

The UAC logo is a dark blue square with a 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 right portion of the square.

UAC

A photograph of four students walking along a paved path on a university campus. From left to right: a young woman in a light blue t-shirt and denim skirt, a young man in a white t-shirt and grey pants with a backpack, a young man in a dark blue patterned long-sleeve shirt and mustard-colored pants with a backpack, and a young woman in a black t-shirt and blue jeans. They are all smiling and talking. The background shows modern university buildings and greenery.

School Access

User Guide

March 2024

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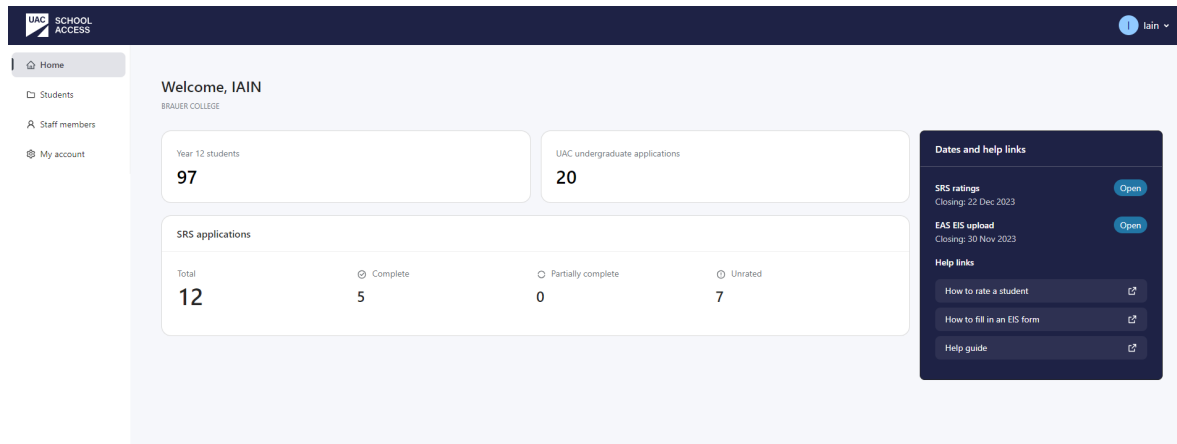
Using School Access

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

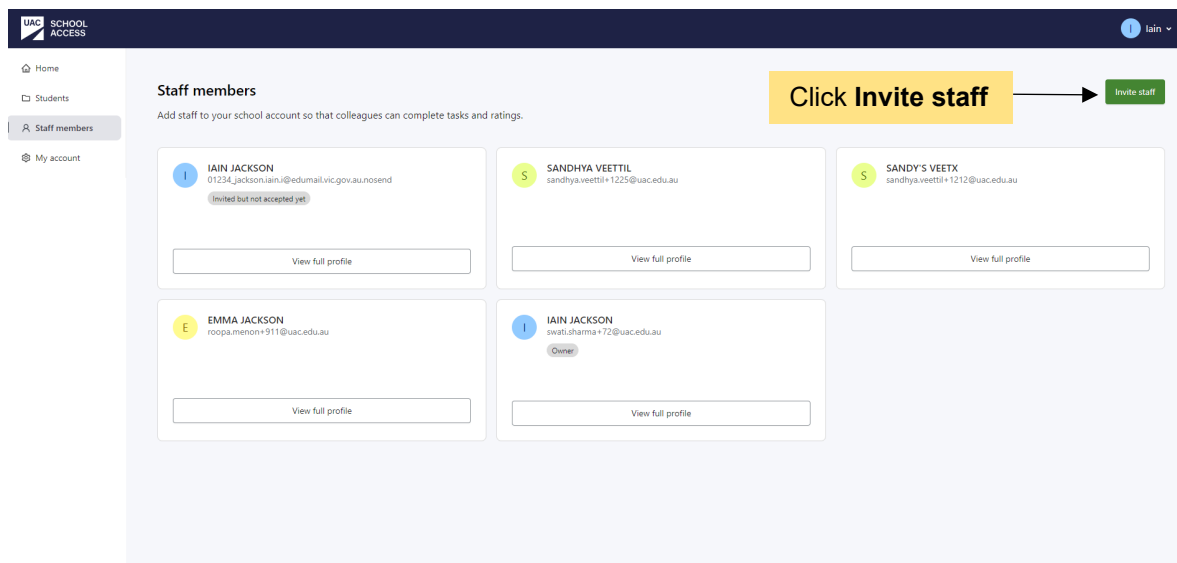
Manage your staff members (ie other School Access school users) from this screen.

You can perform the following tasks:

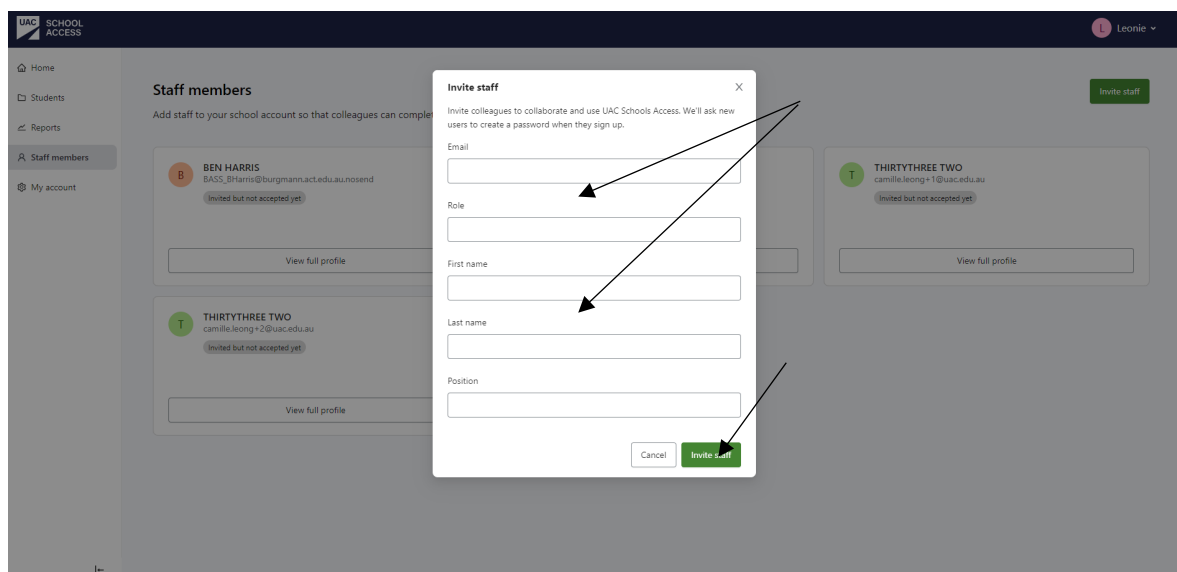
- invite up to four new staff members (including yourself in addition to your existing role as Admin) to act as SRS and/or EAS users and rate students
- update other user accounts
- delete your own or other user accounts
- transfer your admin ownership.

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.



Invite staff X

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

Email

Role

First name

Last name

Position

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.

