School Access

User Guide

March 2024

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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.
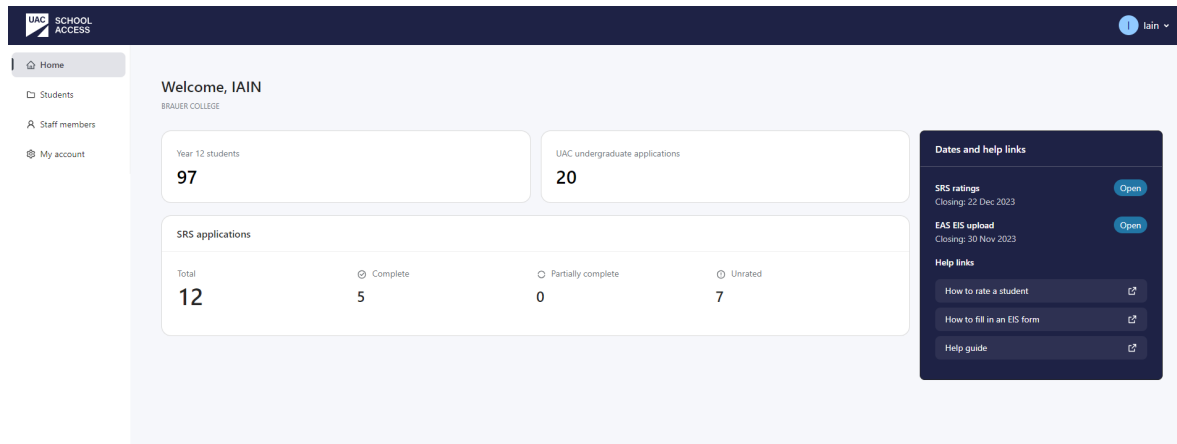
Student list

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.
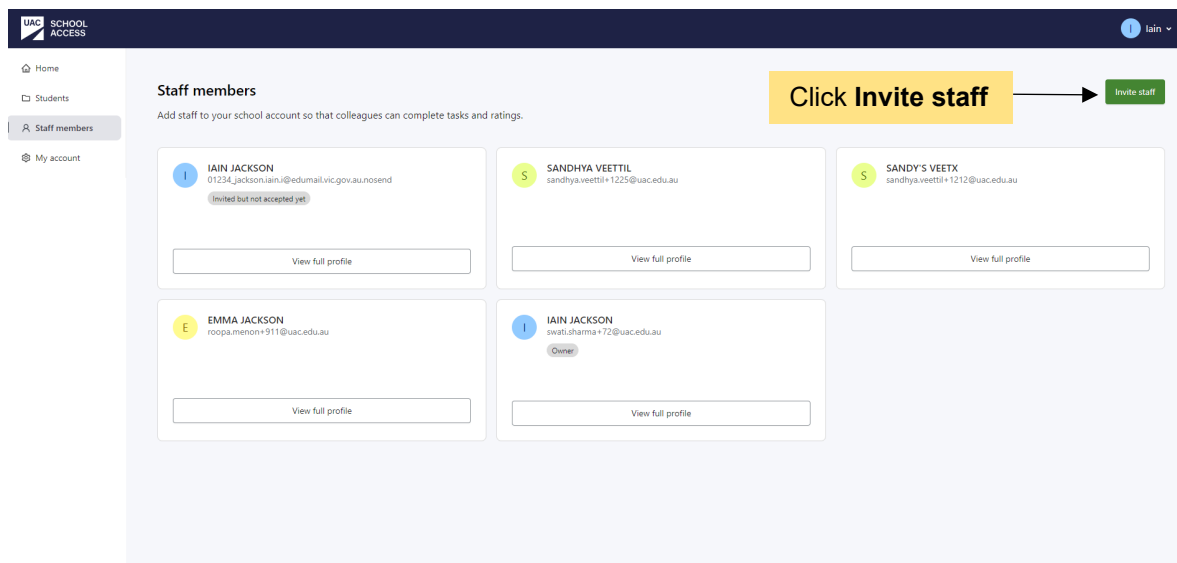

Staff members

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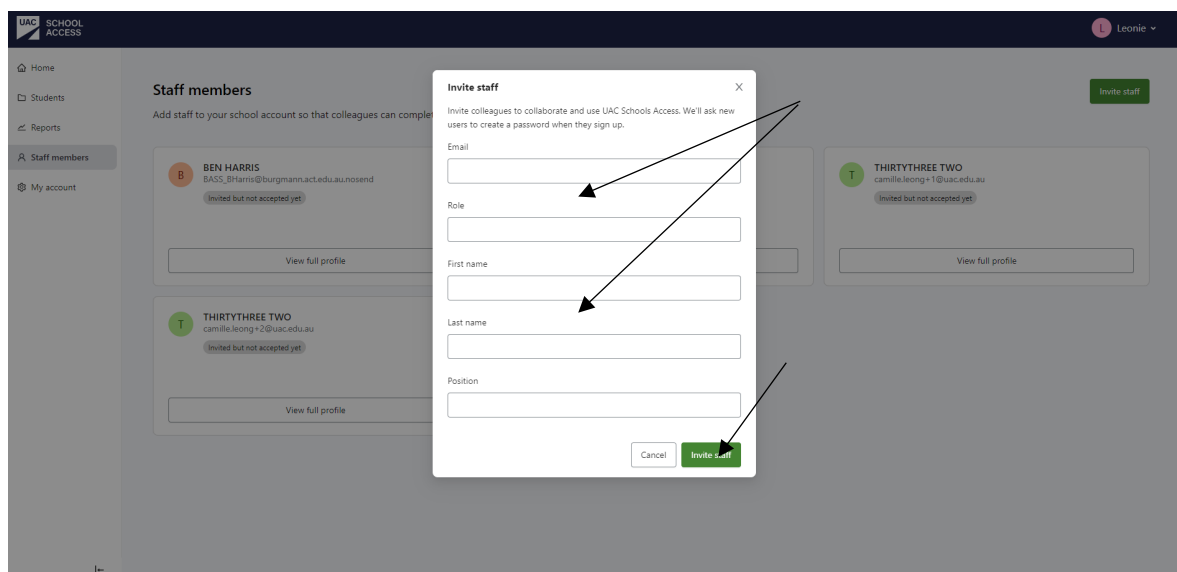
If a school user has not accepted their invitation to School Access, the notification 'Invited but not accepted yet' will be displayed on the staff member's page.

