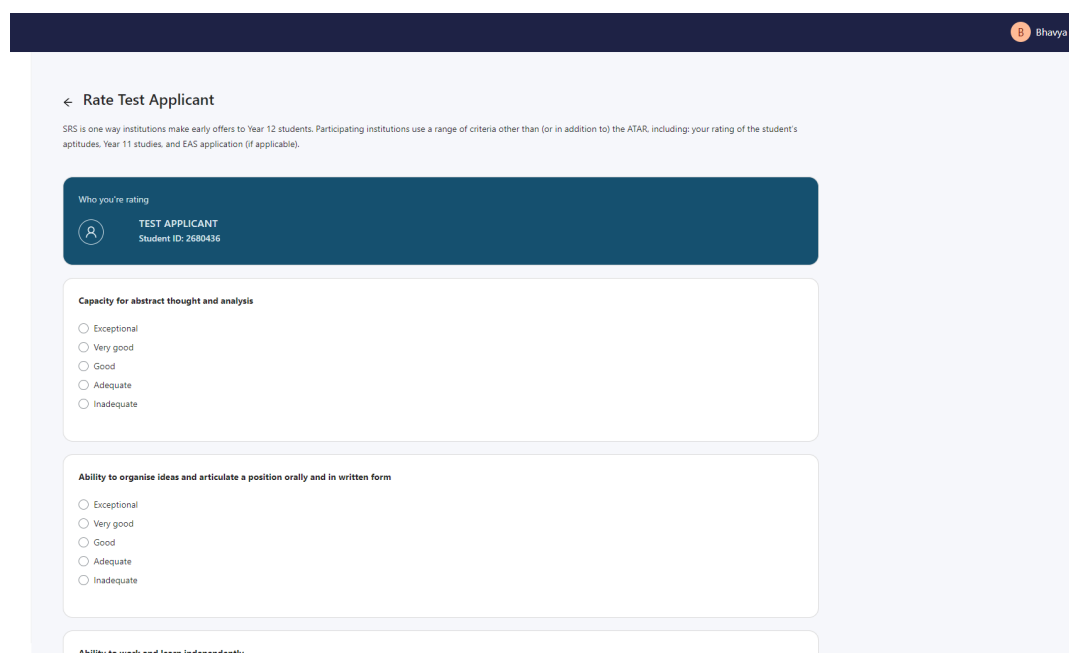
Step 1: Click on the **Rate** button located next to each applicant.



The screenshot shows the 'SRS applications' page in the UAC School Access system. A table lists applicants with columns for First name, Family name, Status, Student ID, and Date of birth. The 'Status' column shows 'Unrated' for Bruno Herrera, Cameron Gregory, Eleanor Brooking, and Isaac Harrison, and 'Rated' for Jordan Beresford, Mitchell Cook, Sophie Shepherd, and Sruthi Golla. A callout box with the text 'Click Rate button' points to the green 'Rate' button next to Bruno Herrera's row.

First name	Family name	Status	Student ID	Date of birth	Action
Bruno	Herrera	Unrated	4060000		Rate
Cameron	Gregory	Rated	0438534		✓ Rated
Eleanor	Brooking	Unrated	8011433	08-07-2006	Rate
Isaac	Harrison	Unrated	8010620	04-12-2005	Rate
Jordan	Beresford	Rated	8010617	29-06-2005	✓ Rated
Mitchell	Cook	Rated	2680474	28-03-2006	✓ Rated
Sophie	Shepherd	Rated	8010653	13-01-2006	✓ Rated
Sruthi	Golla	Rated	2680459	25-02-2006	✓ Rated

Step 2: Select the preferred rating for the specified aptitude questions.



The screenshot shows the 'Rate Test Applicant' page. It displays the applicant's name 'TEST APPLICANT' and Student ID '2680436'. Below this, there are two sections for rating aptitudes. The first section is 'Capacity for abstract thought and analysis' with radio button options: Exceptional, Very good, Good, Adequate, and Inadequate. The second section is 'Ability to organise ideas and articulate a position orally and in written form' with the same radio button options. A third section, 'Ability to work and learn independently', is partially visible at the bottom.

← Rate Test Applicant

SRS is one way institutions make early offers to Year 12 students. Participating institutions use a range of criteria other than (or in addition to) the ATAR, including: your rating of the student's aptitudes, Year 11 studies, and EAS application (if applicable).

Who you're rating

TEST APPLICANT
Student ID: 2680436

Capacity for abstract thought and analysis

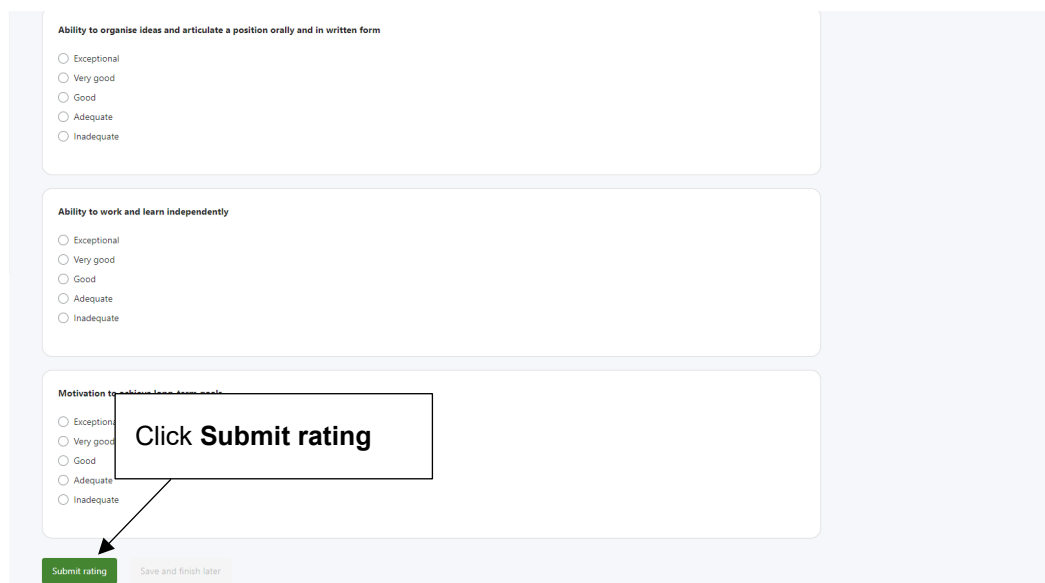
☐ Exceptional
☐ Very good
☐ Good
☐ Adequate
☐ Inadequate

Ability to organise ideas and articulate a position orally and in written form

☐ Exceptional
☐ Very good
☐ Good
☐ Adequate
☐ Inadequate

Ability to work and learn independently

Step 3: Click the **Submit rating** button. (Also see 'How to save ratings in draft mode' below.)