UAC SCHOOL ACCESS

- Home
- Students
- Staff members
- My account

1 Iain

Staff members Invite staff

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

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

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

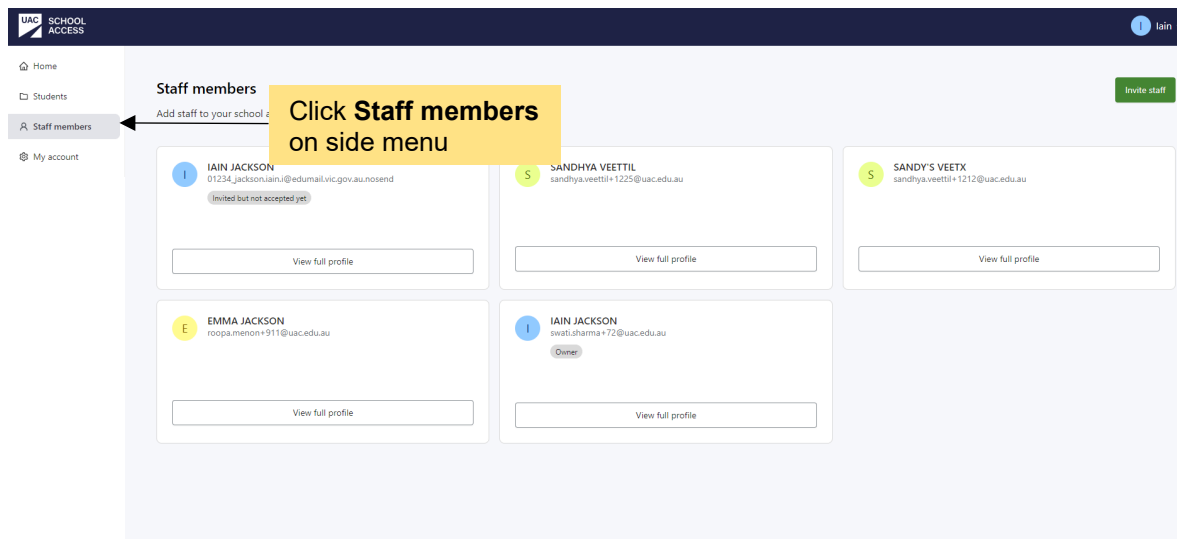
S SANDY'S VEETX
sandhya.veetil+1212@uac.edu.au

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

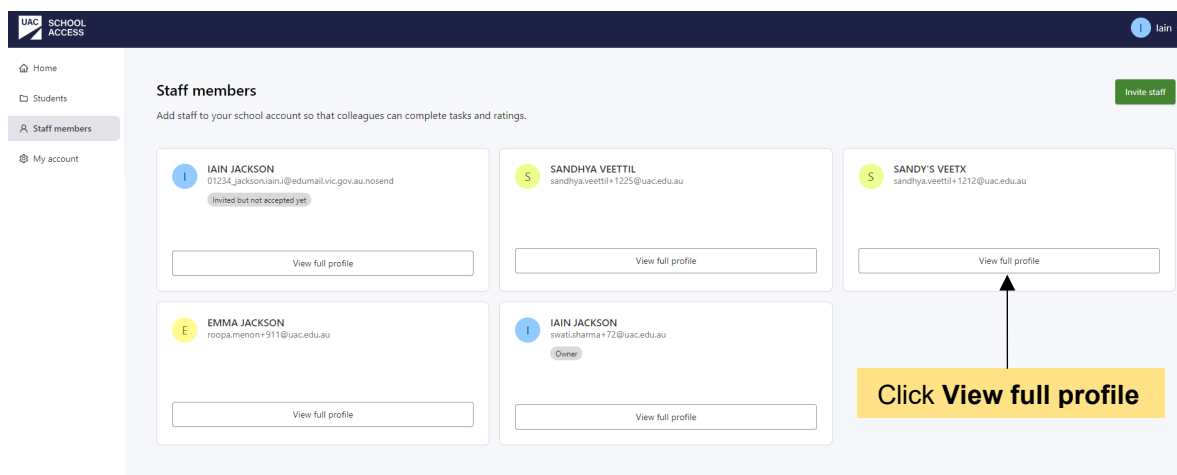
I IAIN JACKSON
swati.sharma+72@uac.edu.au
Owner

How to delete a staff member

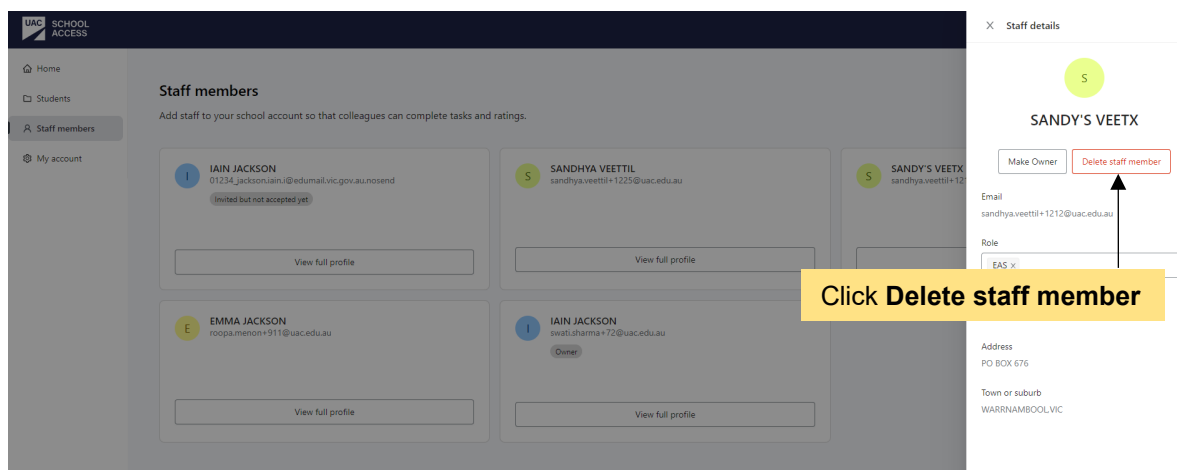
Step 1: Go to Staff members page.



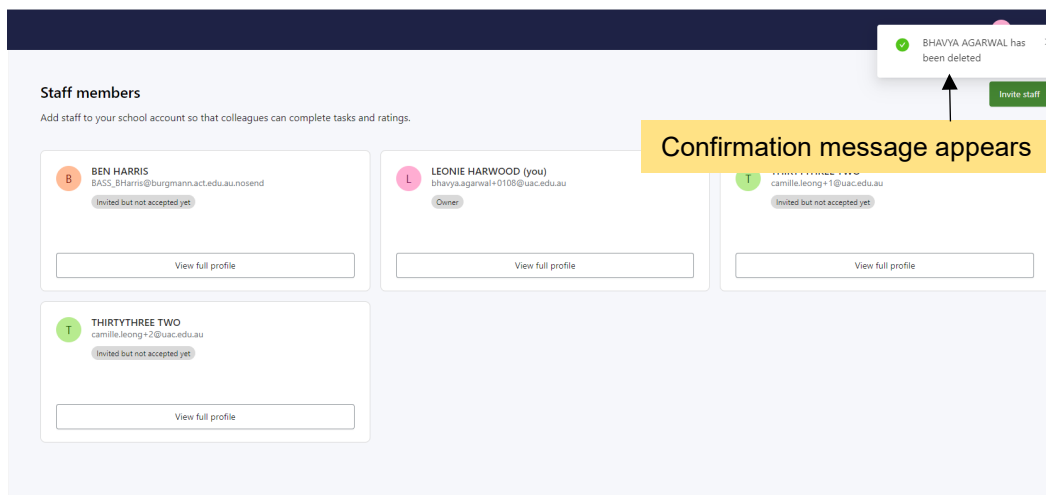
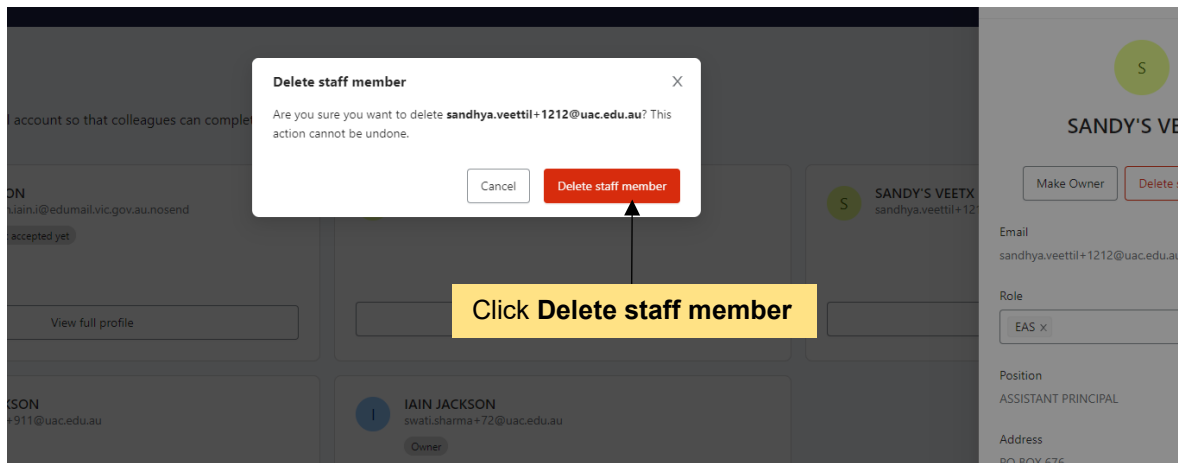
Step 2: Locate the school user you wish to remove and click **View full profile**.



