

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).

The screenshot shows the 'Portal Login Page' for the NSW Department of Education & Training. The page has a green header with the department's name. Below the header, there's a blue banner with the text 'The NSW Department of Education and Communities portal'. The main content area is divided into three sections: 'For school students, TAFE students and all staff.' which explains the portal's purpose; 'New staff portal users' which directs staff to a specific URL; and 'New student portal users' which provides information for students. On the right side, there's a 'Log In' section with fields for 'DEC User ID' and 'Password', a 'Log In' button, and a link for 'Forgotten your DEC user ID password?'. Further right, there's a 'Portal Help' section with links for 'Login Help For TAFE Students', 'Login Help For DEC/TAFE Staff', and 'Forgot Password Help'.

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

The screenshot shows the 'DEC extranet' dashboard. At the top, there's a header with the 'DEC extranet' logo and a user greeting 'Hello Arthur Dent' with links for 'Change password', 'Change secret questions', and 'Logout'. Below the header is a green banner with four icons: 'AMU', 'Premier's Reading', 'SMART', and 'SMU'. The main content area is divided into three columns. The left column has 'Resources' and 'Twitter' sections. The middle column has a 'Department Sites' section. The right column has a 'DEC LATEST' section with two news items: 'Celebrating public education' and 'New app encourages healthy lifestyle'.

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).

The screenshot shows the 'Our Intranet' page for the NSW Department of Education & Training. The page has a green header with the text 'Our Intranet' and 'NSW Department of Education & Training'. Below the header is a navigation bar with links for 'Home', 'Policies & procedures', 'School administration', 'TAFE & community education', 'Employee essentials', 'Department resources', and 'Curriculum resources'. On the right side of the header, there's a search bar with the text 'Search DET Intranet' and a 'GO' button. The main content area is divided into two sections. The left section has a 'View Help' link and a 'Search Utilities' section with links for 'Staff Management' and 'Reports'. The right section has a 'Staff Management Utility' section with a 'Welcome ARTHUR.DENT' message and a description of the utility's purpose.

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.

Our Intranet
NSW Department of Education & Training

Search DET Intranet **GO**

Home Policies & procedures School administration TAFE & community education Employee essentials Department resources Curriculum resources

View Help

Search Utilities

Staff Management

- Reset Password
- Non Gov - Add Staff
- Non Gov - Search/Update

Reports

Home

Logoff

Non Gov Staff Search

Please enter a valid search criteria to search for the non gov staff members at a location and then click on any of the staff members below in the table to see the details.

Find Non Gov Staff Name - Last Starts with Name - First Starts with

at location: Bankstown Grammar School **Search**

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.

NSW Department of Education & Training

Home Policies & procedures School administration TAFE & community education Employee essentials Department resources Curriculum resources

View Help

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Non Gov Staff Search

Please enter a valid search criteria to search for the non gov staff members at a location and then click on any of the staff members below in the table to see the details.

Find Non Gov Staff Name - Last Starts with Name - First Starts with

at location: Bankstown Grammar School **Search**

One item found.

Last Name	First Name	DOIS User ID	DET User ID	Role	Status	Expiry Date
Longstocking	Pippi	180003037	Pippi.Longstocking	NONGOV.TEACHER	A	28/02/2015

Export options: CSV Excel XML PDF RTF

*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.

Home Policies & procedures School administration TAFE & community education Employee essentials Department resources Curriculum resources

View Help

Search Utilities

Staff Management

- Reset Password
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Modify Non Government Staff Member

Title: Ms

Preferred First Name: Pippi

Preferred Last Name: Longstocking

Gender: Female

Date of Birth: 4/04/1984 (e.g. dd/MM/yyyy)

Email Address: rory.johnson3@det.nsw.gov.au

Mobile Phone: 0412 333 333

Role: Teacher

Expiry Date: 28/02/2015 (e.g. dd/MM/yyyy)

Location: Bankstown Grammar School

Modify

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.