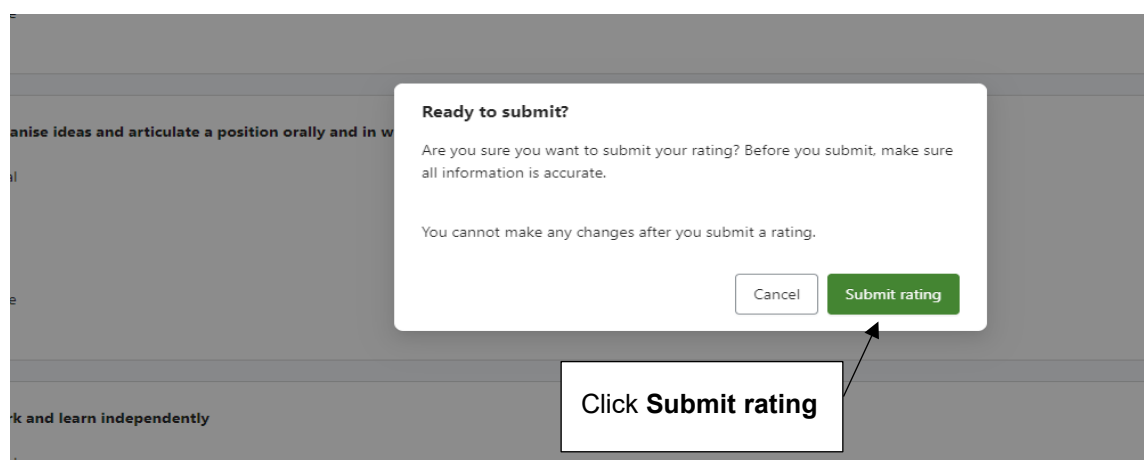


The screenshot shows a rating form with three sections, each with five radio button options: Exceptional, Very good, Good, Adequate, and Inadequate.

- Ability to organise ideas and articulate a position orally and in written form**
- Ability to work and learn independently**
- Motivation to participate in team work**

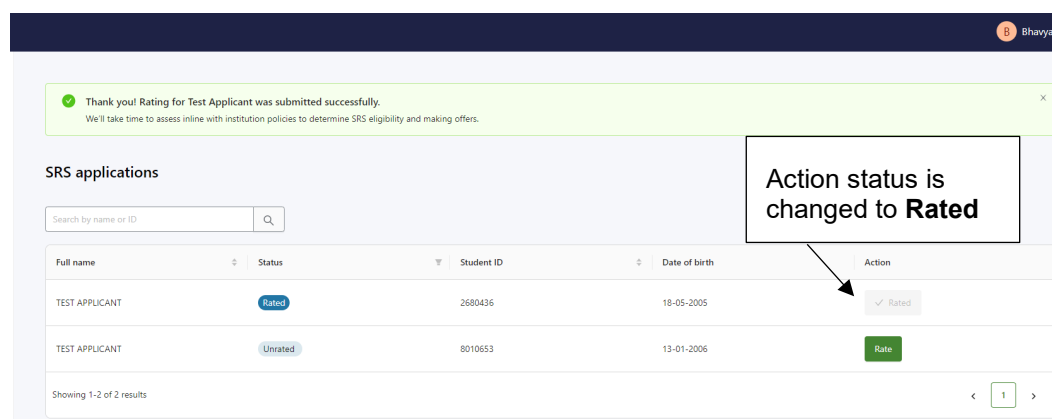
A callout box with the text "Click **Submit rating**" has an arrow pointing to the green "Submit rating" button at the bottom left of the form. A "Save and finish later" link is visible next to it.

Step 4: Click **Submit rating** in the confirmation pop-up. After ratings have been submitted you cannot change them.



The screenshot shows a confirmation pop-up titled "Ready to submit?". The text inside reads: "Are you sure you want to submit your rating? Before you submit, make sure all information is accurate. You cannot make any changes after you submit a rating." At the bottom right of the pop-up are two buttons: "Cancel" and "Submit rating". A callout box with the text "Click **Submit rating**" has an arrow pointing to the "Submit rating" button.

After you have successfully submitted the rating for the applicant, the dashboard will display a success message along with a change in the rating status.



The screenshot shows the dashboard with a success message at the top: "Thank you! Rating for Test Applicant was submitted successfully. We'll take time to assess inline with institution policies to determine SRS eligibility and making offers." Below the message is a section titled "SRS applications" with a search bar and a table.

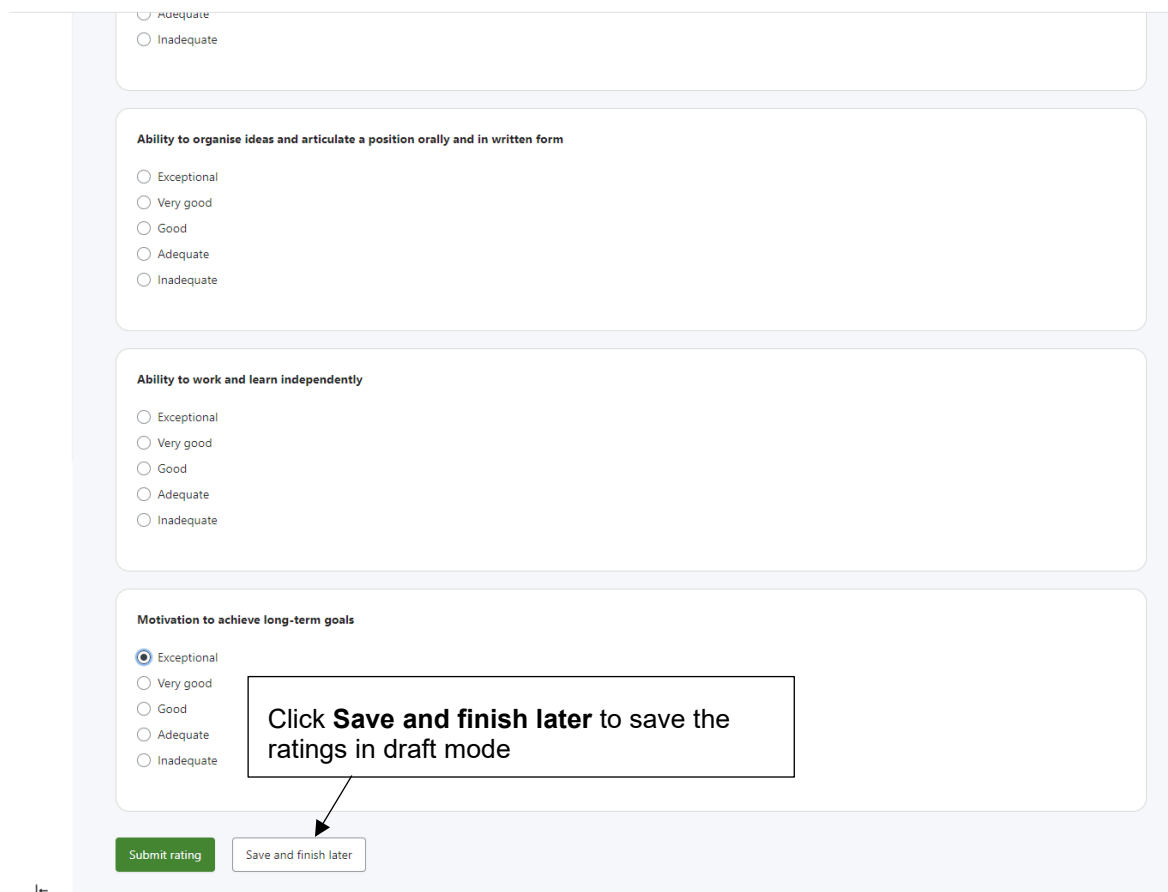
Full name	Status	Student ID	Date of birth	Action
TEST APPLICANT	Rated	2680436	18-05-2005	✓ Rated
TEST APPLICANT	Unrated	8010653	13-01-2006	Rate