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

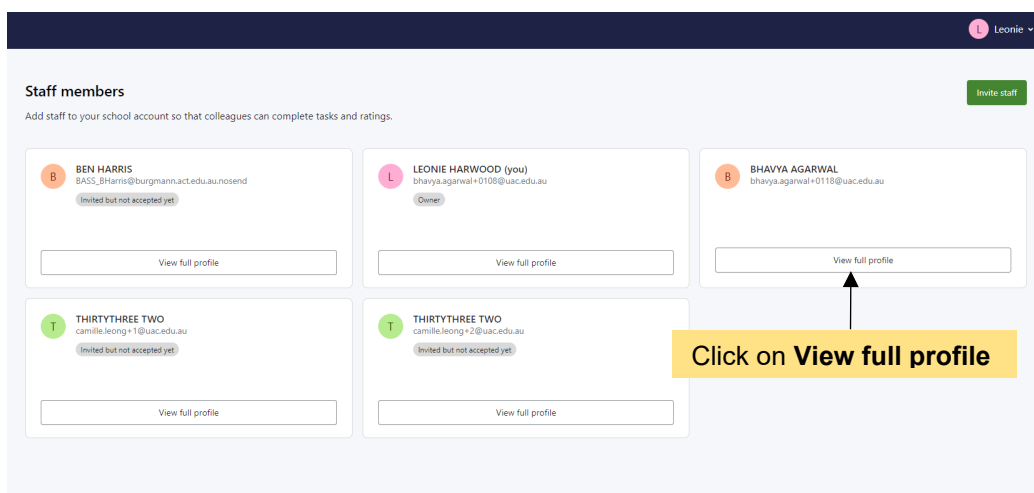


Step 4: To confirm deletion of the staff member, click **Delete staff member** button.

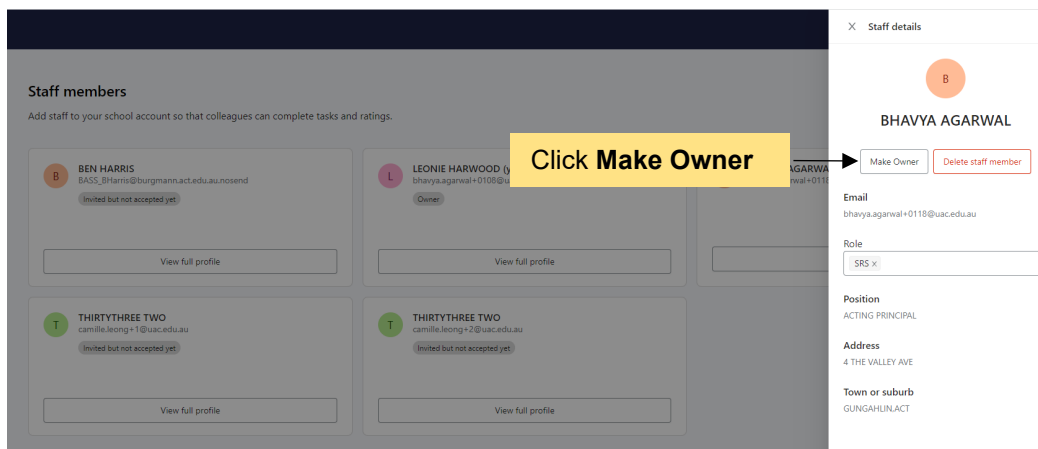


How to transfer Admin ownership

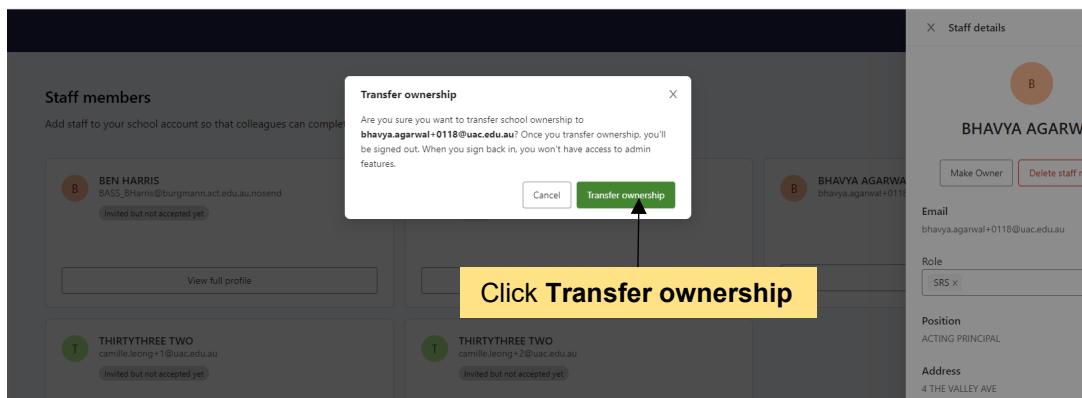
Step 1: On the **Staff members** page, locate the school user who will be the new Admin user. Click on **View full profile**.



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.

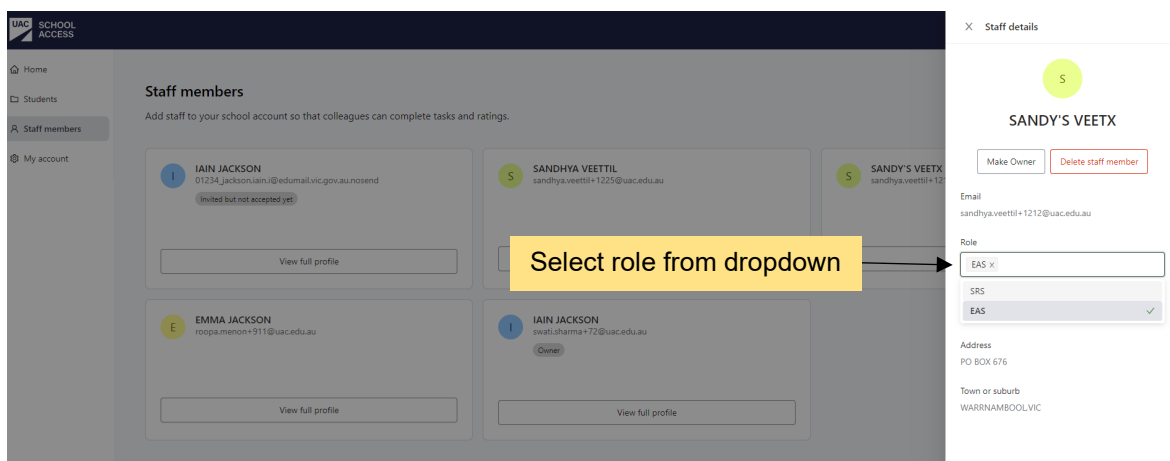


How to update user roles

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**.

