# Table of contents

**Using School Access** ....................................................................................................................... 3  
Admin users ........................................................................................................................................... 3
  Admin user dashboard ......................................................................................................................... 3
Student list ................................................................................................................................................ 4
Staff members ........................................................................................................................................... 4
My account .............................................................................................................................................. 10
SRS users ............................................................................................................................................... 11
  SRS user dashboard .......................................................................................................................... 11
  SRS applications ............................................................................................................................... 11
EAS users .............................................................................................................................................. 15
  EAS user dashboard ......................................................................................................................... 15
  EAS applicant search ....................................................................................................................... 15
Common screens for all School Access users ..................................................................................... 21
  My account ..................................................................................................................................... 21

**Correspondence** ............................................................................................................................... 22
Registration email ............................................................................................................................... 22
Password-reset ....................................................................................................................................... 23
Incomplete SRS application .................................................................................................................... 24
New SRS application ............................................................................................................................ 25
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.
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.

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

[Image: SRS user dashboard and SRS applications]
How to rate SRS applicants

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

Step 2: Select the preferred rating for the specified aptitude questions.
Step 3: Click the **Submit rating** button. (Also see ‘How to save ratings in draft mode’ below.)

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

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

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.
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:

<table>
<thead>
<tr>
<th>First name</th>
<th>Family name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lily Rose</td>
<td>De Leon</td>
</tr>
<tr>
<td>Muhammad Albake</td>
<td>Ali</td>
</tr>
<tr>
<td>Zoe</td>
<td>Hyland-Smith</td>
</tr>
<tr>
<td>James</td>
<td>Holmes-Bradshaw</td>
</tr>
<tr>
<td>Yee-Wen</td>
<td>Oh</td>
</tr>
<tr>
<td>Jamie</td>
<td>Abby-Lee</td>
</tr>
<tr>
<td>Jessica-Smith</td>
<td>Yana</td>
</tr>
</tbody>
</table>

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.

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

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.

Dear $[addressee],

Welcome to UAC School Access

Your account helps you support students applying for tertiary study through UAC.

To log in and get started, please create your password.

Create School Access password

Your password link will expire in 72 hours. If your link has expired, follow the prompts in the expired link message to ‘Log in’ > ‘Forgot password’ > ‘Send reset instructions’.

Note: Your School Access account is separate to your School Hub account.

Features designed for schools

Access to these features will depend on the School Access role assigned to you. This means you may have access to all features or just one or two.

- **View your students’ application status**
  View a list of your students to see if they have applied through UAC for undergraduate admission and SRS.

- **Rate SRS applicants**
  Rate SRS applicants across four aptitudes.

- **Upload educational impact statements**
  Upload educational impact statements to support your students’ EAS applications.
Password-reset

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

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) 9753 0200 or use the website [enquiry form](#).

---

Universities Admissions Centre (NSW & ACT) Pty Ltd

ABN 19 070 955 935

Locked Bag 112, Silverwater NSW 2128

---

Connect with us

[Facebook](#)  [Instagram](#)  [YouTube](#)

---

UAC recognises the importance of protecting personal information. For details read our [privacy policy](#).
Incomplete SRS application

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

Dear ${address},

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) 8752 8080 or use the website enquiry form.
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.

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

This is an automated message, do not reply directly to it. If you have any queries call UAC on (+61 2) 9762 2000 or use the website enquiry form.

Universities Admissions Centre
(NSW & ACT) Pty Ltd
ABN 19 070 055 325
ACN 070 055 835
Locked Bag 112, Silverwater NSW 1733

Connect with us

UAC recognises the importance of protecting personal information. For details read our privacy policy.