A callout box with the text "Action status is changed to **Rated**" has an arrow pointing to the "Rated" status in the first row of the table. The footer of the table indicates "Showing 1-2 of 2 results".

How to save ratings in draft mode

Follow steps 1 and 2 under 'How to rate SRS applicants' above.

Step 3: Click **Save and finish later** button.

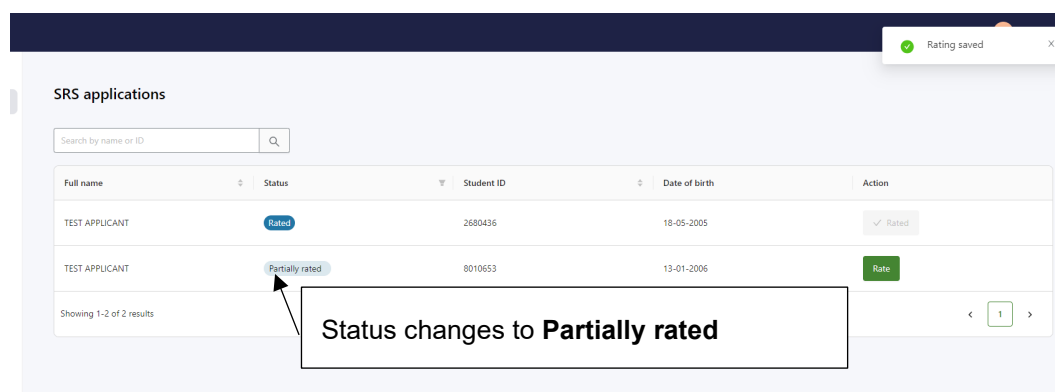


The screenshot shows a rating form with three sections, each with radio button options:

- Ability to organise ideas and articulate a position orally and in written form:**
 - ☐ Exceptional
 - ☐ Very good
 - ☐ Good
 - ☐ Adequate
 - ☐ Inadequate
- Ability to work and learn independently:**
 - ☐ Exceptional
 - ☐ Very good
 - ☐ Good
 - ☐ Adequate
 - ☐ Inadequate
- Motivation to achieve long-term goals:**
 - ☒ Exceptional
 - ☐ Very good
 - ☐ Good
 - ☐ Adequate
 - ☐ Inadequate

At the bottom, there are two buttons: **Submit rating** (green) and **Save and finish later** (white). A callout box with an arrow points to the **Save and finish later** button, containing the text: "Click **Save and finish later** to save the ratings in draft mode".

The rating status will change to **Partially rated**, and the **Rate** button will remain active.



The screenshot shows the 'SRS applications' table. A notification banner at the top right says 'Rating saved'. The table has columns: Full name, Status, Student ID, Date of birth, and Action. The second row shows the status has changed to 'Partially rated'.

Full name	Status	Student ID	Date of birth	Action
TEST APPLICANT	Rated	2680436	18-05-2005	✓ Rated
TEST APPLICANT	Partially rated	8010653	13-01-2006	Rate

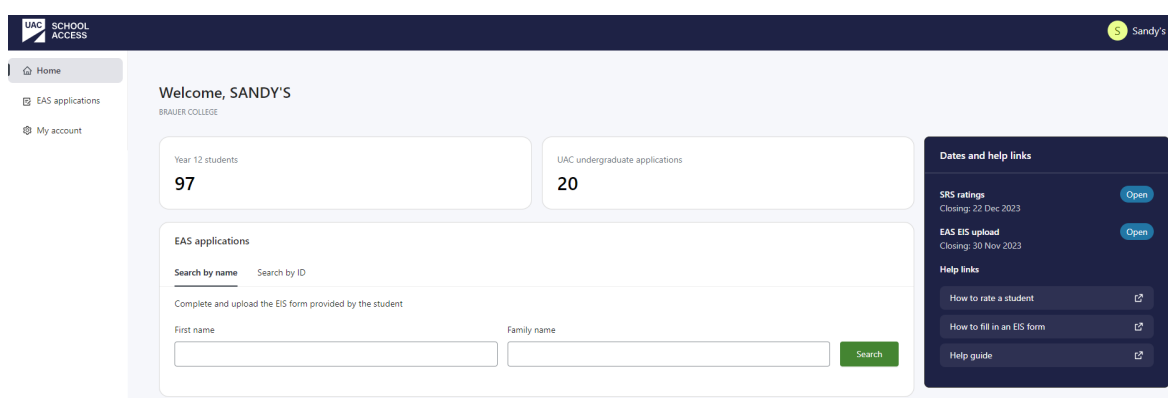
A callout box with an arrow points to the 'Partially rated' status, containing the text: "Status changes to **Partially rated**".

EAS users

EAS user dashboard

As an EAS user you will see the following details on your dashboard when you successfully register/log in to School Access:

- total number of Year 12 students at your school
- total number of UAC undergraduate applicants at your school
- a search box to search EAS applications (To protect the privacy of applicants, School Access will not display a full list of EAS applicants.)
- dates and help links
 - SRS ratings closing date
 - EAS/EIS upload closing date
 - various help links.



