



**School Curriculum
and Standards
Authority**

Data Procedures Manual 2017

Section 2:

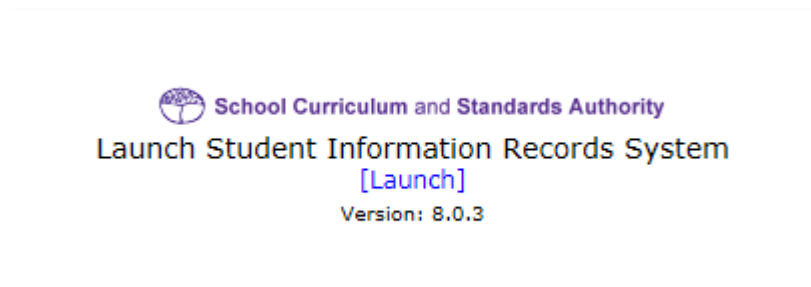
Getting started and administration

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- [A tour of SIRS](#)
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updating provider information](#)

2.1 Logging on

1. Click on the following URL to launch the Student Information Records System (SIRS): <https://sirs.scsa.wa.edu.au>. The following screen will appear:



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

Tip

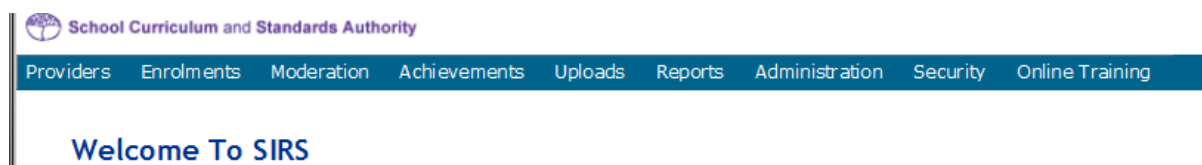
Add this page to your favourites for quick access in the future.

3. Add your **Username**. This consists of the letter **p** followed by your school code. If you are an administrator, your username will be **p****** and **no alpha character** (letter) after the school code (an administrator has the authority to create user accounts but not another administrator account, see [Managing other user accounts](#) in this section). If you are not an administrator, your username will end with an alpha character.
4. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter and one number.
5. Click on **Login** or press **Enter** on your keyboard.
Note: you cannot leave the **Username** or **Password** fields blank to enter SIRS.
6. The **Welcome to SIRS** screen will appear with the main horizontal menu bar at the top.

2.2 A tour of SIRS

The **Welcome to SIRS** page has a number of elements:

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



2.2.1 Home page

2.2.1.1 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 the data uploaded into SIRS
- **Administration:** allows the editing of a wide range of information about your school
- **Security:** allows management of user accounts (e.g. passwords, email addresses, roles)
- **Online Training:** offers comprehensive but easy-to-follow training modules that run for about five minutes. Topics include: Getting Started, Uploads, Reports and Troubleshooting, Important dates.

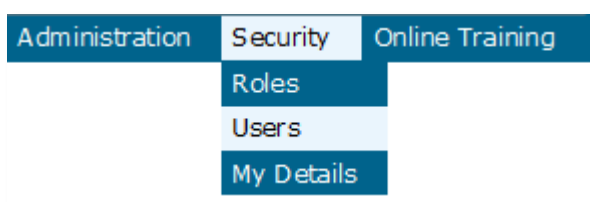
2.2.1.2 DEADLINES

In order for the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Please refer either to the home page of SIRS or to the [Activities Schedule](#) on the Authority website for timelines.

The deadlines **must** be adhered to otherwise your students may be at risk of having not having correct enrolment and achievement data recorded in the Authority's SIRS.

2.3 Managing your account

2.3.1 Changing your password



1. In the horizontal blue navigational bar, hover over the **Security** menu item (see screen shot above).
2. Click on **My Details**.
3. Click on **Change Password**.

 A screenshot of a 'Change Password' form. It has a title bar 'Change Password' and three input fields: 'Existing Password:', 'New Password:', and 'Confirm New Password:'. Each field has a red asterisk icon to its right. At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

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

2.3.2 Changing the primary email address

To ensure you receive emails generated by SIRS, it is necessary your email address is correct.

1. In the horizontal blue navigational bar, hover over the **Security** menu item (see screen shot below).
2. Click on **My Details**.
3. Place your cursor in the email field and update the address if required.
4. Click on **Save My Details** (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 from SIRS and need to add a secondary address for receiving email alerts.

