Data Procedures Manual 2023

Section 2:

Getting started and administration
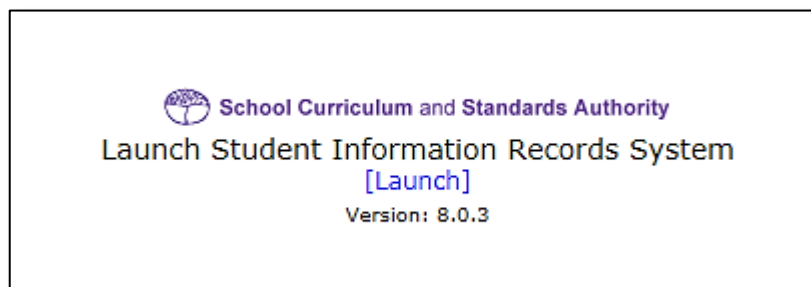
Contents

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2023 should be treated as examples only. Representations that display new information have been updated.
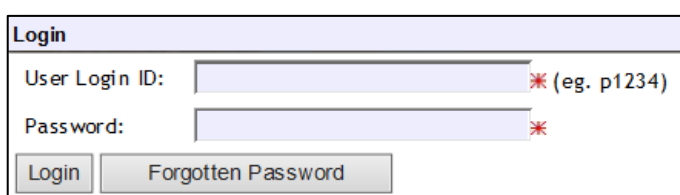
2.1 Logging on

1. Log in to SIRS at https://sirs.scsa.wa.edu.au. The following page will appear:

School Curriculum and Standards Authority
Launch Student Information Records System
[Launch]
Version: 8.0.3

Tip: add this page to your favourites for quick access in the future.

2. Click on **[Launch]**. The **Login** page will appear (see screenshot below).

Login
User Login ID: ✳ (eg. p1234)
Password: ✳
Login   Forgotten Password

3. Enter your **User Login ID**. This consists of the letter **p** followed by your school code. If you are a SIRS administrator, your username will be **p****** with **no alpha character** (letter) after the school code (a SIRS administrator has the authority to create user accounts, but not another SIRS administrator account. See Managing other user accounts in this section). If you are not a SIRS administrator, your **User Login ID** will end with an alpha character.

4. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter, one lowercase letter, one number and one non-alpha character, e.g. !, $, %.

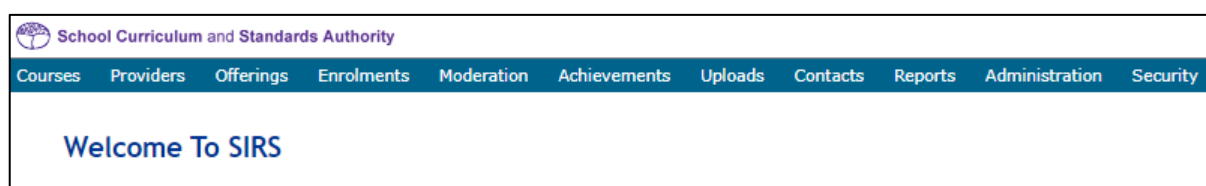5. Click on the **Login** button or press **Enter** on your keyboard.

Note: if you leave the **User Login ID** or **Password** fields blank, you will be unable to enter SIRS.

6. When you have successfully logged into SIRS, the home page will appear with the blue horizontal navigation bar at the top.

2.2 A tour of SIRS

The home page of SIRS has a number of elements:

- blue horizontal navigation bar at the top of the page (see screenshot below)
- important dates
- upload status.

School Curriculum and Standards Authority

Courses   Providers   Offerings   Enrolments   Moderation   Achievements   Uploads   Contacts   Reports   Administration   Security

Welcome To SIRS

2.2.1 Home page of SIRS

2.2.1.1 Blue horizontal navigation bar

The blue horizontal navigation bar has a number of menu items, including:

- **Providers**, **Enrolments**, **Moderation**, **Achievements**: these are pages for different types of data reporting activities required by the Authority
- **Uploads**: allows data to be uploaded from your computer into SIRS
- **Reports**: allows schools to generate a wide range of reports based on data uploaded into SIRS
- **Administration**: allows the user to search for suburb and postcode information
- **Security**: allows management of user accounts (e.g. passwords, email addresses, roles)

2.3 Managing your account

2.3.1 Changing your password

1. In the blue horizontal navigation bar, hover over the **Security** tab (see screenshot below).
2. Click on **My Details**.

3. Click on the **Change Password** button. The **Change Password** fields will appear (see screenshot below).

4. Enter your **Existing Password**.
5. Enter your **New Password**.
6. Confirm your **New Password**.
7. Click on the **Change Password** button.

2.3.2   Changing the primary email address

To ensure you receive emails generated by SIRS, your email address must be correct.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Update the email address, if required.
4. Click on the **Save My Details** button at the bottom of the screen.