The screenshot shows the EAS user dashboard for Sandy's Brauer College. The dashboard includes a sidebar with links to Home, EAS applications, and My account. The main content area displays a welcome message, the number of Year 12 students (97), and the number of UAC undergraduate applications (20). There is a search box for EAS applications with options to search by name or ID. The search box includes fields for first name and family name, and a search button. A sidebar on the right contains 'Dates and help links' with links to SRS ratings, EAS EIS upload, and various help guides.

EAS applicant search

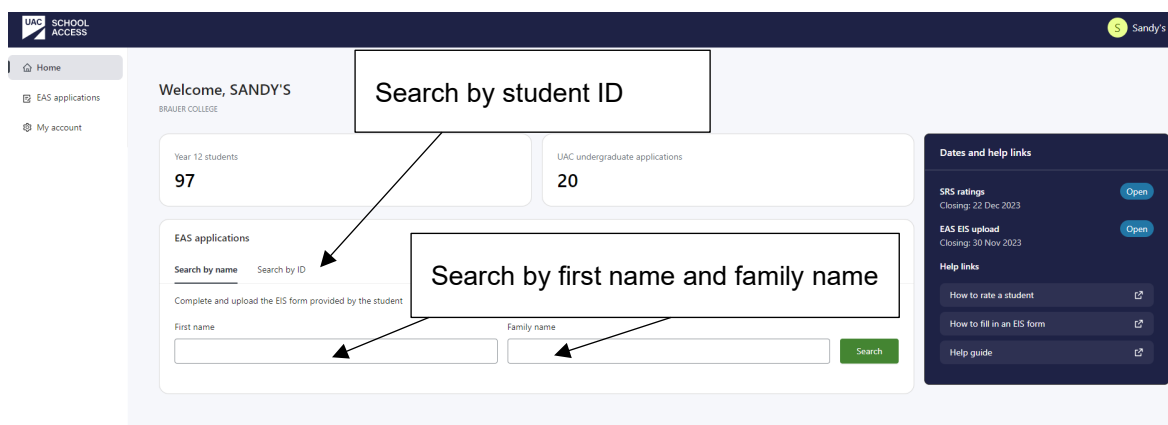
You can search for EAS applicants:

- from the dashboard search box
- from the EAS applications page.

How to search for an applicant via the dashboard

Search using one of the following:

- first name and family name (must be exact match, including spaces and hyphens)
- student ID.



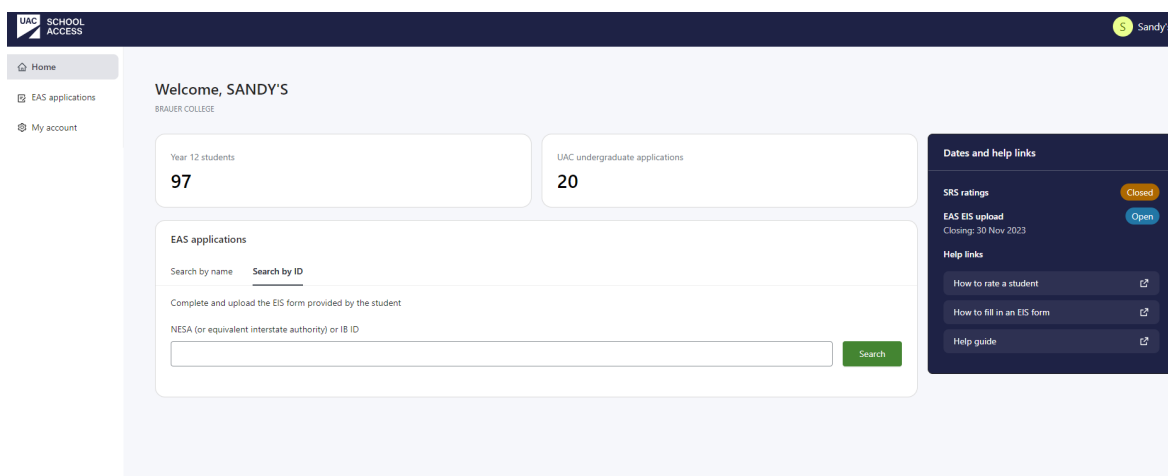
The screenshot shows the EAS user dashboard with annotations. A box labeled 'Search by student ID' points to the 'Search by ID' option in the search box. Another box labeled 'Search by first name and family name' points to the first name and family name input fields in the search box. The dashboard layout is the same as the previous screenshot.

In the case that the applicant's first name and/or family name is separated by spaces, users must enter the exact match in the relevant field.

For example:

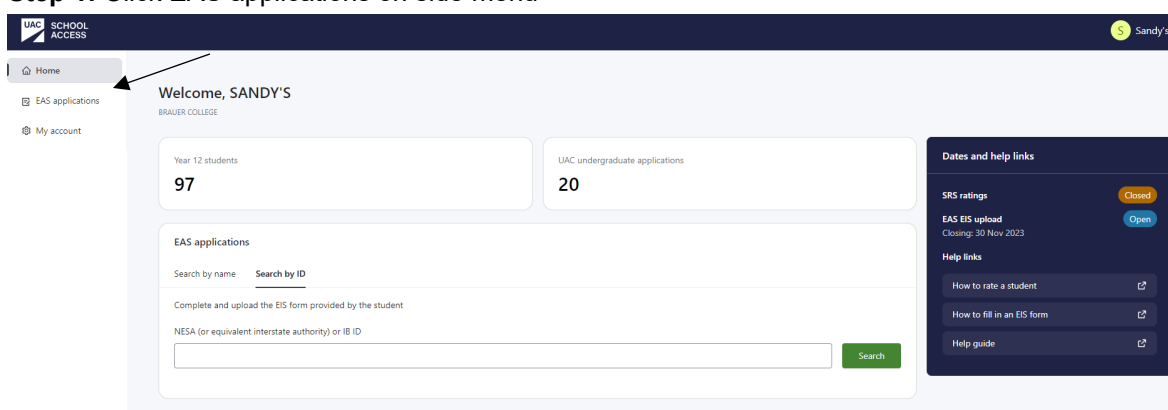
First name	Family name
LILY ROSE	DE LEON
MUHAMMAD ALBAKE	ALI
ZOE	HYLAND-SMITH
JAMES	HOLMES-BRADSHAW
YEE-WEN	OH
JAMIE	ABBY-LEE
JESSICA-SMITH	YANA

When searching by student ID, enter the students NESA (or equivalent interstate authority) number or International Baccalaureate ID.