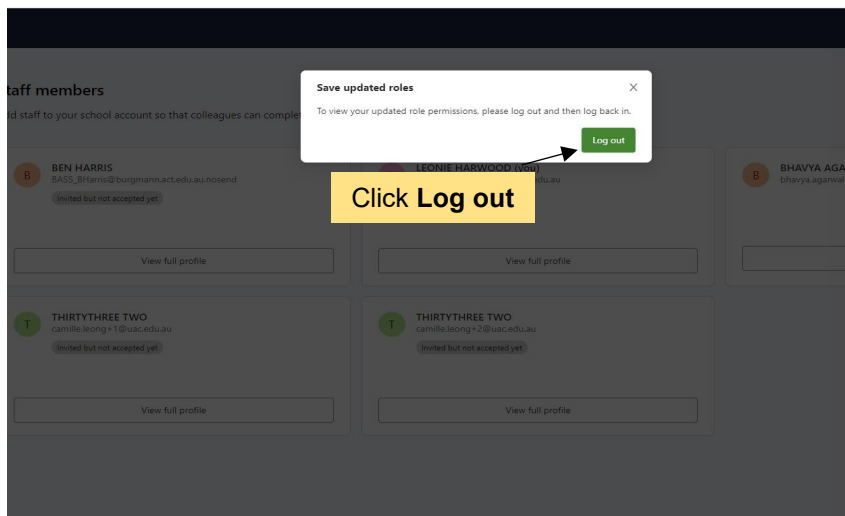
Step 2: Click on the **Role** field and select the desired role from the dropdown menu.



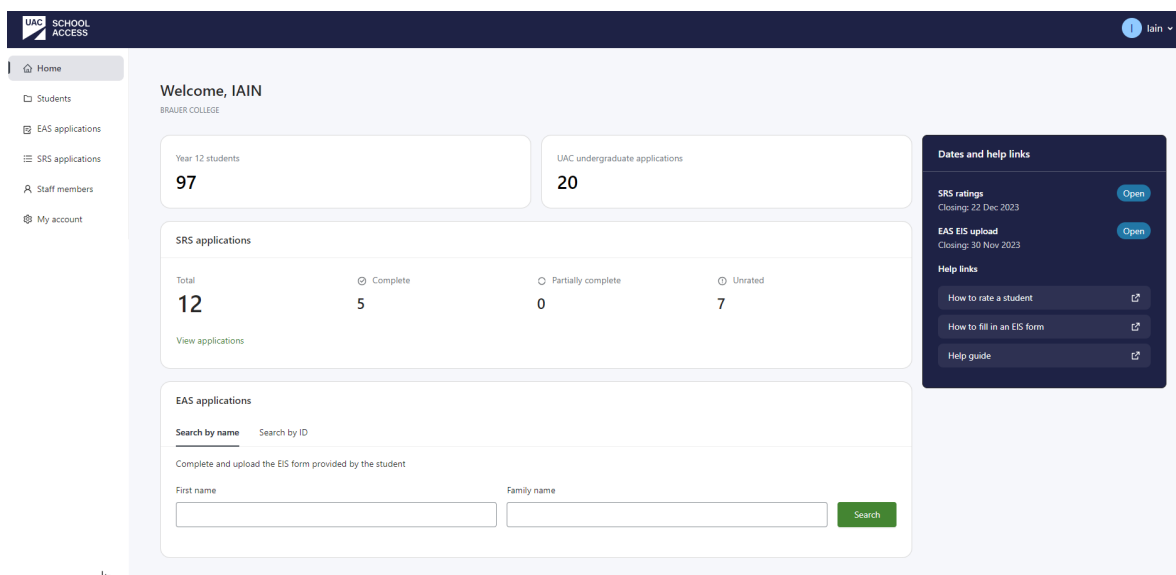
Step 3: Click Save.



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

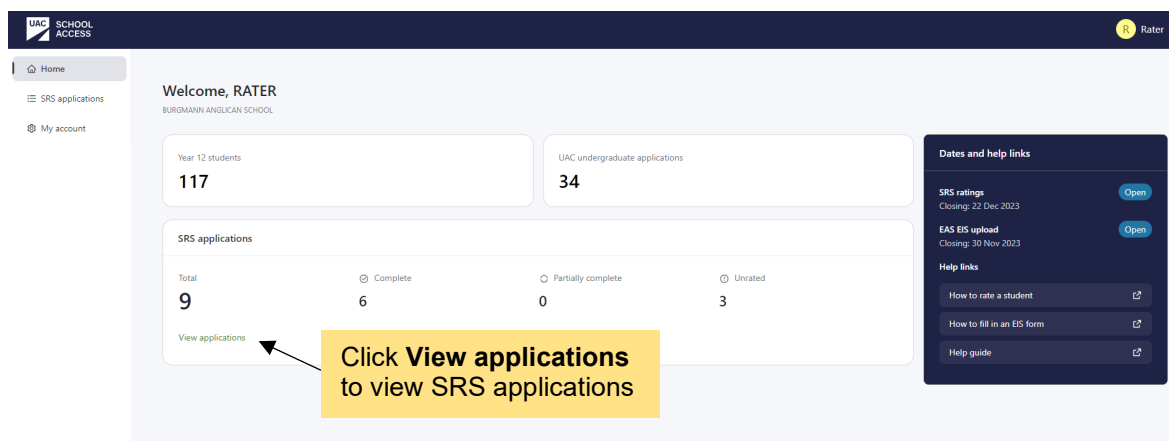
From the **My account** page, as an Admin user you can update your personal information, reset your password and delete your account.

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).

SRS applications

Search by name or ID

Search applicant by name or student ID

Click **Rate** button to rate applicant

First name	Family name	Status	Student ID	Date of birth	Action
Bruno	Herrera	Unrated	4060000	15-04-2005	Rate
Cameron	Gregory	Rated	0438534	19-12-2005	Rated
Eleanor	Brooking	Unrated	8011433	08-07-2006	Rate
Isaac	Harrison	Unrated	8010620	04-12-2005	Rate

Sort applicants if required

How to rate SRS applicants

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

SRS applications

Search by name or ID

Click **Rate** button

First name	Family name	Status	Student ID	Date of birth	Action
Bruno	Herrera	Unrated	4060000	15-04-2005	Rate
Cameron	Gregory	Rated	0438534	19-12-2005	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.

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

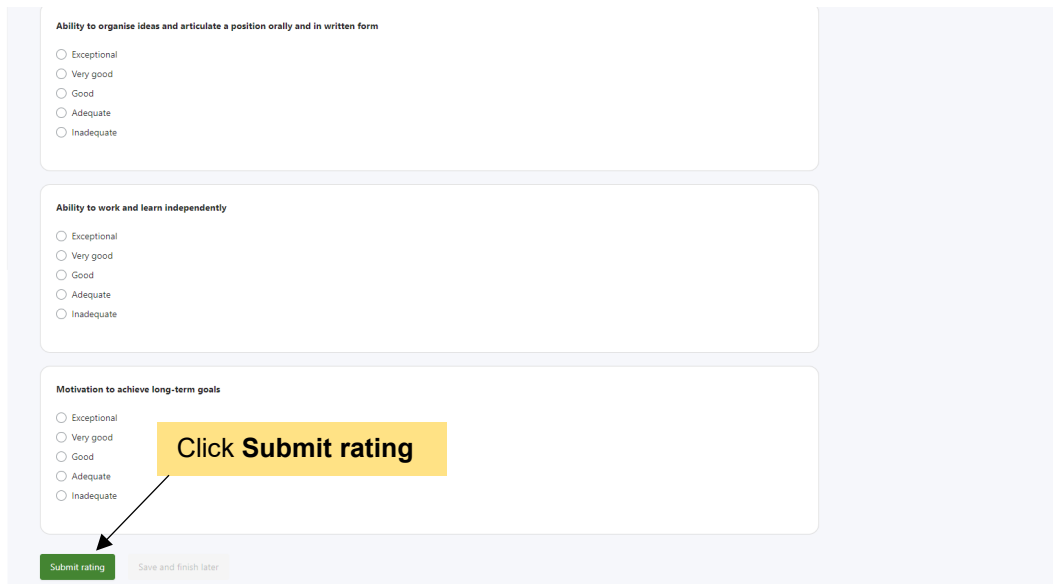
- Exceptional
- Very good
- Good
- Adequate
- Inadequate

