

## Non-gov PRC coordinator access – Information for principals

### FULL INSTRUCTIONS

#### Section A: Extend/reactivate an existing PRC coordinator

*Note: Follow these instructions if the staff member was granted PRC coordinator access at your school last year.*

##### Step 1: Modify account expiry date

Principals log on to the **DEC Extranet** (Portal) at <http://extranet.det.nsw.edu.au/> (login details are those used to provide teachers with access to PRC and 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 'Portal Login Page' and 'The NSW Department of Education and Communities portal'. The main content area is divided into three columns. The left column contains links for 'For school students, TAFE students and all staff.', 'New staff portal users', and 'New student portal users'. The middle column has a 'Log In' section with fields for 'DEC User ID (e.g. jane.citizen)' and 'Password', a 'Log In' button, and a link for 'Forgotten your DEC user ID password?'. The right column has a 'Portal Help' section with links for 'Login Help For TAFE Students', 'Login Help For DEC/TAFE Staff', and 'Forgot Password Help'. The footer features the NSW Government logo and 'Education & Communities'.

When logged on, **select SMU** (purple icon).

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 purple icons labeled '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'.

*Note: In SMU (Staff Management Utility) you should be logged on. If you do not receive a welcome message with your name, select Logon in the left menu and re-enter your login details (the ones you used to log on to the Extranet).*

The screenshot shows the 'Our Intranet' header for the NSW Department of Education & Training. A search bar is in the top right. A navigation menu includes Home, Policies & procedures, School administration, TAFE & community education, Employee essentials, Department resources, and Curriculum resources. The left sidebar has links for View Help, Search Utilities, Staff Management, Reports, Home, and Logoff. The main content area is titled 'Staff Management Utility.' and displays a welcome message for ARTHUR.DENT. It explains that the utility allows authorized users to manage staff passwords, search for staff details (e.g., e-mail address, DEC UserID, Location, Contact Details, Reset DEC UserID), and view/download reports. A note at the bottom says, 'Please select a Menu Item from left hand side Menu to proceed further.'

Select **Staff Management** in the left menu, then **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 screenshot shows the 'Non Gov Staff Search' page. The left sidebar is the same as the previous screenshot. The main content area has a heading 'Non Gov Staff Search' and a message: '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.' There are two search criteria fields: 'Find Non Gov Staff' with dropdowns for 'Name - Last' and 'Starts with', and another set for 'Name - First' and 'Starts with'. The 'at location:' field is populated with 'Bankstown Grammar School'. A 'Search' button is at the bottom right of the search area.

The staff member's name should appear below the Search button. **Select** the staff member's name to allow you to extend their account expiry date. *Note: If the staff member's name does not appear, see Section B: 'Granting access to a new PRC coordinator'.*

The screenshot shows the search results for 'Non Gov Staff Search'. The search criteria are 'Name - Last' and 'Starts with' set to 'longstocking', and 'Name - First' and 'Starts with' set to 'pip'. The 'at location:' field is 'Bankstown Grammar School'. Below the search area, it says 'One item found.' and shows a table with one row of results:

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

Below the table, there are export options: CSV, Excel, XML, PDF, and RTF.

A page showing the staff member's details will appear. In the field **Expiry Date**, enter **28/02/2016**. Also check that the **Email Address** listed is correct and change if necessary. Once all changes have been made, select **Modify**.

**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@detnsw

Mobile Phone: 0412 333 333

Role: Teacher

Expiry Date: 28/02/2015

Location: Bankstown Grammar School

**Modify**

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

### **Note: Resetting a staff member's password**

Principals may need to reset an existing PRC coordinator's password (if coordinator does not recall the password or if it is not working). This creates a new password for accessing PRC and SMART.

**To reset password:** In **SMU**, in the left menu, select **Staff Management**, then **Reset Password**. Enter the staff member's last and first names and select **Search**. The staff member's name should appear below the **Search** button. **Select** the staff member's name to allow you to reset their password.