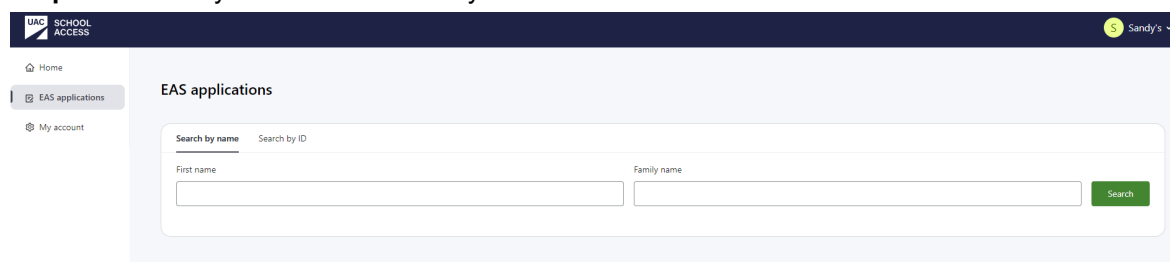


How to search for an applicant via EAS applications side menu

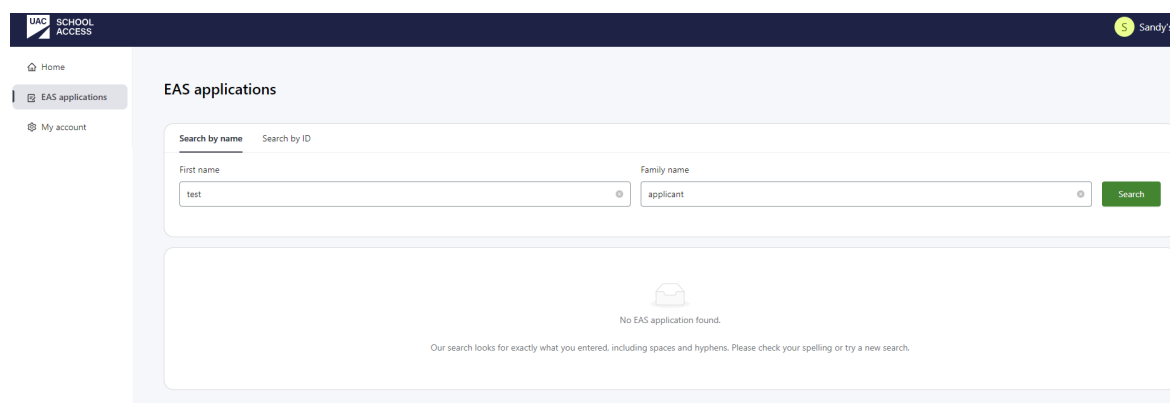
Step 1: Click EAS applications on side menu



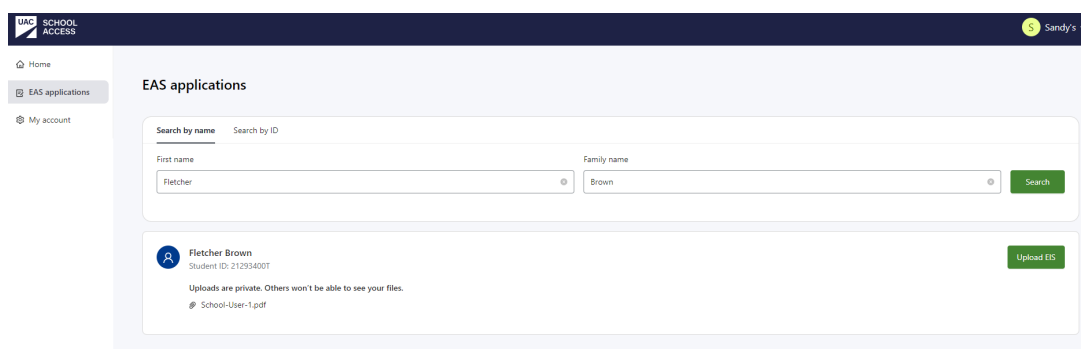
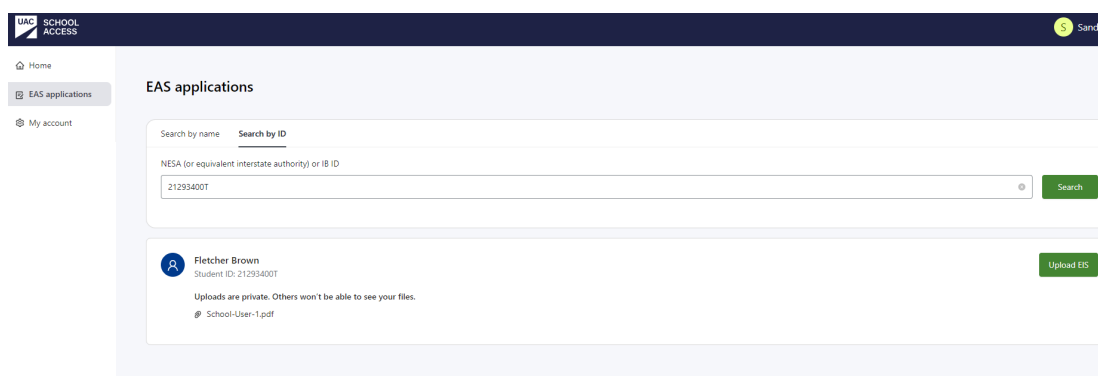
Step 2: Search by first name and family name or student ID and click **Search**.



If searching by name, the first name and family name must be exact, including spaces and hyphens. If not, an error message will display.

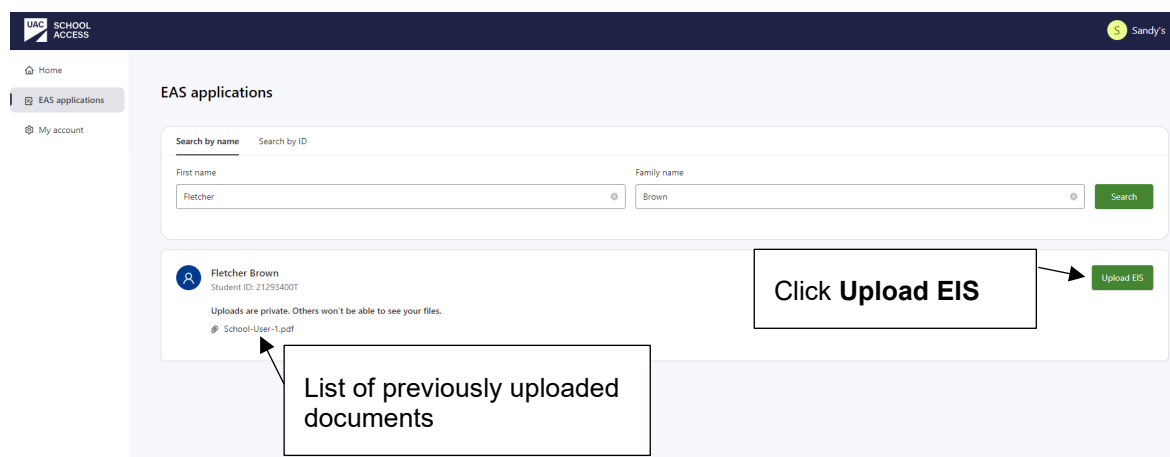


Step 3: If search is successful, you will be able to view the files that you have uploaded for that applicant.