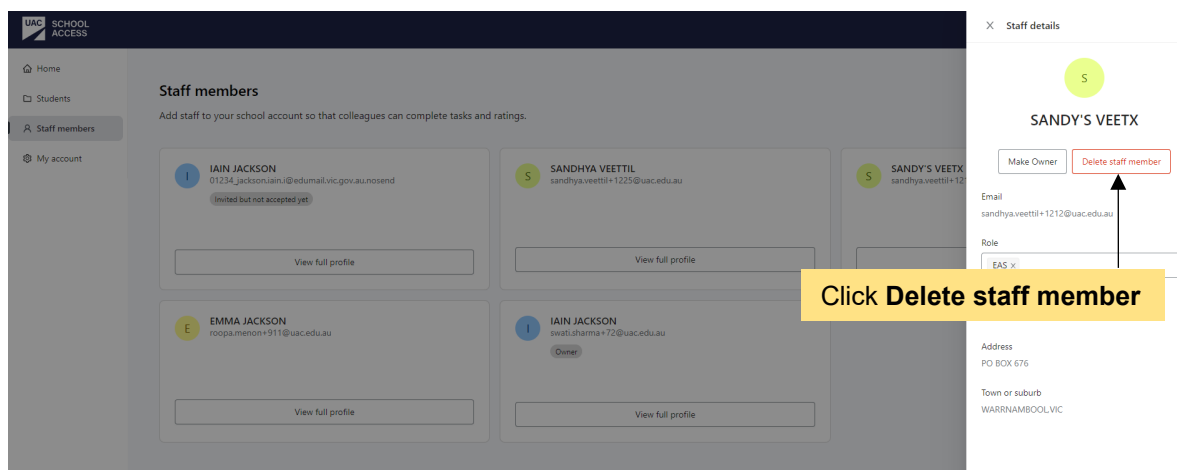*How to delete a staff member*
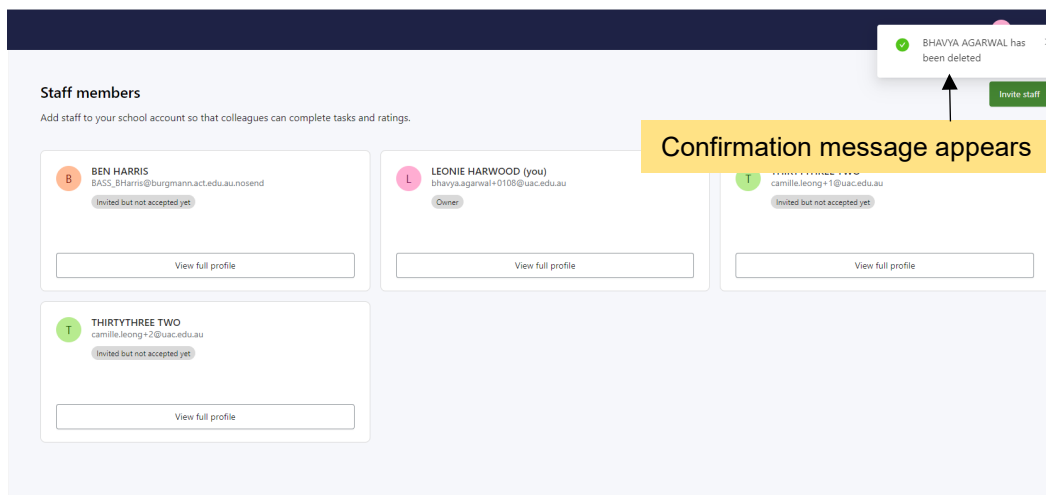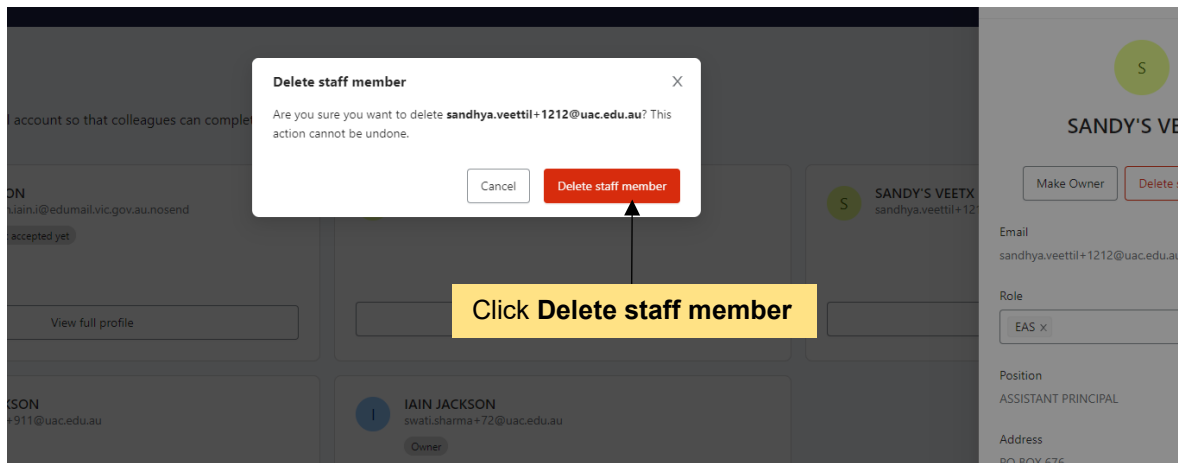
Step 1: Go to **Staff members** page.
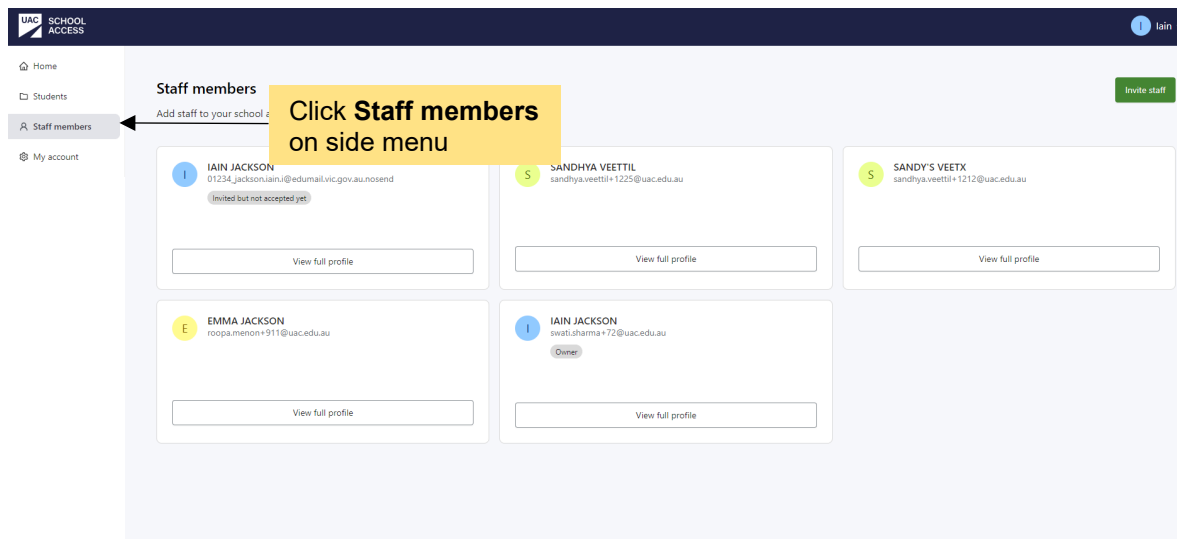
Step 2: Locate the school user you wish to remove and click **View full profile**.
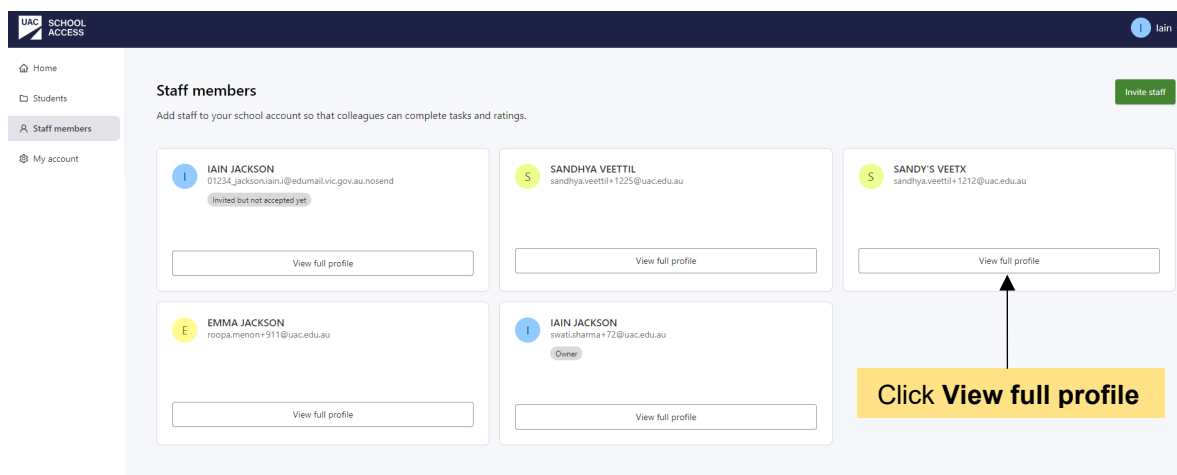
**Step 3:** Click the **Delete staff member** button within the pop-up.