**Password Reset**

Please search for the staff members (at a location) and then click on any of the staff member below in the table to validate the identity and reset the password of the staff member.  
All DEC User ID/password changes will be recorded for Auditing purposes.

Find Staff: Name - Last (Longstocking), Name - First (Pippi), UserID - DEC ( ), Starts with ( ), at location: Bankstown Grammar School

**Search**

One item found.

| 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   |

Enter a new password for the staff member in the **New Password** field at the bottom of the screen. Enter the password again in the **Confirm Password** field. **You must now record the staff member's User ID- DEC and password.** Select **Reset Password**. A box will open asking you to confirm - select **Okay**.

**View Help**

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**Search Utilities**

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**Staff Management**

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

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**Reports**

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**Home**

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**Logoff**

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## Password Reset

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\* WARNING: CONFIDENTIAL INFORMATION. Please close this screen after use.

\* The password change request will be forwarded to the appropriate services and the password will be changed across all DEC Domains like staff domain etc.

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**Pippi.Longstocking**

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|                    |                           |
|--------------------|---------------------------|
| Name - First :     | <b>Pippi</b>              |
| Name - Last :      | <b>Longstocking</b>       |
| Gender :           | <b>F</b>                  |
| UserID - DEC :     | <b>Pippi.Longstocking</b> |
| UserID - Network : | <b>PLONGSTOCKIN</b>       |
| DEC Role(s) :      | <b>NONGOV.TEACHER</b>     |
| Business Mobile :  | <b>0412 333 333</b>       |

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Password Synch Info
Password Info
Confidential Info
DEC Other Staff

List of respective domain(s) and their password synch status

|          |                     |         |
|----------|---------------------|---------|
| EXT :    | 20/02/2014 13:40:04 | SUCCESS |
| IDMWIN : | 20/02/2014 13:40:05 | SUCCESS |


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**Enter New Password**

New Password 
Confirm Password


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

Principals log on to the **DEC Extranet** (Portal) at <http://extranet.det.nsw.edu.au/> (login details are those used to provide teachers with access to PRC and SMART data). When logged on, **select AMU** (purple icon).




Hello **Arthur Dent**


- [Change password](#)
- [Change secret questions](#)
- [Logout](#)




AMU



Premier's Reading



SMART



SMU

### Resources

- [CLAMS](#)
- [NSW Board of Studies](#)
- [NSW Curriculum and Learning Innovation Centre](#)
- [PLANE](#)
- [TaLe](#)

### Department Sites

- [DEC Policies and Procedures](#)
- [DEC site](#)
- [NSW Public Schools](#)
- [Office of Communities](#)
- [TAFE NSW](#)

### DEC LATEST

[Celebrating public education](#)  
The hard work of 36 principals, teachers and students will be rewarded next month with the announcement of the Public

*Note: In AMU (Access Management Utility) you should be logged on. If you do not receive a welcome message with your name, select Logon in the left menu and re-enter your login details (the ones you used to log on to the Extranet).*

View Help  
Home  
Logoff

### Access Management Utility.

Welcome ARTHUR.DENT

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

Step One: Select a Location

Location Types Non Government

Location(s) Bankstown Grammar School - 8776

Step Two: Select an Application

Application(s)

Select AMU to authorise users to give access to other users to applications:

☐ AMU - Access Management Utility

Select required application to give users access to use this application:

☒ PRC - Premier's Reading Challenge

☐ SMART - School Measurement, Assessment & Reporting Toolkit

☐ SMU - Staff Management Utility

Next

In the **Location Types** field, select **Non Government** in the dropdown menu. In the **Location(s)** field that appears below, select your school name. Select the button next to **PRC – Premier's Reading Challenge** and select Next.

*Note: If you do not have the PRC option, select the AMU option instead then select Next. In the column PRC Authoriser, put a tick against your name. Log out and back into the Extranet and AMU. You should now have the option to select PRC.*

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"/> |

A list of staff members at your school appears. In the **PRC Non Gov Coordinator** column, confirm there is a tick against the name of the PRC Coordinator. If not, put a tick against the coordinator's name.