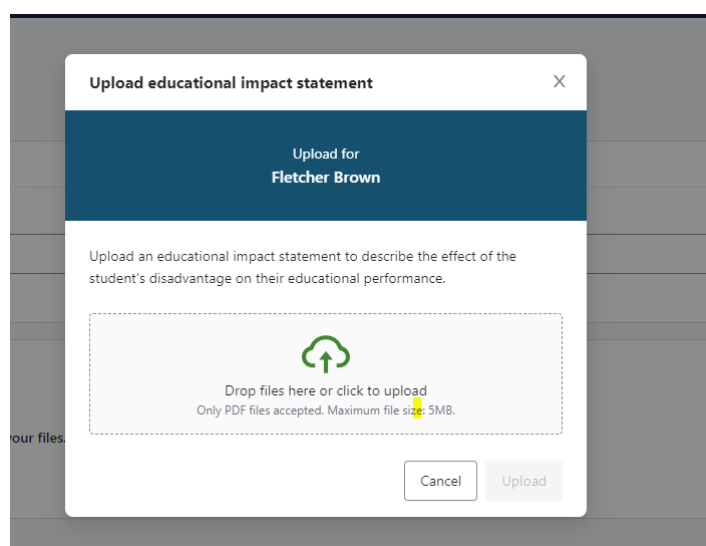



How to upload EIS documents

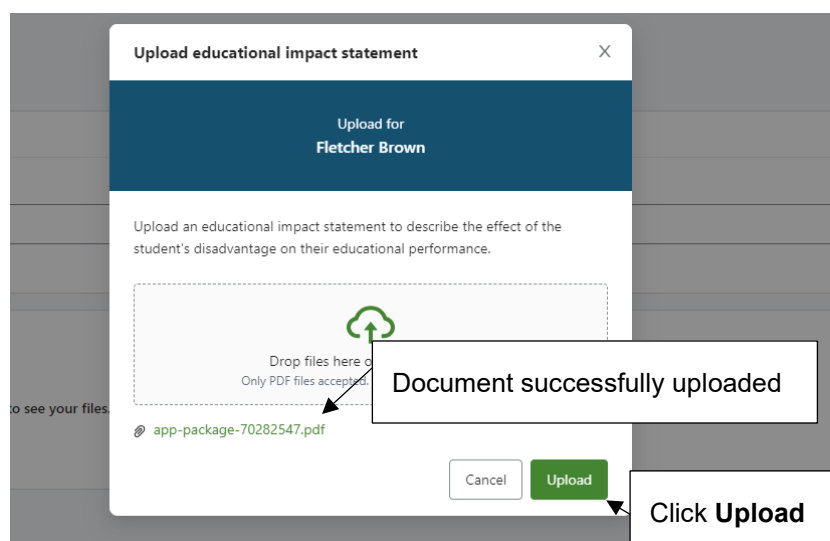
Step 1: Once the search result is returned successfully, click on **Upload EIS** button.



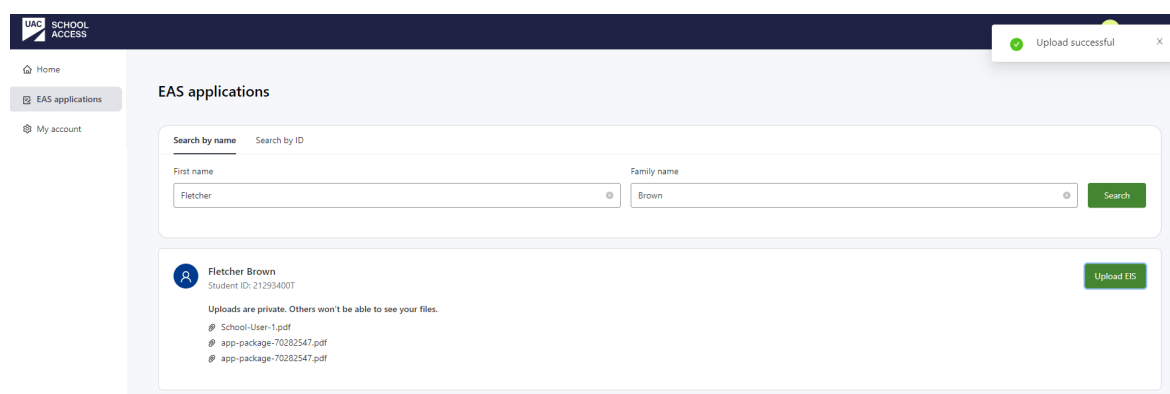
Step 2: Select documents to upload.



Step 3: Click **Upload** button.



A success message will display. Uploaded documents cannot be viewed or deleted by the EAS school users.



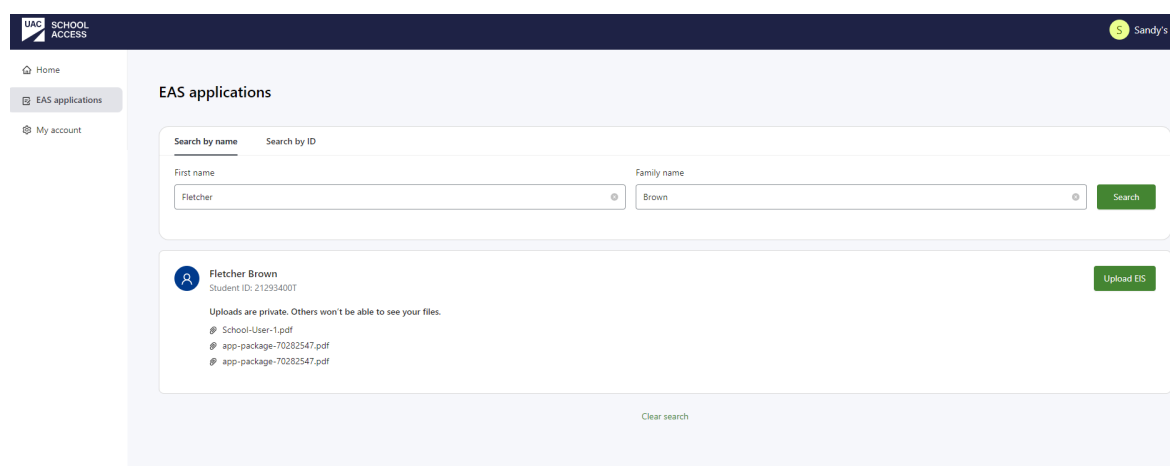
The screenshot shows the UAC School Access interface. A green notification banner at the top right says "Upload successful". The left sidebar has links for Home, EAS applications, and My account. The main content area is titled "EAS applications" and contains a search bar with "Search by name" and "Search by ID" tabs. Below the search bar, there are input fields for "First name" (containing "Fletcher") and "Family name" (containing "Brown"), with a "Search" button. Below the search results, there is a card for "Fletcher Brown" with Student ID: 21293400T. The card lists three uploads: "School-User-1.pdf", "app-package-70282547.pdf", and "app-package-70282547.pdf". A green "Upload EIS" button is visible in the top right corner of the card.