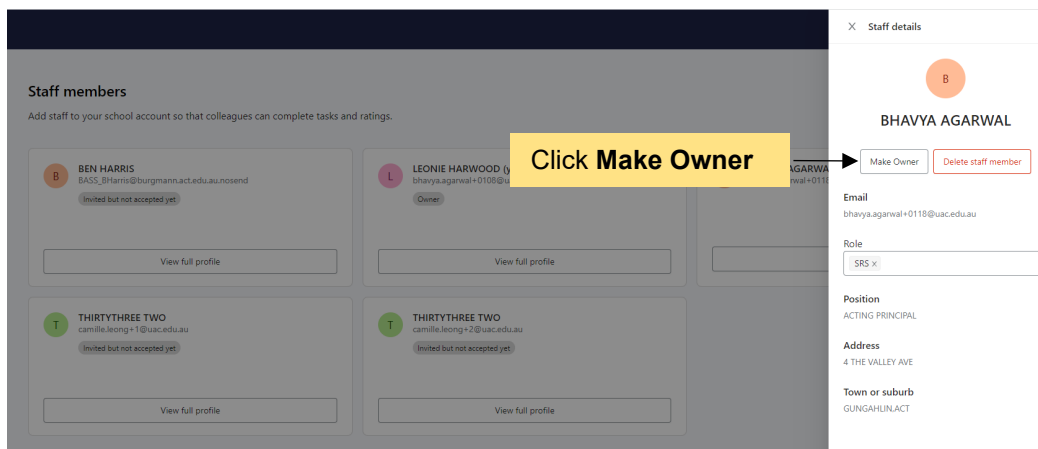**Step 4:** To confirm deletion of the staff member, click **Delete staff member** button.

Click **Delete staff member**

Confirmation message appears

How to transfer Admin ownership

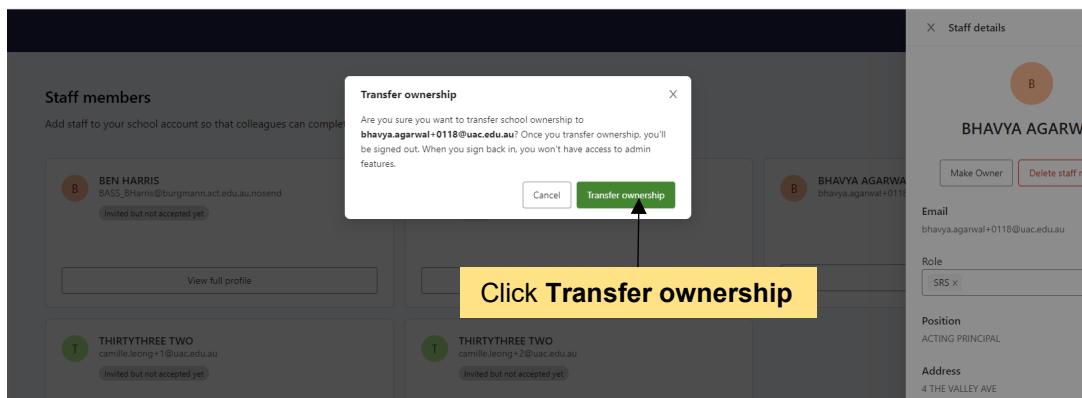**Step 1:** On the **Staff members** page, locate the school user who will be the new Admin user. Click on **View full profile**.

Click on **View full profile**
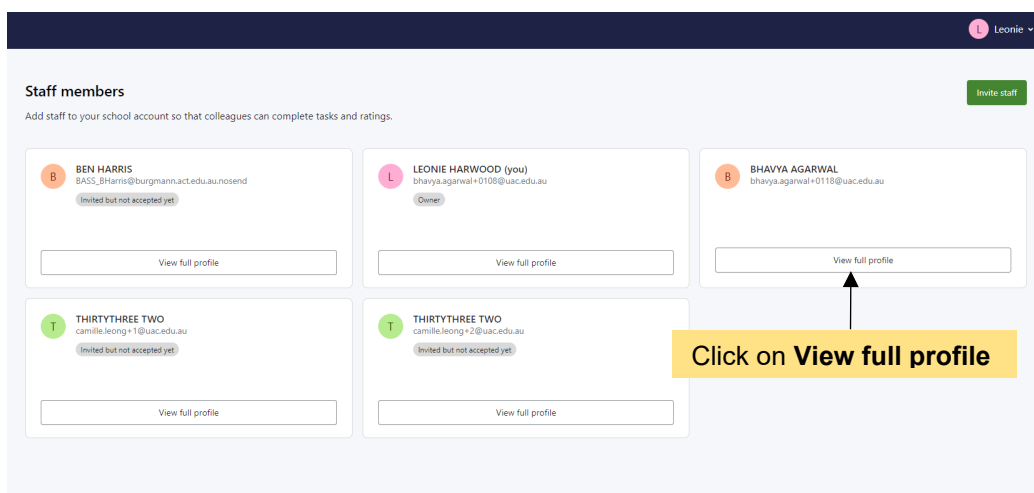
Step 2: Click the **Make Owner** button within the pop-up.

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.