2.3.3   Changing the secondary email address

If you job share or need a backup while you are on leave, you will need a second person to receive emails and alerts from SIRS.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Add the new email address in the **CC Email** field.
4. Click on the **Save My Details** button at the bottom of the screen.

2.4   Managing other user accounts

To administer other user accounts, you must have the **Manage provider member login IDs role** enabled in your user account.

2.4.1   Accessing other user accounts

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**. The **User Search** fields will appear (see screenshot below).

3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.

5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

2.4.2   Managing roles of other user accounts

When using SIRS, there may be times when users will require additional/elevated access within the system. For example, only an administrator has initial access to the **Detailed written examination feedback (Maximising feedback)** reports; however, they can delegate this role to other staff.

Only an **Administrator** can change the roles of a user account. To carry out the following instructions, you must have the **Manage provider member login IDs role** enabled in your user account.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

6. Click on the user account you want to add/change.
7. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see screenshot below). Click on the **Roles** tab.

You will see the roles assigned to each user and a description of the role (see screenshot below).

You are now ready to add, remove or query roles (see instructions below).

2.4.2.1   Add a user role

1. Click on the **Assign To Role** button at the bottom of the page (see screenshot below).

2. Click on the **document** icon to the left of the role you wish to assign. In the next screen, this role will be displayed in a list of roles with their descriptions (see screenshot below).

3. Click on the **Close** button. The new role is now added to the nominated user account.
4. Repeat the steps above to add more than one role for a user.

2.4.2.2 Query a role

Click on the **document** icon to open a detailed description of a role.

2.4.2.3 Delete a role

Click on the **delete** icon to remove a user role.

2.4.3 Create a new user account

The following instructions are to be used to create a new user account for any role other than an **Administrator**.

Note: it is best for any person who is new to the administrator role to overwrite the existing **Administrator** account details by entering their name and email address.

To create a new user account for roles other than **Administrator**:

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID.

6. Click on the **document** icon next to one of the inactive accounts you wish to allocate to the new user. The **User Details** screen will appear, prompting you to fill in the **User Details** fields (see screenshot below).

7. You must fill in the fields that are tagged with red asterisks (*).
    It is recommended that you enter an email address to ensure the staff member receives verification and processing upload messages. You may also wish to enter other details.
8. The **User Type** should always remain as **Provider** (unless specified otherwise).
9. Type in a new **Password**.
10. In the status window, ensure the account is changed from **Inactive** to **Active** (this can be changed back to **Inactive** once a staff member leaves or no longer requires access).
11. Tick the **Password Change Required** check box to ensure the account holder changes the password the first time they log in.
12. Once all fields are populated, click on the **Save** button.

The new user account has now been created and is active.

For any problems logging in, contact sirshelp@scsa.wa.edu.au.

2.5   Updating provider information

Details about your school or registered training organisation (RTO) are located under the **Providers** tab, in the blue horizontal navigation bar (see screenshot to the right) under **Provider Details**. This information needs to be updated by schools in SIRS. The school user with the p**** login to SIRS (no alpha character) has access to update some of this information.
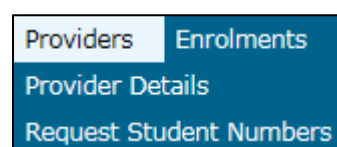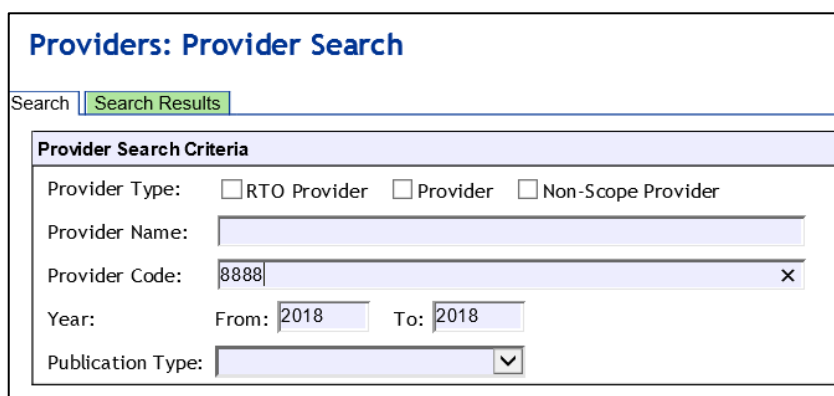
The range of information to be updated includes:

*   estimated number of teachers
*   estimated number of students for Years K–12. This information is required to be added/updated at the commencement of each year
*   if VET is offered at the school
*   member (staff) details and role held.

Note: schools cannot access and update the top section of the page, including **Provider Name**. There is no requirement for schools to provide an ABN.

To access your organisation's details in the **Provider Details**:

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Provider Details**. The **Provider Search** fields will appear.

3. Your **Provider Code** will appear automatically based on your login information.
4. Click on the **Search** button.
5. The provider details will appear.