Document privacy

To ensure the privacy of EAS applicants, documents uploaded by EAS user A will not be visible to EAS user B.

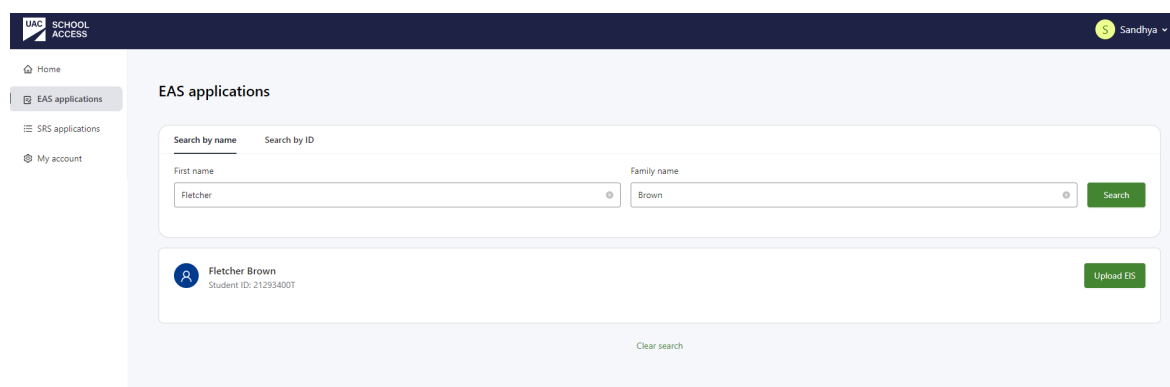
For example: Applicant Fletcher Brown

EAS user A's screen only displays documents uploaded by EAS user A.



The screenshot shows the UAC School Access interface for user "Sandy's". The layout is identical to the previous screenshot, showing the search bar and the card for "Fletcher Brown" with the same list of uploads. A "Clear search" link is visible at the bottom of the card.

EAS user B's screen only displays documents uploaded by EAS user B.



The screenshot shows the UAC School Access interface for user "Sandhya". The layout is identical to the previous screenshots, showing the search bar and the card for "Fletcher Brown" with the same list of uploads. A "Clear search" link is visible at the bottom of the card.

Common screens for all School Access users

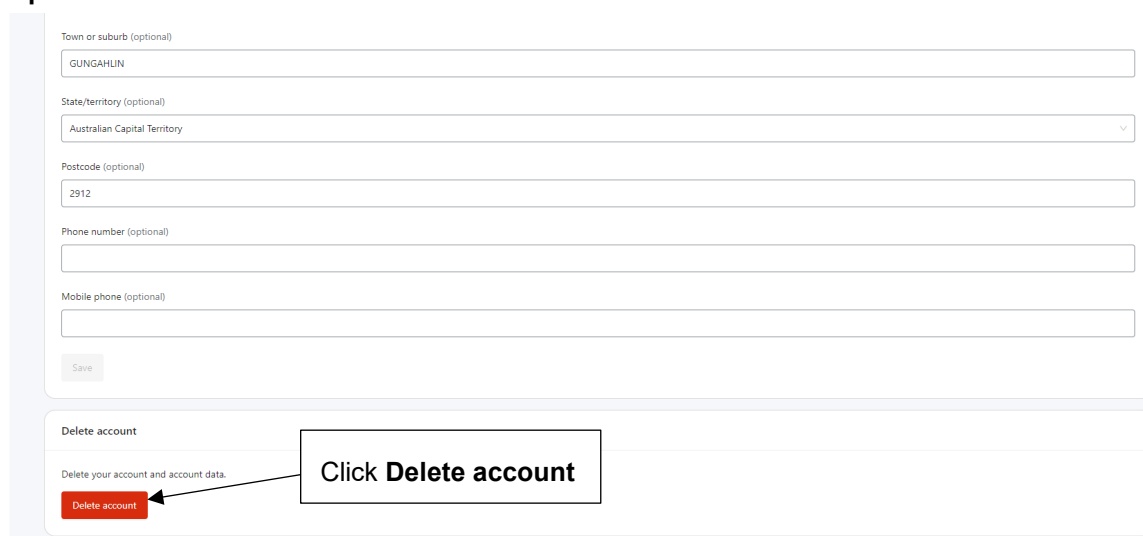
My account

To update your personal information or reset your account password, navigate to the **My Account** page.

How to delete account

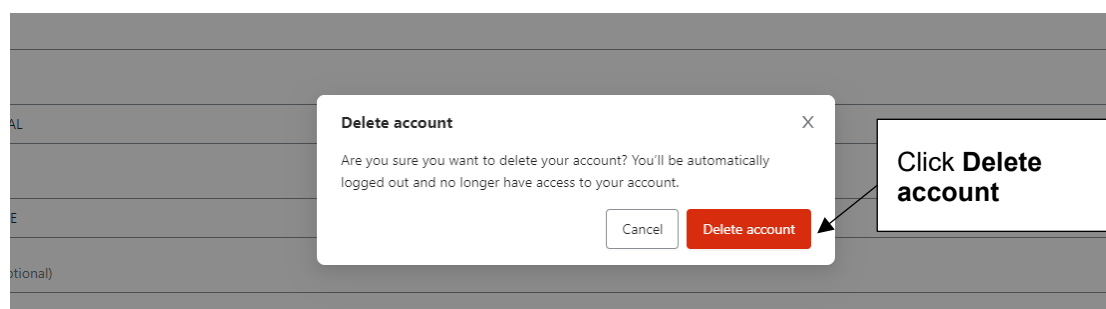
Note: If you're an Admin user, before you delete your account you must transfer ownership to another staff user. Once the admin ownership has been transferred, follow the standard steps.