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

- Exceptional
- Very good
- Good
- Adequate
- Inadequate

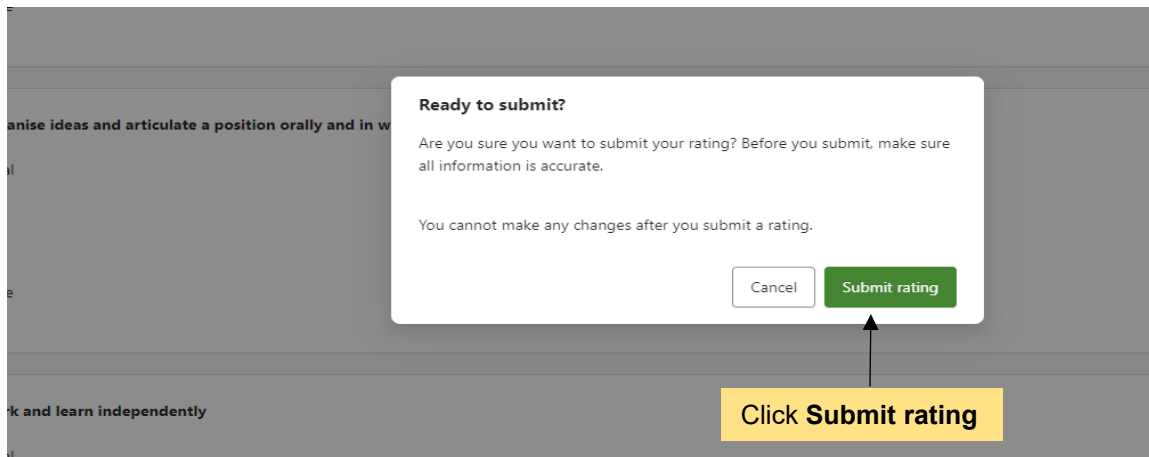
Ability to work and learn independently

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



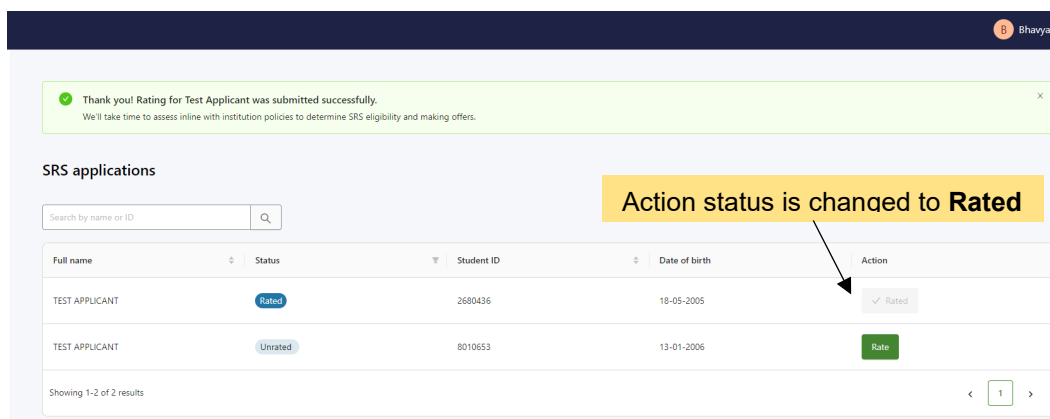
The screenshot shows a rating form with three sections, each with radio button options: 'Ability to organise ideas and articulate a position orally and in written form', 'Ability to work and learn independently', and 'Motivation to achieve long-term goals'. Each section has options for 'Exceptional', 'Very good', 'Good', 'Adequate', and 'Inadequate'. A yellow callout box with the text 'Click Submit rating' has an arrow pointing to the 'Submit rating' button at the bottom left of the form. A 'Save and finish later' link is also visible next to the 'Submit rating' button.

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 dialog 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.' There are two buttons: 'Cancel' and 'Submit rating'. A yellow 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 interface. At the top, there is a success message: '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 this is a section for 'SRS applications' with a search bar and a table. A yellow callout box with the text 'Action status is changed to Rated' has an arrow pointing to the 'Rated' status in the 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

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.

○ 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

○ Exceptional
○ Very good
○ Good
○ Adequate
○ Inadequate

Motivation to achieve long-term goals

Exceptional
○ Very good
○ Good
○ Adequate
○ Inadequate

Click **Save and finish later** to save the ratings in draft mode

Submit rating Save and finish later

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

Rating saved

SRS applications

Search by name or ID

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

Showing 1-2 of 2 results

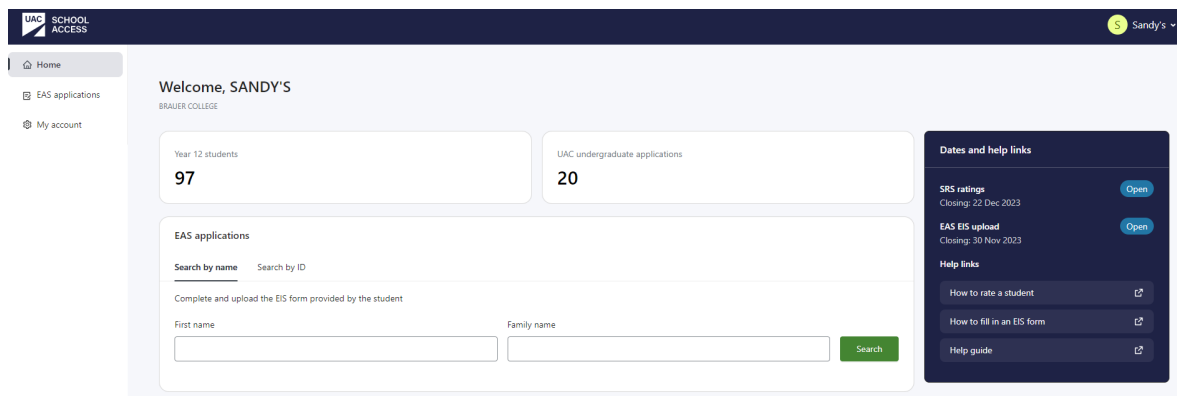
Status changes to **Partially rated**

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.



EAS applicant search

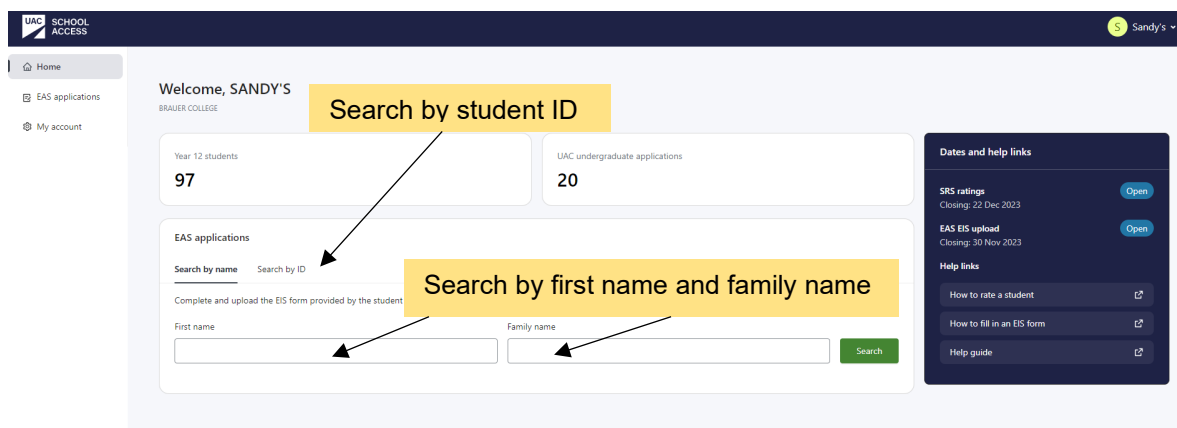
You can search for EAS applicants:

- 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.