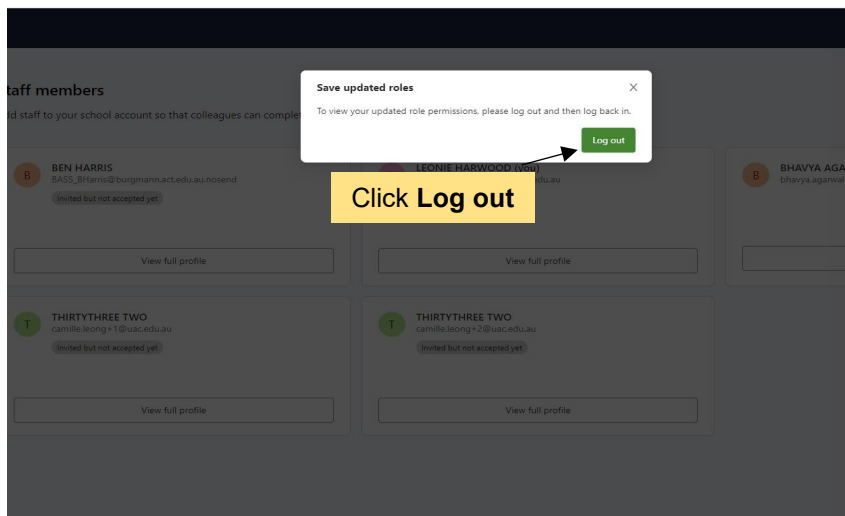**Step 1:** Navigate to the **Staff Members** page and locate the relevant school user. Click on **View full profile**.

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

Step 3: Click **Save**.

Click **Save**

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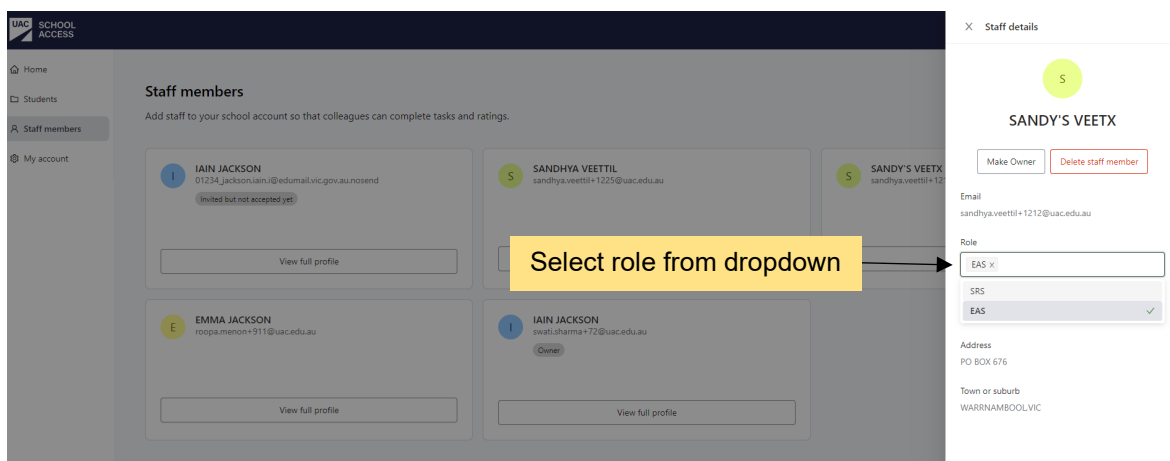
Step 4: Log out of the system and then log back in to view the updated role and user permissions.

Click **Log out**

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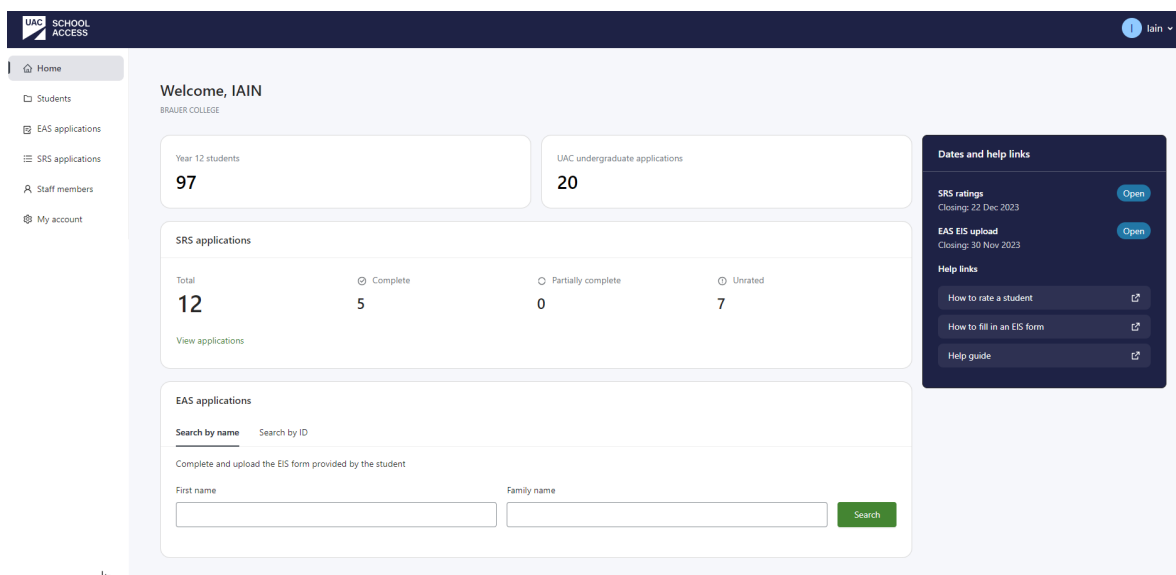
My account

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.
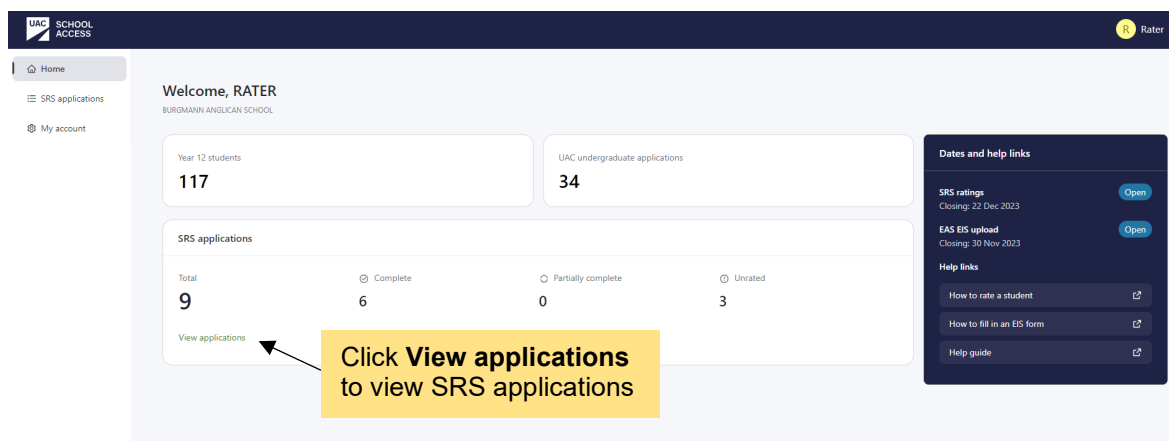
SRS applications

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).