Step 1: Click **Delete account**.



The screenshot shows the 'My Account' page with several input fields: 'Town or suburb (optional)' (GUNGAHLIN), 'State/territory (optional)' (Australian Capital Territory), 'Postcode (optional)' (2912), 'Phone number (optional)', and 'Mobile phone (optional)'. Below these is a 'Save' button. The 'Delete account' section is highlighted, showing the text 'Delete your account and account data.' and a red 'Delete account' button. A callout box with the text 'Click **Delete account**' points to the button.

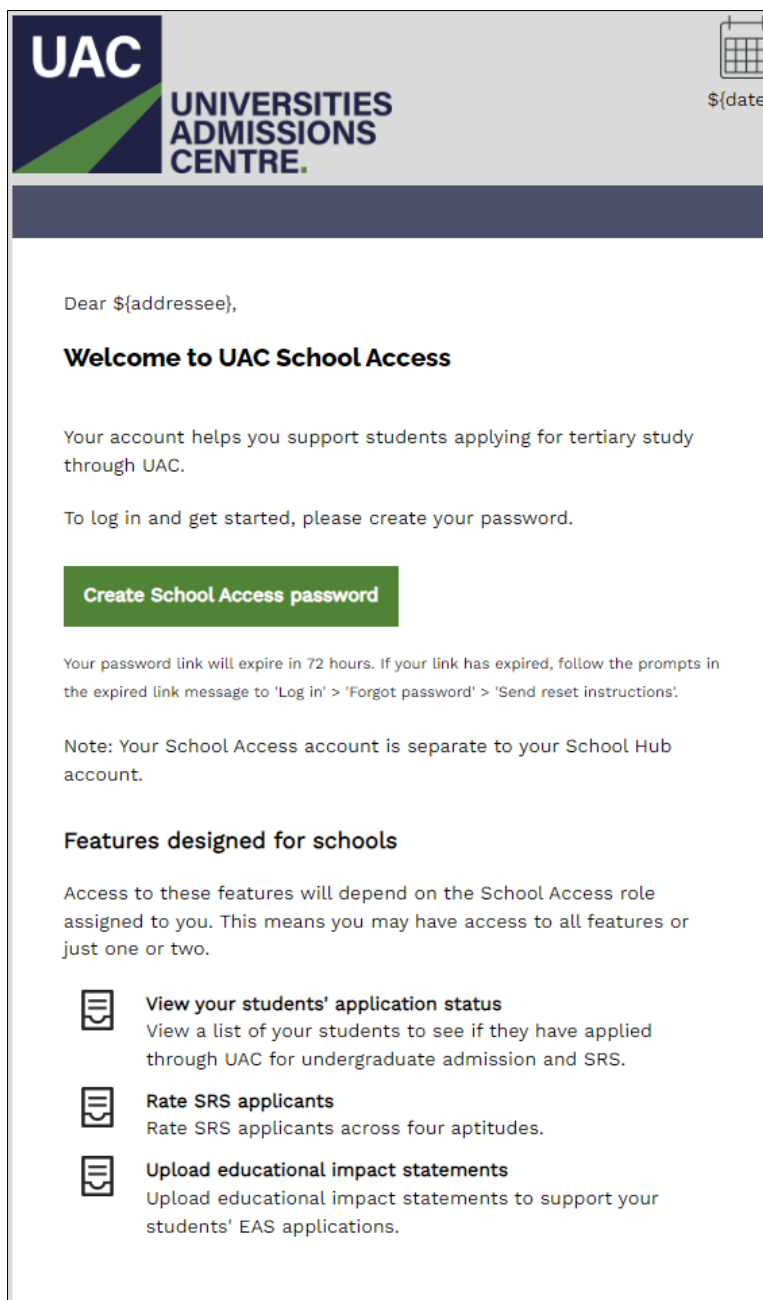
Step 2: Confirm by clicking **Delete account** button. You will be automatically logged out.



CORRESPONDENCE


Registration email


This email will be triggered within a few minutes when a new school user registers for the School Access portal.



Password-reset

This email will be triggered within a few minutes when school users request to reset their password.

**UNIVERSITIES
ADMISSIONS
CENTRE.**


\${date}

Dear \${addressee},

Password reset

We received a request to reset your password for the School Access portal. This link expires in 24 hours.

[Reset your password](#)

If you need further information, please read the [SRS information for schools](#).

You can also email any queries to srs@uac.edu.au.




Thanks,
Access Team

This is an automated message, do not reply directly to it. If you have any queries call UAC on (+61 2) 9752 0200 or use the website [enquiry form](#).

Universities Admissions Centre
(NSW & ACT) Pty Ltd

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ACN 070 055 935
Locked Bag 112, Silverwater NSW
2128


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Incomplete SRS application

This email will be sent to applicants if their SRS application is incomplete one day after commencing their application.



**UNIVERSITIES
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CENTRE.**



 \${date}

Application Number: \${applNum?c}

Dear \${addressee},

Incomplete Schools Recommendation Scheme application

Thank you for starting your Schools Recommendation Scheme (SRS) application.

To make sure your application is complete and assessed there are just a few simple steps left:

- Log in to your application using the button below.
- Enter your application number and UAC PIN. These were emailed to you when you applied.
- Complete the sections that need further information.

Your SRS application

If you have any questions about your Schools Recommendation Scheme application, email [UAC's Access unit](#) with your full name and Schools Recommendation Scheme application number.




Customer Service
Universities Admissions Centre (UAC)

This is an automated message, do not reply directly to it. If you have any queries about your application for tertiary study call UAC on (+61 2) 9752 0200 or use the website [enquiry form](#).

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New SRS application

At the end of the day, this email will be sent to the school's Admin user and SRS users to notify them that one or more new SRS application/s have been submitted by students from their school.



**UNIVERSITIES
ADMISSIONS
CENTRE.**


 \${date}

Dear \${addressee},

New SRS applications

One or more Year 12 students from your school (\${schoolName}) have applied through our Schools Recommendation Scheme (SRS).

Log in to the [School Access portal](#) to view details of SRS applications from your school. You can also [reset your password](#) if required.

Admin: Please ensure that you have a nominated Rater to complete your students' rubric assessments. To check this information, log in to the School Access portal and navigate to the Staff members page.

SRS school user: Please log in to the School Access portal and complete the rubric for your students in the SRS applications section.

[School Access portal](#)

If you need further information, please read the [SRS information for schools](#).

You can also email any queries to srs@uac.edu.au.




Thanks,
Access Team

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