The screenshot shows the 'Password Reset' page in the SMU system. On the left is a navigation menu with 'Staff Management' expanded, showing 'Reset Password', 'Non Gov - Add Staff', and 'Non Gov - Search/Update'. The main area has a search form with fields for 'Find Staff' (Name - Last, Starts with: longstocking), 'And' (Name - First, Starts with: pip), and 'And' (UserID - DEC, Starts with:). Below the search fields is a 'Search' button and a note 'at location: Bankstown Grammar School'. A message states 'One item found.' followed by a table with one row of staff details.

Last Name	First Name	DET User ID	Network ID	Staff Email ID	Gender	Date of Birth
Longstocking	Pippi	Pippi.Longstocking	PLONGSTOCKIN		F	04/Apr/1984

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.

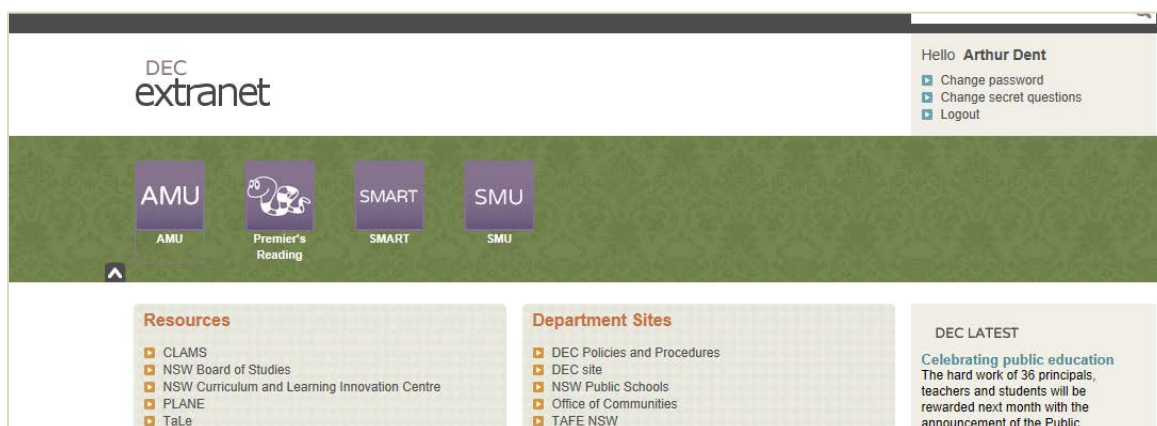
The screenshot shows the 'Password Reset' page for the staff member Pippi.Longstocking. It displays personal and professional details such as Name, Gender, UserID, and Network ID. Below this is a 'Password Synchronisation' section with tabs for 'Password Synchronisation Info', 'Password Info', 'Confidential Info', and 'DEC Other Staff'. The 'Password Synchronisation Info' tab is active, showing a table of domain synchronization status. At the bottom, there is a section 'Enter New Password' with input fields for 'New Password' and 'Confirm Password', and buttons for 'Reset Password' and 'Back'.

Domain	Time	Status
EXT	20/02/2014 13:40:04	SUCCESS
IDMWIN	20/02/2014 13:40:05	SUCCESS

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.

Please select a location (+ Org Unit for TAFE Colleges) or a Non Gov Location (If authorized).

Access Management Utility.

Welcome ARTHUR.DENT

Please select a Location (+ Org Unit for TAFE Colleges) and Application, then click the Next button to continue.

Location(s) -- SELECT a DET location --

OR

Non Gov Location(s) Bankstown Grammar School - 8776

Application(s)

☐ AMU - Access Management Utility

☒ PRC - Premier's Reading Challenge

☐ SMU - Staff Management Utility

Next

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.

Premier's Reading Challenge - Grammar School

* This is a real-time application, as you make changes on this screen user records & security profiles are being updated immediately.

* Some Staff members are listed twice at the same location because they hold two positions at that location, i.e.: A full time/Temporary position or a Casual Teacher

Filter : Teacher ☒ Non-Teacher ☒ Casual Teacher ☒ Casual Non-Teacher ☒ Others ☒ Show Position ☐

Staff List	Non Gov PRC Coordinator
Fox Mem	<input type="checkbox"/>
Gordon Gus	<input type="checkbox"/>
Gleeson Libby	<input type="checkbox"/>
Daddo Andrew	<input type="checkbox"/>
Longstocking Pippi	<input checked="" type="checkbox"/>

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.