Search applicant by name or student ID

Click **Rate** button to rate applicant

Sort applicants if required

How to rate SRS applicants

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

Click **Rate** button

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

← 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
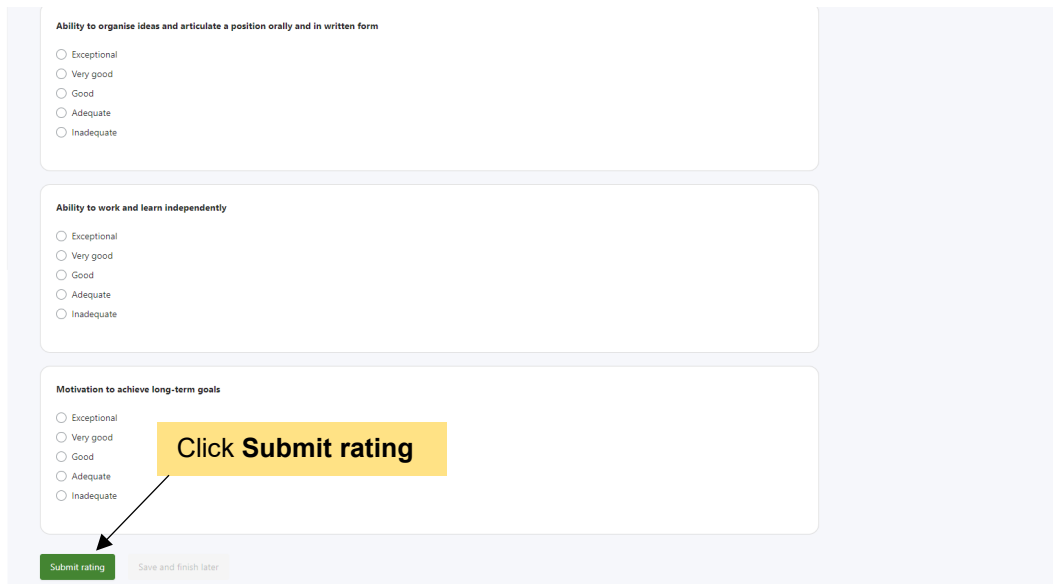
○ Exceptional
○ Very good
○ Good
○ Adequate
○ Inadequate

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

○ Exceptional
○ Very good
○ Good
○ Adequate
○ Inadequate
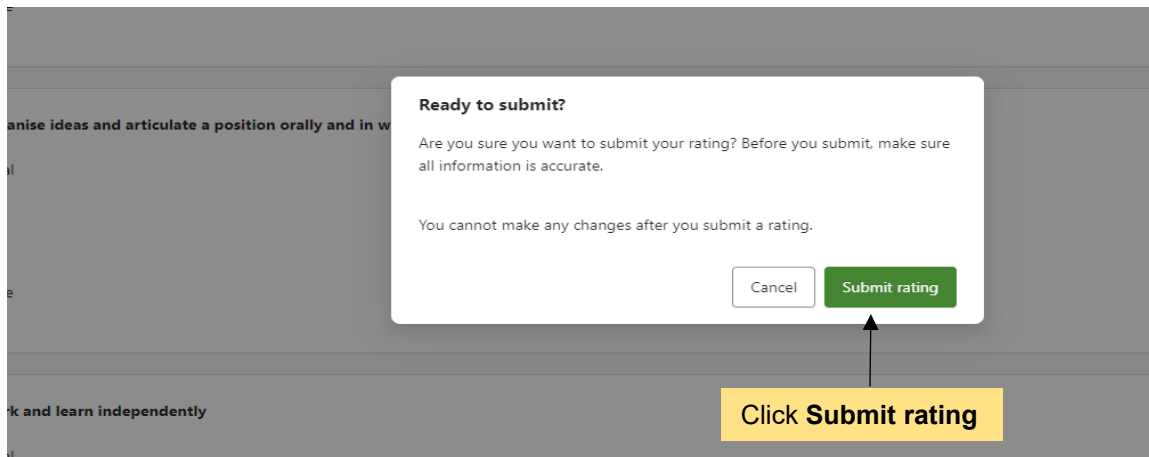
Ability to work and learn independently

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

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.
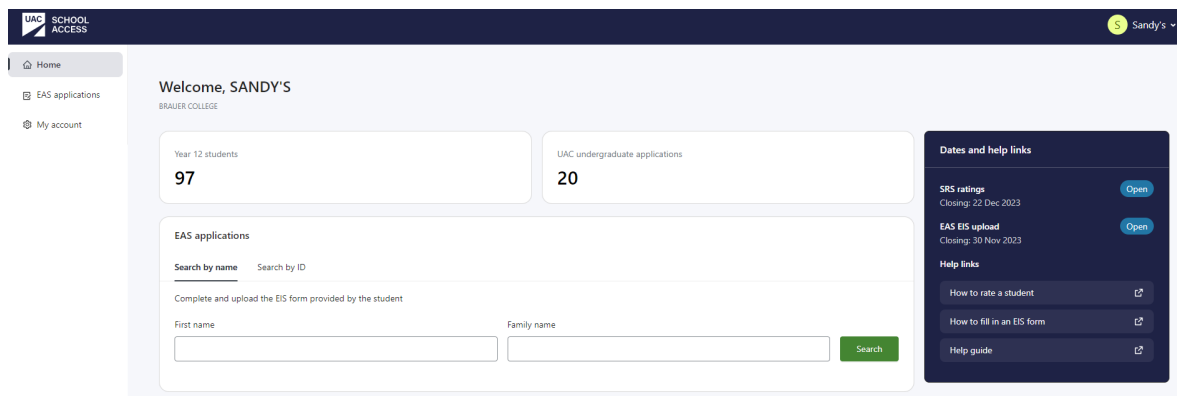
EAS applicant search

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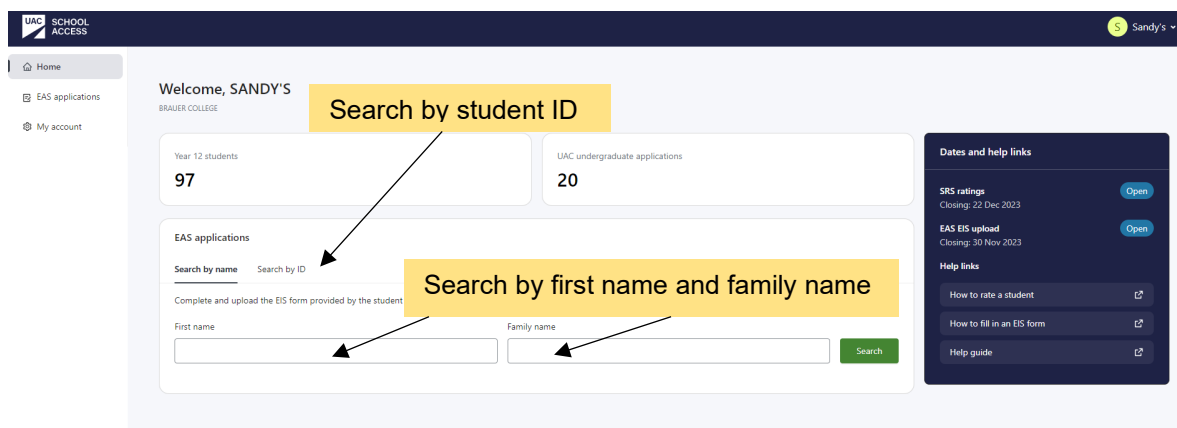
In the case that the applicant's first name and/or family name is separated by spaces, users must enter the exact match in the relevant field.

