



WELCOME TO SIRS – VIDEO 1

Welcome to this Introduction to SIRS, the Student Information Records System held at the School Curriculum and Standards Authority. This is the system that retains all the information for students from Kindergarten to Year 12 and all the data is uploaded by schools to this system.

This video will show you how to login and how to find your way around.

There is a SIRS logon shortcut in the SIRS area of the SCSA website – or you can type in the following URL <https://sirs.scsa.wa.edu.au> ... this will then bring up the launch screen.

Once on the launch screen, click on launch and you will be requested for your user logon ID and a password. The logon id is p followed by your school code, and your password will have been advised to you, initially probably password 1 but on initial logon you will be requested to change the password.

If you use a password that you have used in the previous three changes, you will receive a message to say password must not be one of the last three passwords used.

If the passwords do not match you will also receive an error message.

The Welcome to SIRS screen will show you details from the WACE activities schedule which gives due date for data uploads. Many of the data uploads refer to secondary school uploads, however this will be expanded to include primary school dates as soon as possible.

Across the top of the screen you will see a horizontal menu bar. This will show providers, enrolments, uploads, reports, administration, security and online training. This is different online training to the training you are currently watching.

Many schools will require more than one user for SIRS. If you have the logon that has the p and the school code with no alpha character following, you have the ability to add users to SIRS.

Under Security, click on Users, click on Search results, or the Search button. This will bring up all the possible login ids that can be used to access SIRS. If you wish to give another member of staff access to SIRS, click on the document on the left hand side – enter their family name, given name... advise them that their logon id will be p with the school code and an alpha character – in this case 'a'. Type in a new password for them, make the status active and tick the box for Password Change Required. If you do not put in the email address, they will be asked to enter this at their first logon when they are required to change their password.

Email address is very important, because whenever a file is uploaded to SIRS, the person who has logged on and uploaded this file will receive an email to advise if the upload was verified or processed successfully.

To change any of your own details – including password if required. Under Security on the top horizontal bar, My details, you can enter in any information about yourself. You can also enter a cc email address, which is particularly useful if you job share or if another member of staff needs to be advised when data has been uploaded.

You can click on the change password button, and this is the same screen we initially saw when we logged on to change our password.

If you require any help with logon or passwords, please contact the SIRS Help desk on sirshelp@scsa.wa.edu.au or the data services team at dataservices@scsa.wa.edu.au.