Refer to the screenshot below for the full range of information available in the **Provider Details** tab. Use the scroll button on the right-hand side to view the whole page.

6. The following fields are to be entered by the school.

   - Number of teachers at your school this year.
   - Anticipated number of students in each academic year group at your school this year.
   - Tick the **Offering VET** check box if you are offering VET to a specific academic year group.
   - The student management database you are using when uploading data to SIRS.

7. Click on the **Save** button.

2.5.1   Updating staff information

Schools are required to update information in SIRS regarding which staff hold the following positions at the school this year:

Secondary schools (K–12)

- Principal
- Deputy principal
- Endorsed programs contact
- Enrolments contact
- Externally set tasks contact
- COAT contact
- NAPLAN Year 3–5 contact
- NAPLAN Year 3–9 contact
- NAPLAN Year 7–9 contact
- M&S (Moderation and Standards) contact
- OLNA IT support contact
- OLNA Y9–10 contact
- OLNA Y10–12 contact
- Student registration contact
- VET contact
- ATAR examination contact
- Brightpath administrator

Primary schools (K–6)

- Principal
- Deputy principal
- NAPLAN Year 3–5 contact
- Student registration contact
- Brightpath administrator

To update staff details at your school:

1.   Click on the **Provider Members** tab (see screenshot below).

The **Provider Members** details will appear (see screenshot below).

If the position has already been assigned to a staff member at your school, you can change the position attached to a name as follows:

2. Click on the **Edit Provider Member** icon (see screenshot below).
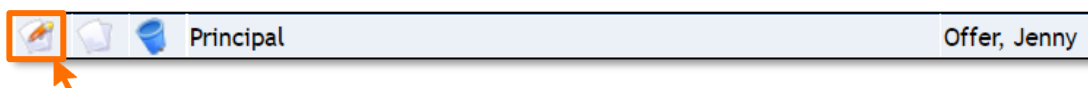
The **Provider Member Details** will appear (see screenshot below).

3. Choose the new position from the **Role** drop-down list.
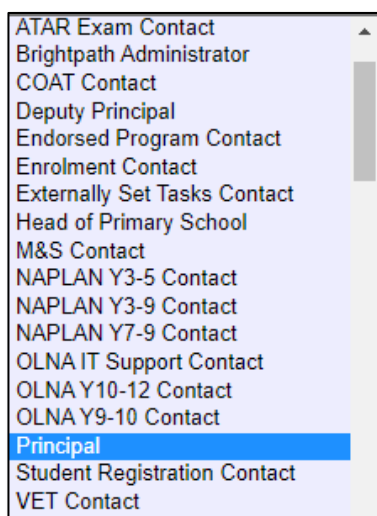
4. Click on the **Save** button.

If your school has a new principal:

1. To remove your previous principal's information, click on the **delete** icon next to **Principal** (see screenshot below).

2. Click on the **OK** button.
3. To add your new principal, click on the **Add Provider Member** button (see screenshot below).

4. The **Contact Search** fields will appear. Enter the principal's family name in the **Contact Family Name** field (see screenshot below).

5. Select the correct person by clicking on the **document** icon next to their name (see screenshot below).

   Note: if more than one person matches the full name, check the Teacher Registration Board of Western Australia (TRBWA) number is correct for the teacher at your school.

6. Select **Principal** from the **Role** drop-down list (see screenshot below).

7. Click on the **Save** button.

2.5.2   Checking provider contact information

1. To update or check if the preferred contact email address is correct, click on the **Display Provider Member Contact Details** tab and then click on the **document** icon next to the preferred contact's name (see screenshot below).

2. The **Contact Details** fields will appear. Ensure **Work** is selected as the **Preferred Location** and the **Preferred Method** of contact is **Email** from the drop-down lists.

3. Check the email address in the work **Email** field is correct (see screenshot below).

Once all relevant positions have been updated, this will ensure the correct person receives emails and other correspondence from the Authority.

If you cannot find a teacher/contact person when you look up their details, contact dataservices@scsa.wa.edu.au to have the person added to SIRS. This will be the case with new teachers who have never been registered in SIRS.

2.5.2.1 Searching for a postcode or a suburb

1. Hover over the **Administration** tab in the blue horizontal navigation bar (see screenshot below).

2. Click on **Suburb Postcode Search and Maintenance**. The fields for the **Search Results** tab will appear (see screenshot below).

3.   Enter the **Suburb** name or **Postcode**, depending on your search requirements.
4.   Results for **Postcode** and **Suburb** will appear. Click on the appropriate entry.

2.5.2.2   Maintaining your school's contact details

To update a provider postcode, email the updated information to dataservices@scsa.wa.edu.au.

2.6   Further help

For issues relating to the information contained in the *Data Procedures Manual 2023*, contact the Data Services team at dataservices@scsa.wa.edu.au.