For example:

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.
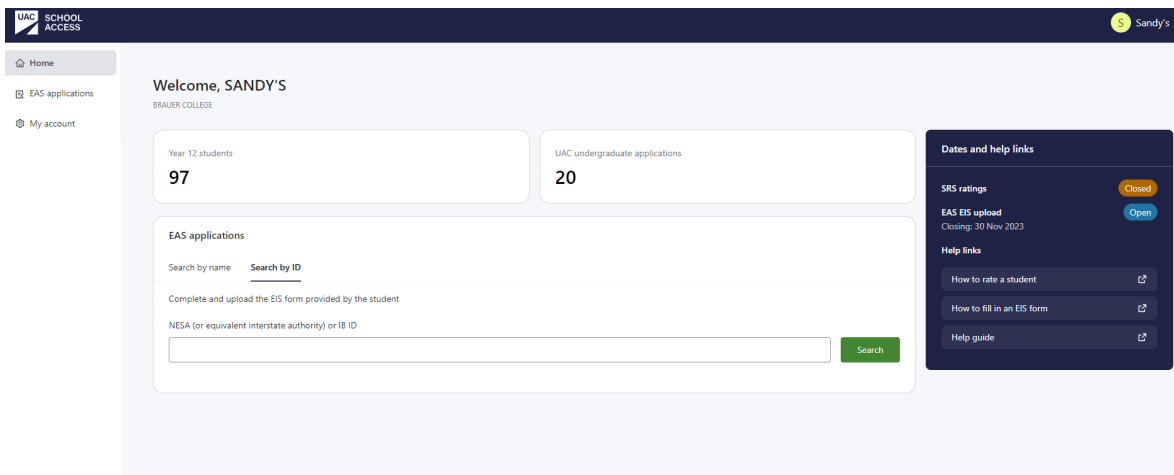
How to search for an applicant via EAS applications side menu

Step 1: Click EAS applications on side menu
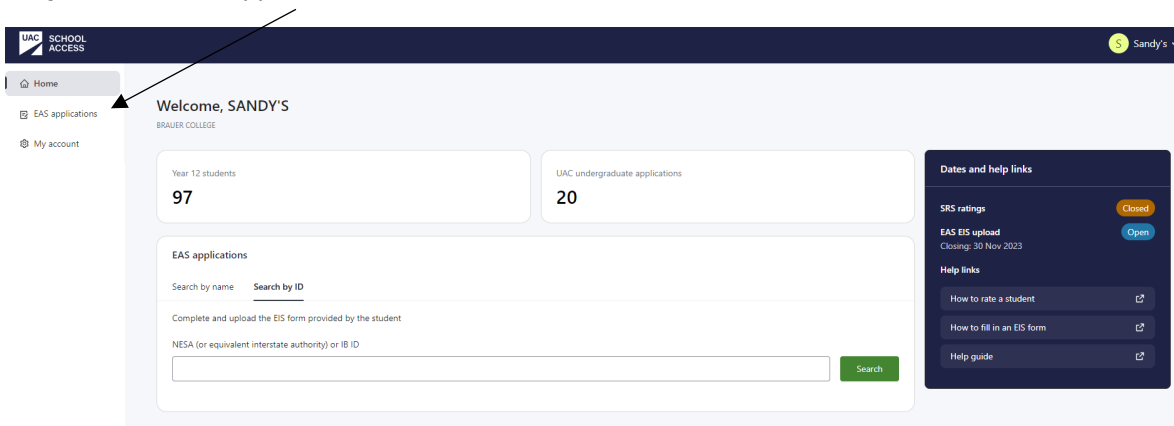
Step 2: Search by first name and family name or student ID and click **Search.**
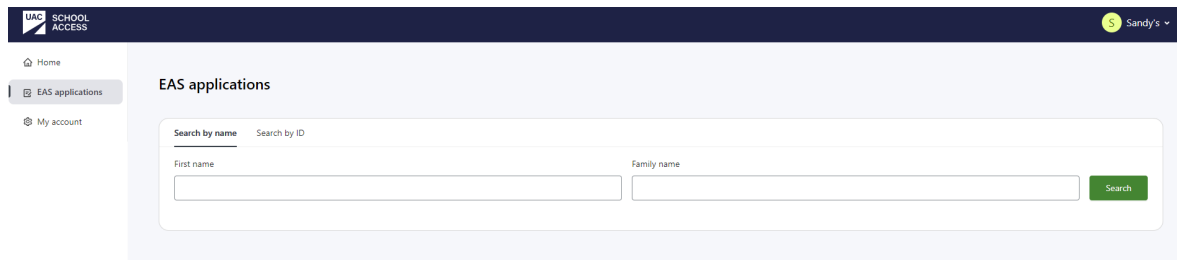
If searching by name, the first name and family name must be exact, including spaces and hyphens. If not, an error message will display.
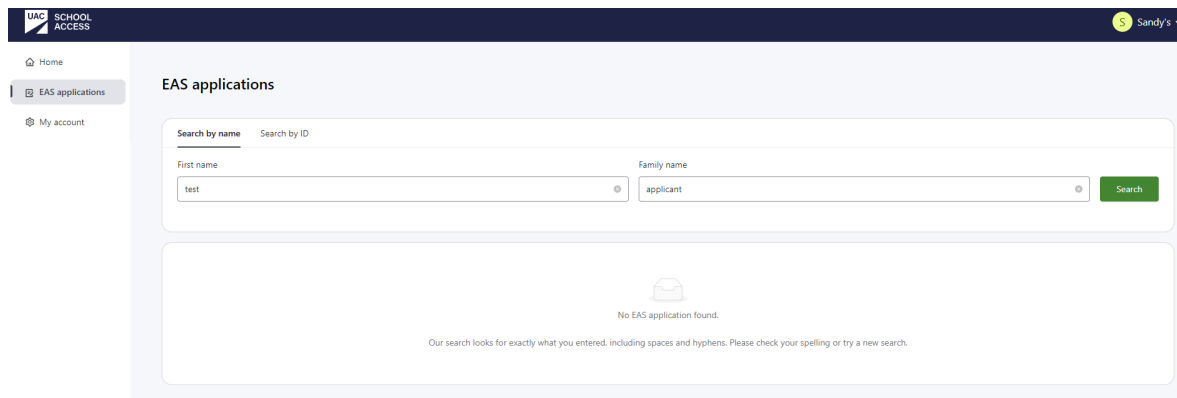
Step 3: If search is successful, you will be able to view the files that you have uploaded for that applicant.
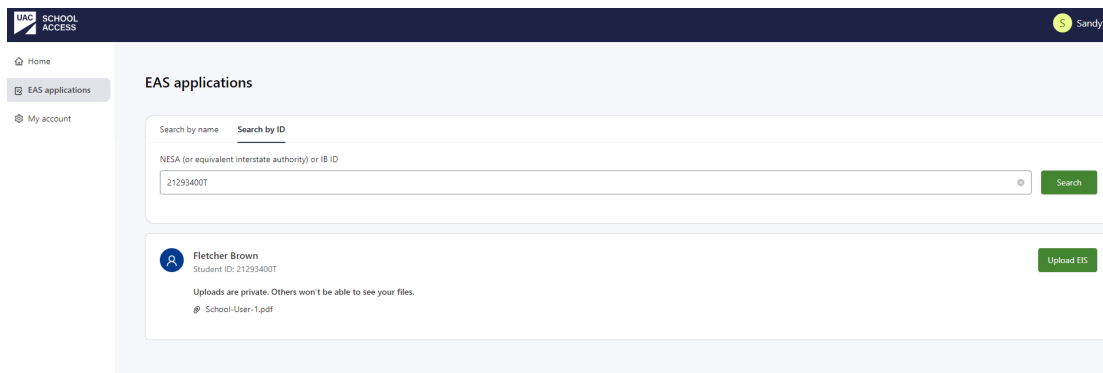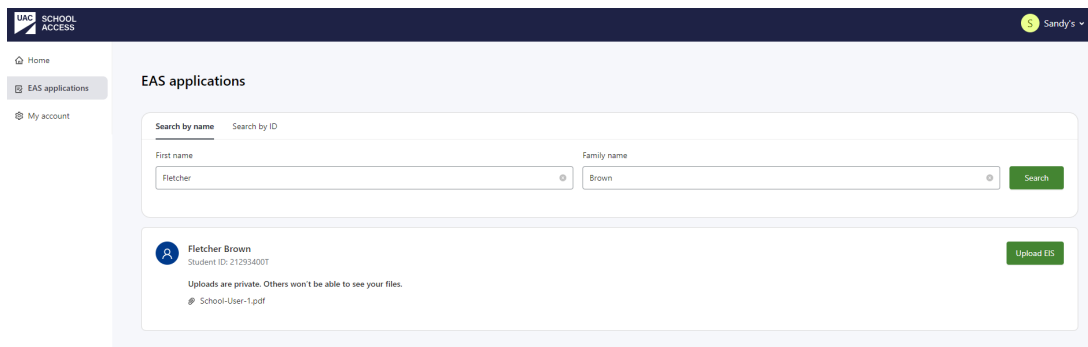
How to upload EIS documents