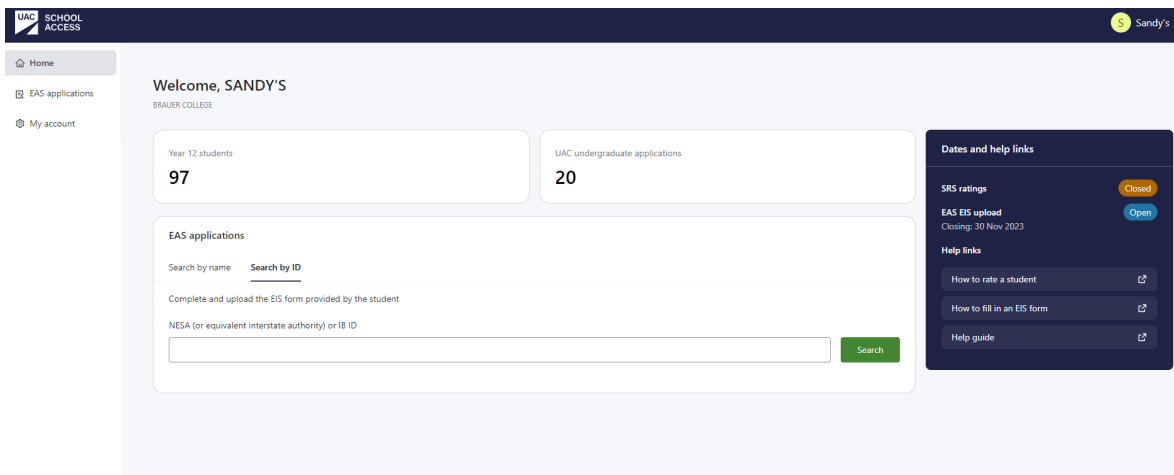


In the case that the applicant's first name and/or family name is separated by spaces, users must enter the exact match in the relevant field.

For example:

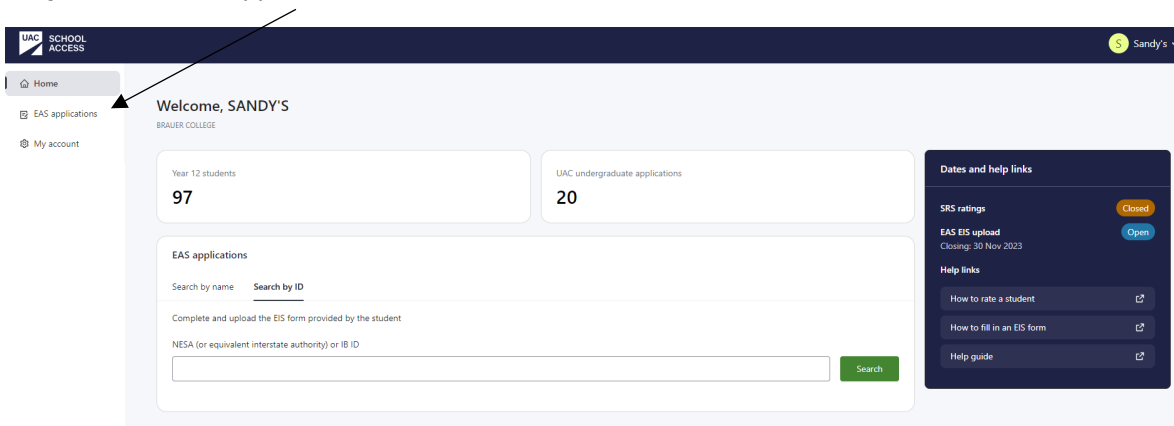
First name	Family name
Lily Rose	De Leon
Muhammad Albake	Ali
Zoe	Hyland-Smith
James	Holmes-Bradshaw
Yee-Wen	Oh
Jamie	Abby-Lee
Jessica-Smith	Yana

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

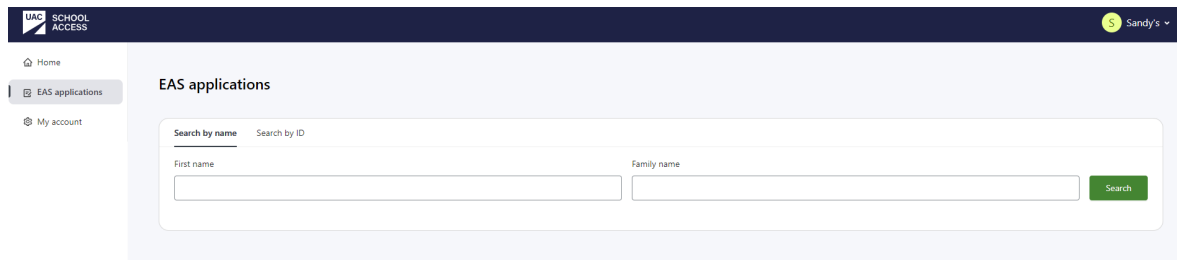


How to search for an applicant via EAS applications side menu

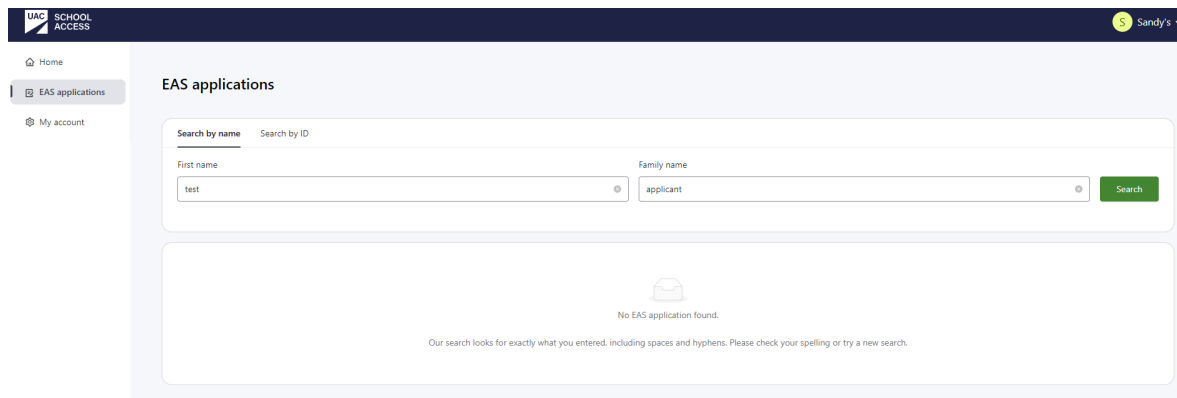
Step 1: Click EAS applications on side menu



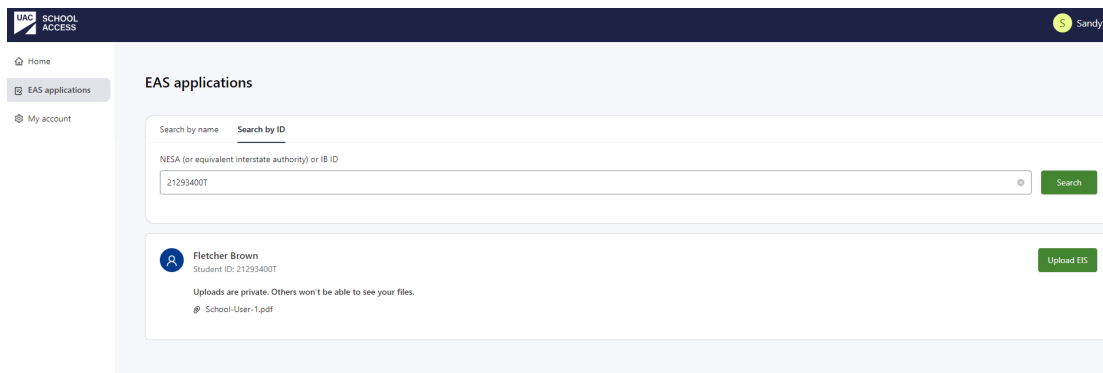
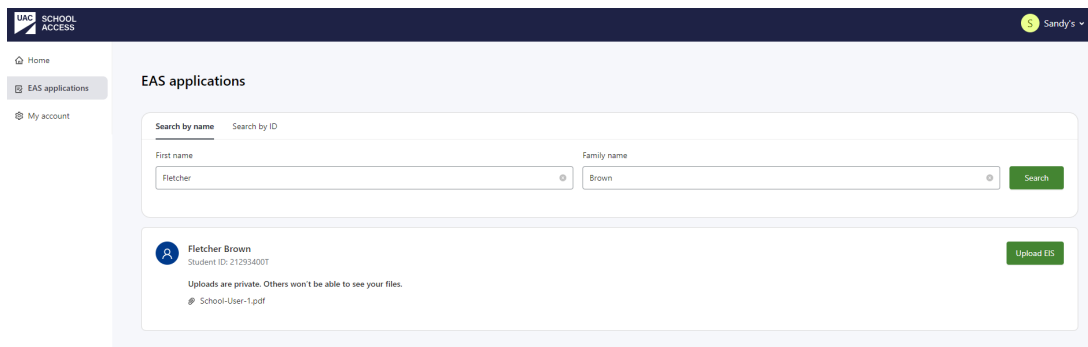
Step 2: Search by first name and family name or student ID and click **Search**.