This staff member now has access to the PRC website and the Extranet. They can **manage their own password** by logging in to the Extranet using their DEC User ID (username) and password, and setting up their secret question and answer prompts.

## Non-gov PRC coordinator access – information for principals

### FULL INSTRUCTIONS

#### Section B: Granting access to a new PRC coordinator

*Note: Follow these instructions if the staff member has not previously been granted PRC coordinator access at your school.*

##### Step 1: Create an account

Principals log on to the **DEC Extranet** (Portal) at <http://extranet.det.nsw.edu.au/> (login details are those used to provide teachers with access to PRC and 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 columns. The left column contains links for 'New staff portal users' and 'New student portal users'. The middle column has a 'Log In' section with fields for 'DEC User ID (e.g. jane.citizen)' and 'Password', a 'Log In' button, and a link for 'Forgotten your DEC user ID password?'. The right column has a 'Portal Help' section with links for 'Login Help For TAFE Students', 'Login Help For DEC/TAFE Staff', and 'Forgot Password Help'. The footer features the NSW Government logo and the text 'Education & Communities'.

When logged on, **select SMU** (purple icon).

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Select **Staff Management** in the left menu, then **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**.

This screenshot shows the 'Non Gov Staff Search' page. The left sidebar menu now highlights 'Non Gov - Search/Update' under the 'Staff Management' section. The main content area has a heading 'Non Gov Staff Search' and a prompt: '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.' There are two search input sections: one for 'Find Non Gov Staff' with dropdowns for 'Name - Last' and 'Starts with', and another for 'Name - First' and 'Starts with'. Below these, the 'at location:' field is populated with 'Bankstown Grammar School'. A 'Search' button is located at the bottom right of the search area.

*Note: If the staff member's details appear below the Search button, she/he already has an account. See 'Section A: Extend an existing PRC coordinator.'*

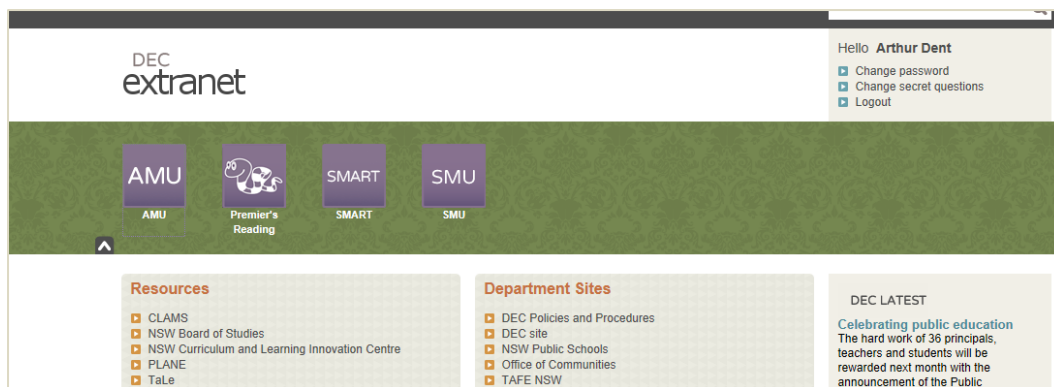
If the staff member's details do not appear, select **Non Gov – Add Staff** in the left menu. Fill in the information required about the staff member, using expiry date **28/02/16** and select **Authorize**.

The staff member will receive an email with a link to record a password and set up secret question and answer prompts so they can reset and retrieve their password independently at any time.

## Step 2: Grant PRC coordinator access

Principals log on to the **DEC Extranet** (Portal) at <http://extranet.det.nsw.edu.au/> (login details are those used to provide teachers with access to PRC and SMART data). When logged on, select **AMU** (purple icon).





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This staff member now has access to the PRC website and the Extranet. They should be able to **manage their own password** by using their secret question and answer prompts in the Extranet.