Step 1: Once the search result is returned successfully, click on **Upload EIS** button.
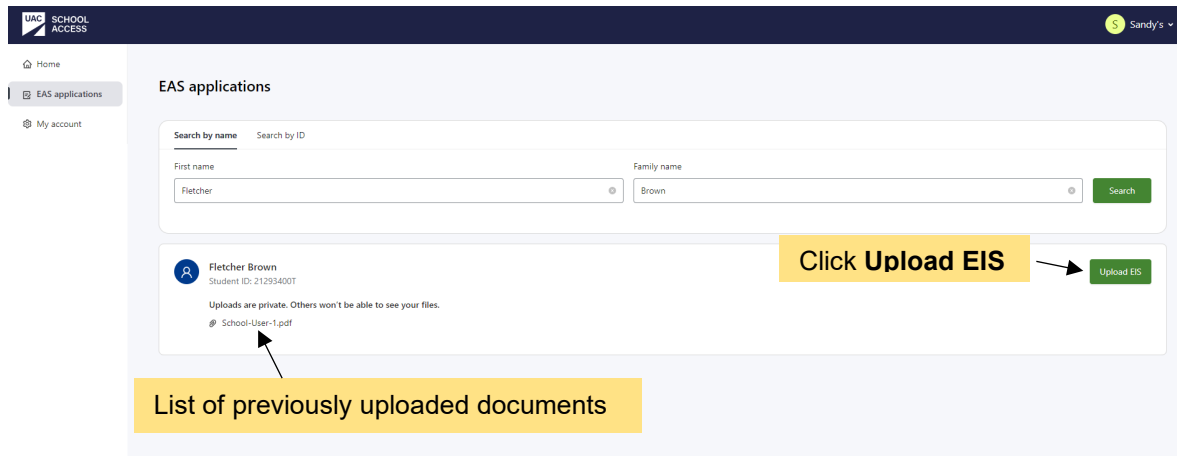
Step 2: Select documents to upload.
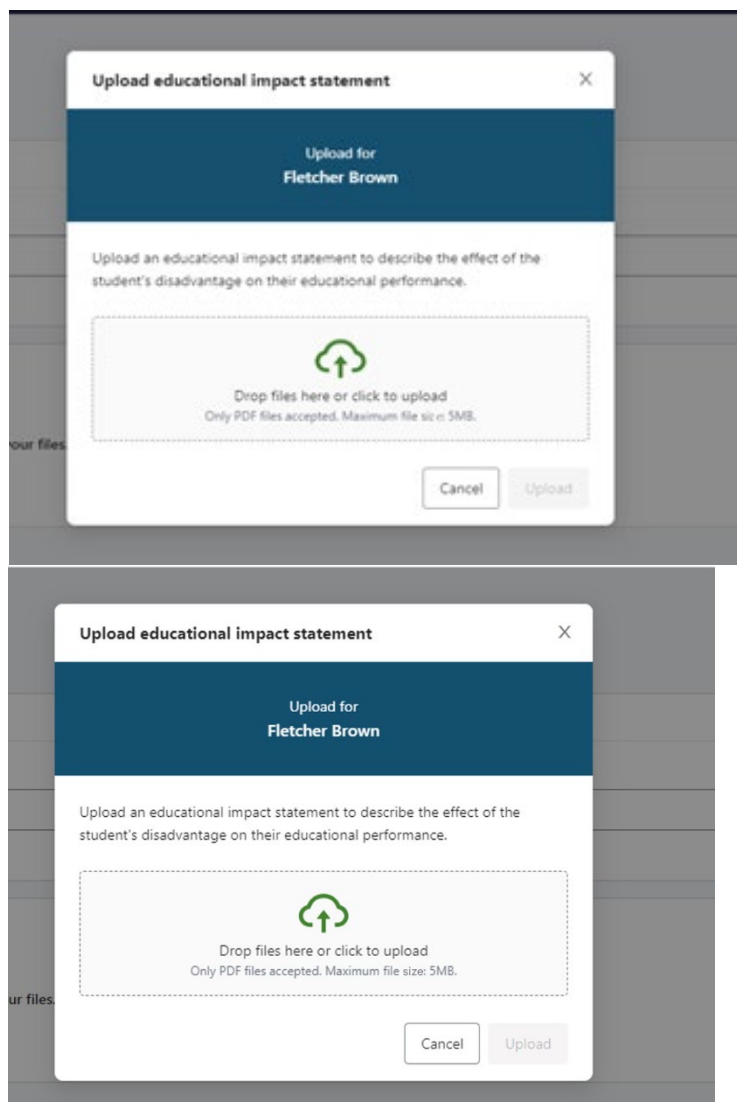
Step 3: Click **Upload** button.
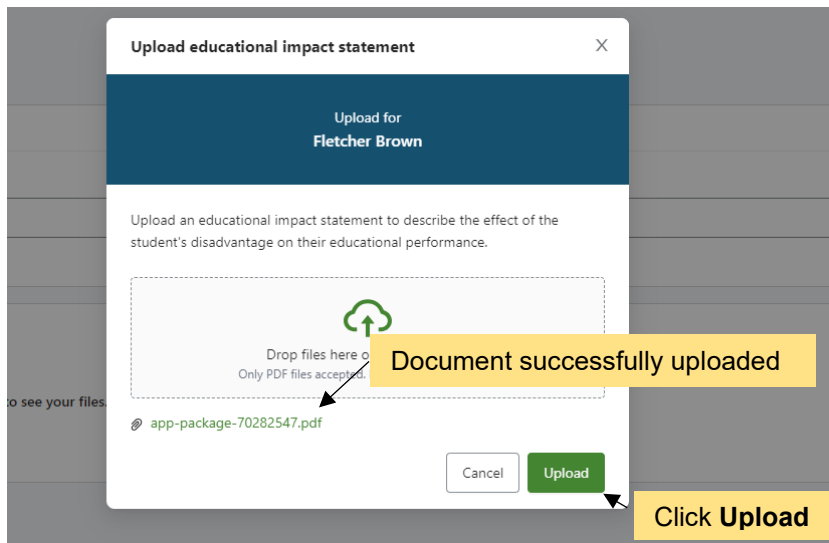
A success message will display. Uploaded documents cannot be viewed or deleted by the EAS school users.
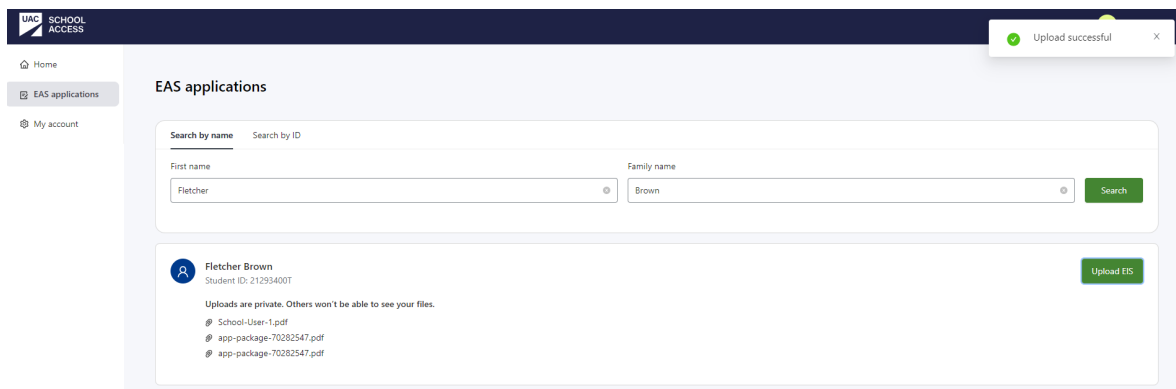
Document privacy