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

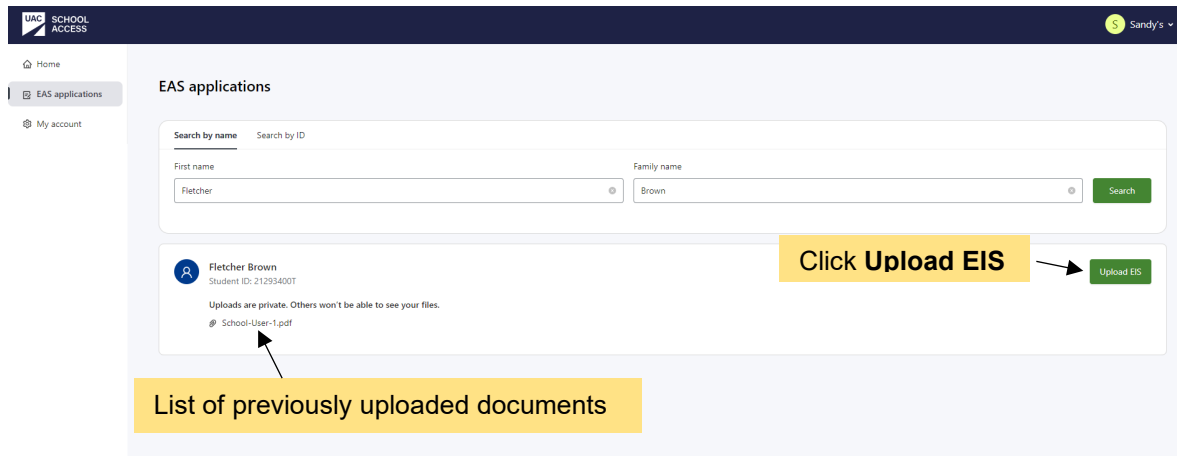


Step 3: If search is successful, you will be able to view the files that you have uploaded for that applicant.

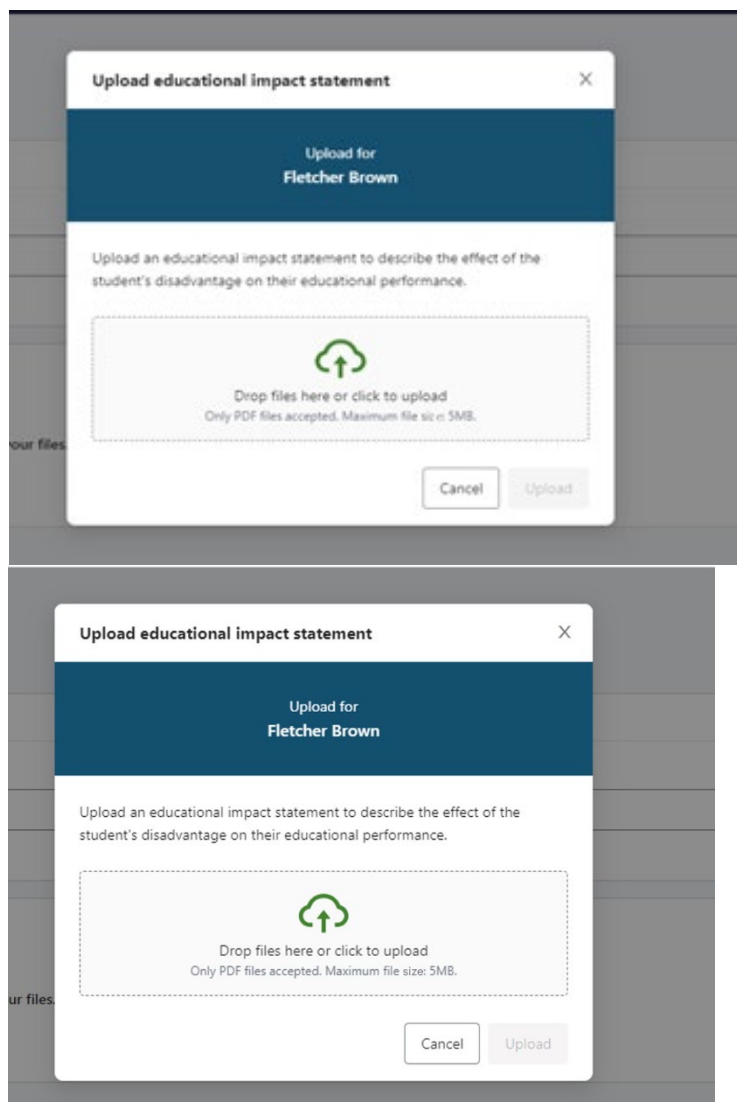


How to upload EIS documents

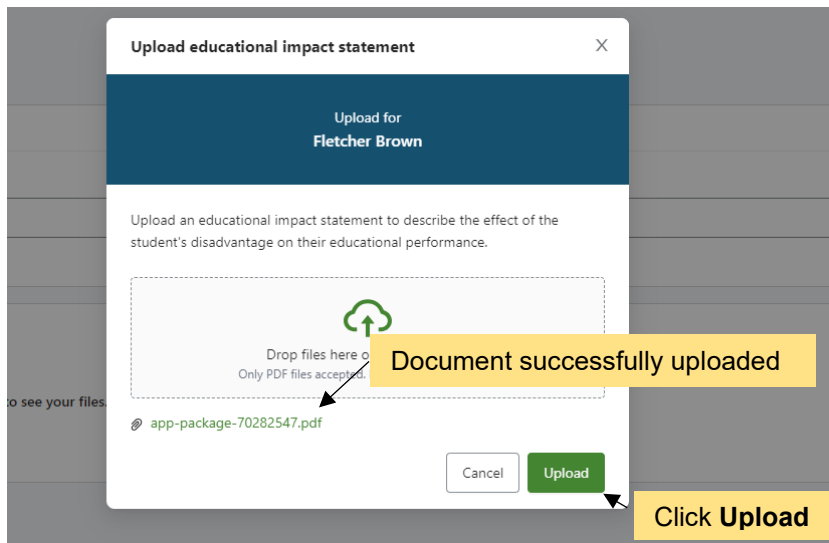
Step 1: Once the search result is returned successfully, click on **Upload EIS** button.



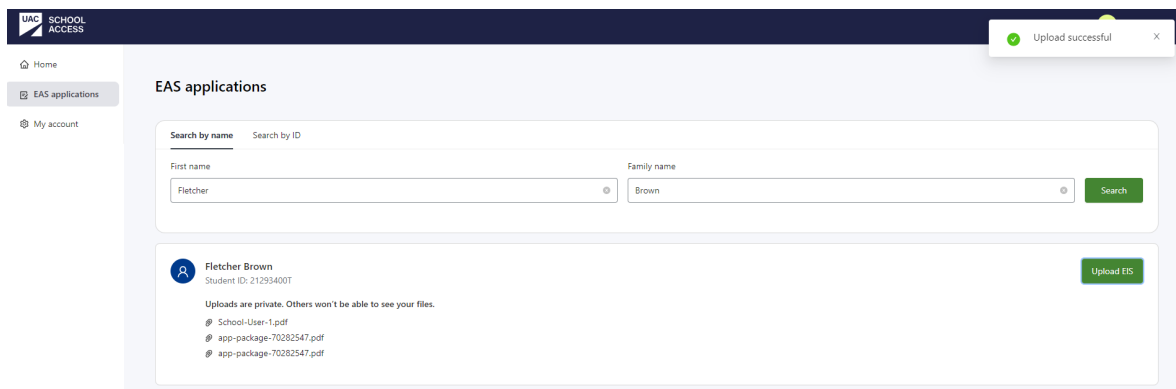
Step 2: Select documents to upload.



