Non-Gov coordinator registration

Reactivating a PRC Coordinator

Principals log in to the **DEC Extranet** (Portal) at http://extranet.det.nsw.edu.au/ using existing login details (which they currently use to provide teachers with access to SMART data).

When logged in, icons for applications AMU and SMU appear in the coloured banner towards the top of the screen. Select **SMU**.

SMU (Staff Management Utility) opens as a new window. You should be automatically logged in. If you do not receive a 'Welcome …………….' message, select the Logon link to the left of the screen and re-enter your existing login details (the ones you used to login to the Extranet).

Select **Staff Management** on the left, then below that, select **Non Gov - Search/Update**. A new search screen will appear with your school name in the **at location** field.

Enter the staff member's last and first name and select **Search**. The staff member's details should appear below the Search button. **Select** the staff member's name to allow you to modify their record.

If the staff member is new to your school and doesn't appear, select the link on the left **Non Gov – Add Staff***. Fill in the information required about the staff member, using expiry date* **28/02/15** *and select* **Authorize** *towards the bottom of the screen. You and the staff member will receive an email with their username and password within 2 hours. You can now move onto 'Providing PRC Coordinator access'*

A page showing the staff member's details will appear. In the field **Expiry Date**, enter **28/02/2015**. Also check that the **Email Address** listed is correct and change if necessary. Once all changes have been made, select **Modify** towards the bottom of the screen.

You will receive a green message at the top of the screen confirming the details have been successfully modified.

Principals now reset the staff member's password. This creates a new password for accessing PRC and SMART.

Resetting a PRC coordinator's password

In **SMU**, on the left of the screen, select **Staff Management** (on the left), then select the link **Reset Password**. Enter the staff member's last and first names and select Search. Select the relevant staff member by selecting their name.

On the page showing the staff member's details, towards the bottom of the screen, enter a new password for the staff member in the **New Password** field. Enter the password again in the **Confirm Password** field. You must now record the staff member's UserID- DEC and password. Select **Reset Password**. A box will open asking you to confirm; select Okay.
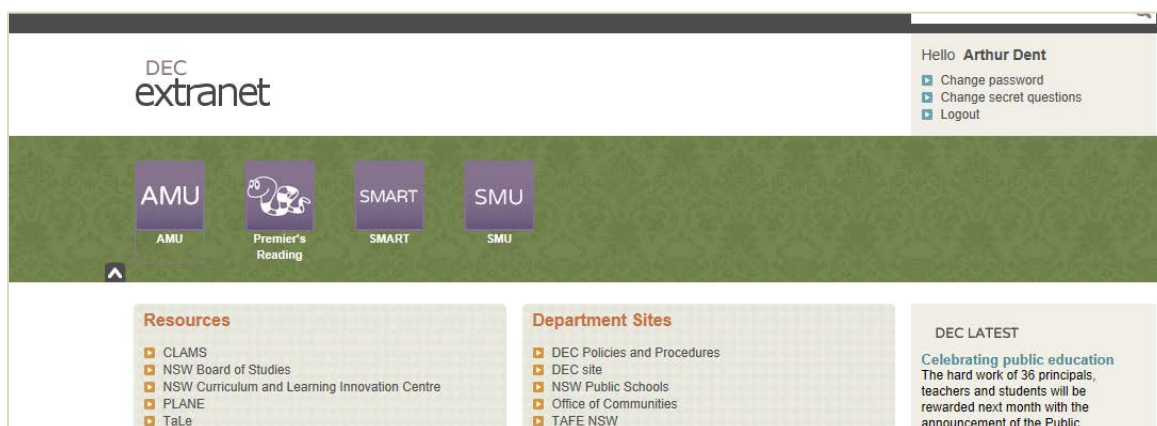

Let the staff member know the UserID- DEC (username) and the password. For security purposes, these details are not emailed to the staff member or yourself.

Providing PRC Coordinator access

Principals log in to the **Extranet** (Portal). When logged in, icons for applications AMU and SMU appear in the coloured banner towards the top of the screen. Select **AMU**.

AMU (Access Management Utility) opens as a new window. You should be automatically logged in. If you do not receive a 'Welcome ……………..' message, select the Logon link to the left of the screen and re-enter your existing login details (the ones you used to login to the Extranet).

Select your school name from the dropdown list of Non Gov Location(s). Select the button next to **PRC – Premier's Reading Challenge** and select the **Next** button.

If you do not have the PRC option, select the AMU option instead and press Next. In the column called PRC Authoriser, put a tick against your name.
Now logout of AMU and Extranet, log back in to the Extranet http://extranet.det.nsw.edu.au/, come back to AMU and you should now have the option shown on the left to select PRC and continue with the below steps.

A list of staff members at your school appears. In the **Non Gov PRC Coordinator** column, put a tick against the name of the PRC Coordinator/s for your school.

These staff members now have access to the PRC website and the Extranet. They can **manage their own password** by logging in to the Extranet using their DET User ID (username) and password and setting up their secret questions and answers.