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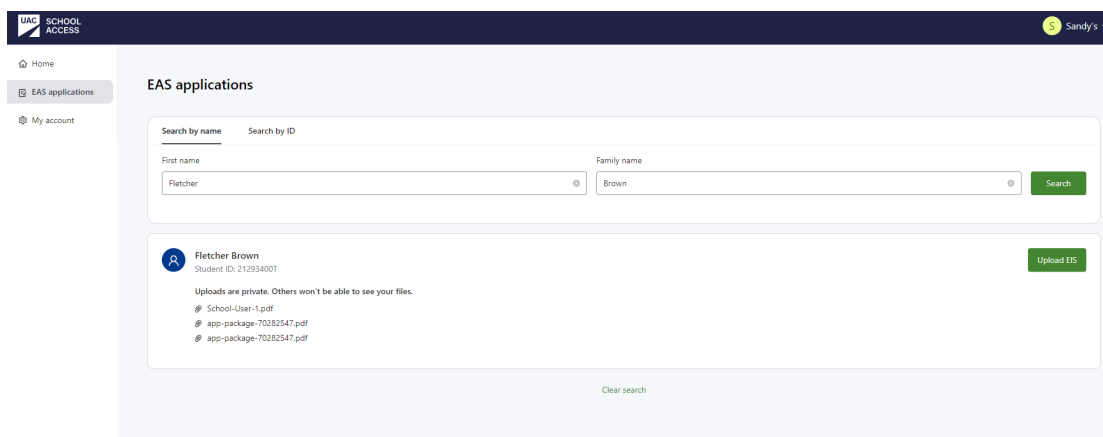
EAS user B's screen only displays documents uploaded by EAS user B.

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.
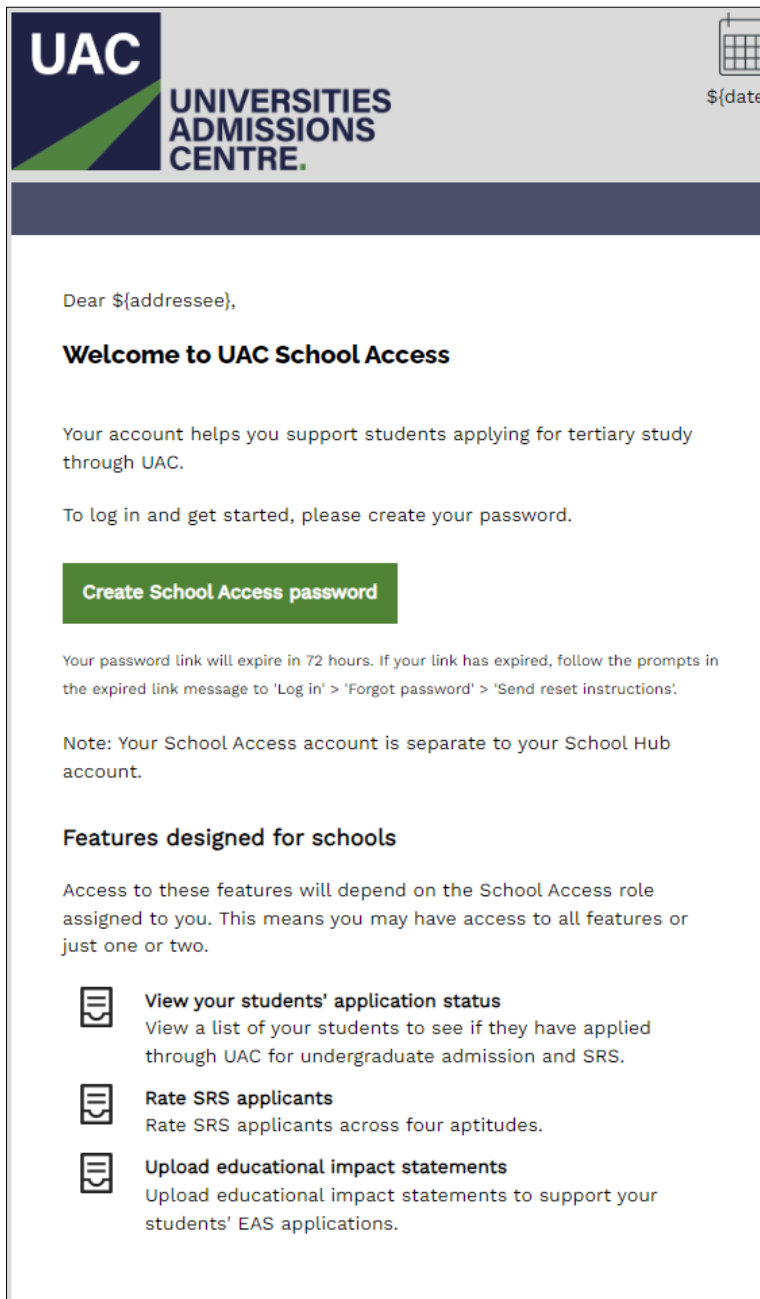
Password-reset

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

Incomplete SRS application

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

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.