Step 3: Click Upload button.



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

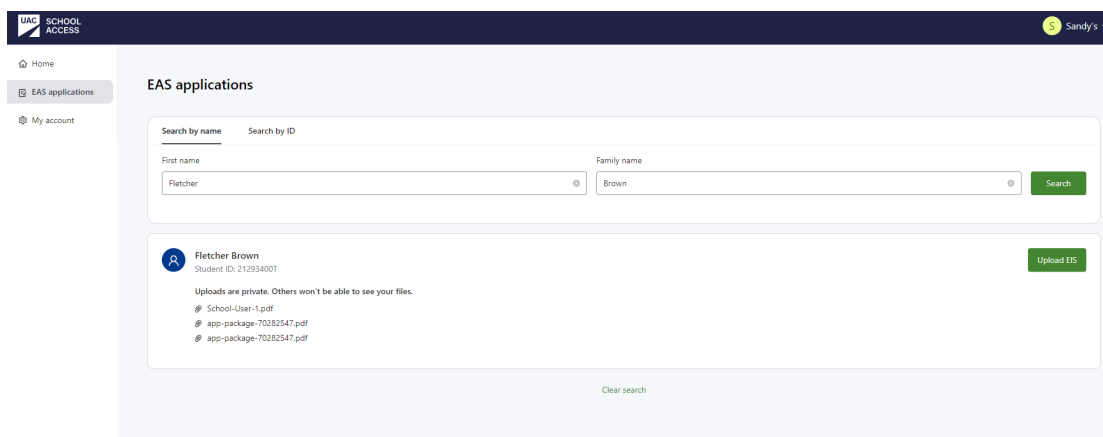


Document privacy

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.

The screenshot displays the 'EAS applications' section of the UAC School Access interface. At the top left, the 'UAC SCHOOL ACCESS' logo is visible. The user 'Sandhya' is logged in, as indicated in the top right corner. A left-hand navigation menu includes 'Home', 'EAS applications', 'SRS applications', and 'My account'. The main content area is titled 'EAS applications' and features a search interface with two tabs: 'Search by name' and 'Search by ID'. Under 'Search by name', there are two input fields: 'First name' containing 'Fletcher' and 'Family name' containing 'Brown'. A green 'Search' button is positioned to the right of these fields. Below the search results, a card for 'Fletcher Brown' (Student ID: 21293400T) is shown, with a green 'Upload ES' button on the right. A 'Clear search' link is located at the bottom center of the card area.

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 a form with several input fields: 'Town or suburb (optional)' with 'GUNGAGHLIN', 'State/territory (optional)' with 'Australian Capital Territory', 'Postcode (optional)' with '2912', 'Phone number (optional)', and 'Mobile phone (optional)'. Below these is a 'Save' button. The 'Delete account' section contains the text 'Delete your account and account data.' and a red 'Delete account' button. A yellow callout box with the text 'Click Delete account' has an arrow pointing to the red button.

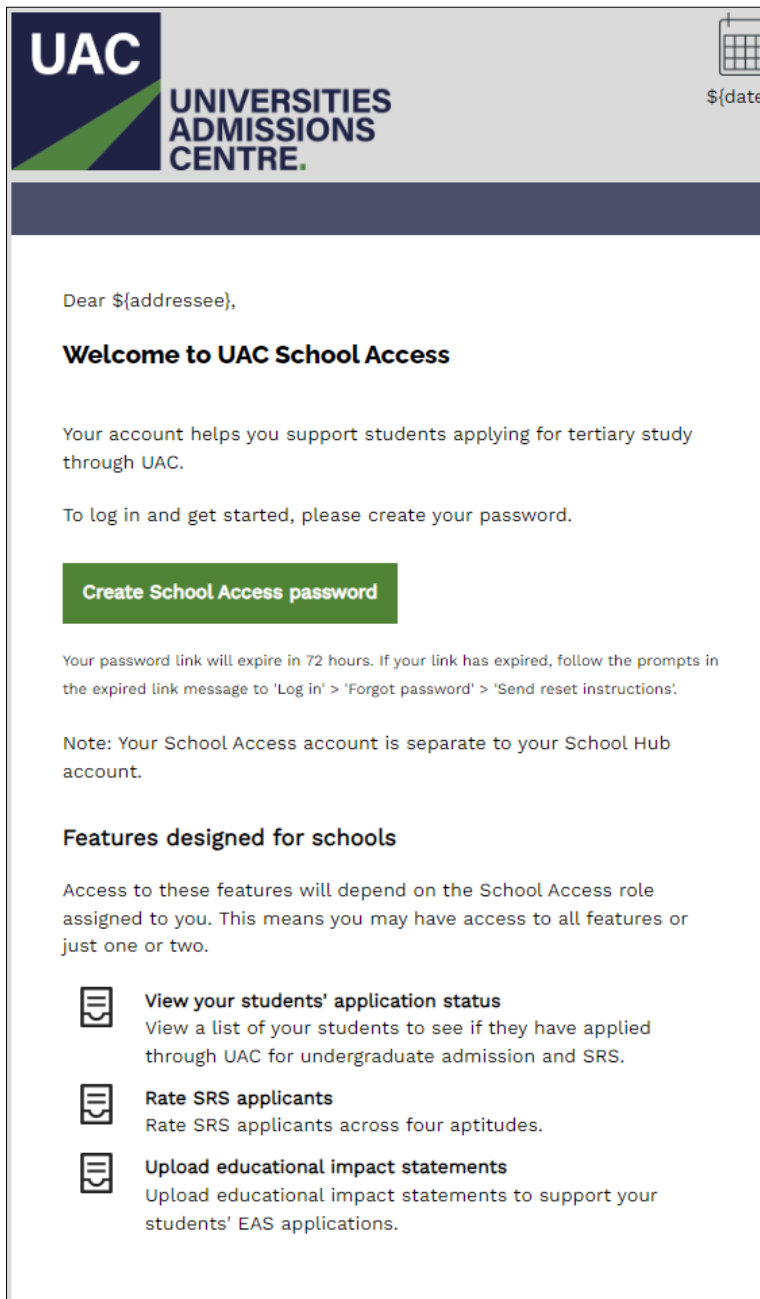
Step 2: Confirm by clicking **Delete account** button. You will be automatically logged out.

The screenshot shows a confirmation dialog box titled 'Delete account' with a close button (X). The text inside reads: 'Are you sure you want to delete your account? You'll be automatically logged out and no longer have access to your account.' At the bottom are two buttons: 'Cancel' and 'Delete account'. A yellow callout box with the text 'Click Delete account' has an arrow pointing to the 'Delete account' button.

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.

UAC
UNIVERSITIES
ADMISSIONS
CENTRE.

Calendar icon
\${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

ABN 19 070 055 935
ACN 070 055 935
Locked Bag 112, Silverwater NSW
2128

Connect with us

[f](#) [@](#) [v](#)

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.

The screenshot shows an email from the Universities Admissions Centre (UAC). The header includes the UAC logo and the text 'UNIVERSITIES ADMISSIONS CENTRE.' with a calendar icon and a placeholder for a date. Below the header is a dark blue bar with the text 'Application Number: \${applNum?c}'. The main body of the email is white and contains the following text:

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](#).

Universities Admissions Centre
(NSW & ACT) Pty Ltd


ABN 19 070 055 935
ACN 070 055 935
Locked Bag 112, Silverwater NSW
2128

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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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2128

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