1. In the horizontal blue bar, hover over the **Security** menu item.
2. Click on **My Details**.
3. Add new address in the **CC Email** field.
4. Click on **Save My Details** (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. Hover over the **Security** tab.
2. Select **Users**. The **User Search** will appear (see screen shot below).



The screenshot displays the 'Security: User Search' interface. At the top, there are two tabs: 'Search' and 'Search Results', with 'Search Results' being the active tab. Below the tabs is a form titled 'User Search Criteria'. The form contains several input fields and dropdown menus:

- User Logon ID:** A text input field containing 'Your login ID' and a close button (X).
- Family Name:** An empty text input field.
- Given Name:** An empty text input field.
- User Type:** A dropdown menu with 'Provider' selected.
- Role Name:** An empty text input field with a search button (three dots) and a close button (X).
- Provider Name:** An empty text input field with a search button (three dots) and a close button (X).
- Status:** A dropdown menu.

3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID (see screen shot below). Some accounts in the **Status** column may display as **inactive** along with **active**.

Security: User Search

Search Search Results

User Search Results

Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Gatbroth	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

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. Hover over the **Security** tab.
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID (see screen shot below). Some accounts in the **Status** column may display as **inactive** along with **active** accounts.

Security: User Search

Search Search Results

User Search Results

Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
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		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

6. Click on the user account you want to add roles to. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see screen shot below).

Security: User Details

User Details Roles

Existing Contact

Existing Contact: ... X

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- Click on the **Roles** tab. You will see the roles assigned to users and a description of the role (see screen shot below).

Security: User Details

User Details | Roles

User Details

Name:	Smith, Joe
User Type:	Provider
User Logon ID:	p1234

Roles The User Is Assigned To


	Role Name	Description
	Audit Document For Provider	Provider which can upload Audit document.
	Download NAPLAN Result Users	Allow the provider users to download NAPLAN results
	EST document download	EST document download
	Manage Provider Members Logon IDs	Manage Provider Members Logon IDs
	New SIRS General for provider	General role for provider

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

2.4.2.1 ADD A USER ROLE

- Click on the **Assign to Role** button at the bottom of the field (see screen shot below).

Close Add User Assign To Role

- 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 and their descriptions (see screen shot below).

Role Search


Search | Search Results

	Role Name	Description	Applicable to User Type
	Audit Document For Provider	Provider which can upload Audit document.	Provider
	Clerical	Role assigned to users who can maintain Provider Details, Student Details, set up School Offerings and Enrolments.	Provider
	Download NAPLAN Result Users	Allow the provider users to download NAPLAN results	Provider
	EST document download	EST document download	Provider
	Maintain Student Details	This role has been created to allow certain providers to maintain their student details, enrolments, and results using the SIRS system	Provider
	Manage Provider Members Logon IDs	Manage Provider Members Logon IDs	Provider
	Maximising Feedback - Provider	Allows the provider to access the Maximising Feedback function.	Provider
	New SIRS General for provider	General role for provider	Provider
	Proposed Grade View - Provider	This role allows a provider to view proposed grades	Provider
	Provider Literacy and Numeracy Test Administrator	User has unrestricted access to Literacy and Numeracy Test of the school	Provider

10 Records Found

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

2.4.2.2 QUERY A ROLE

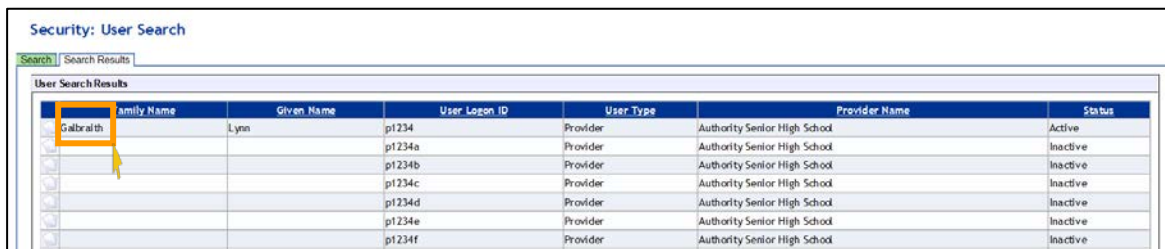
To open a detailed description of a role, click on the **document icon** .

2.4.3 Create a new user account


The following instructions are 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 simply overwrite the existing **Administrator** account details by placing in their name and email address.

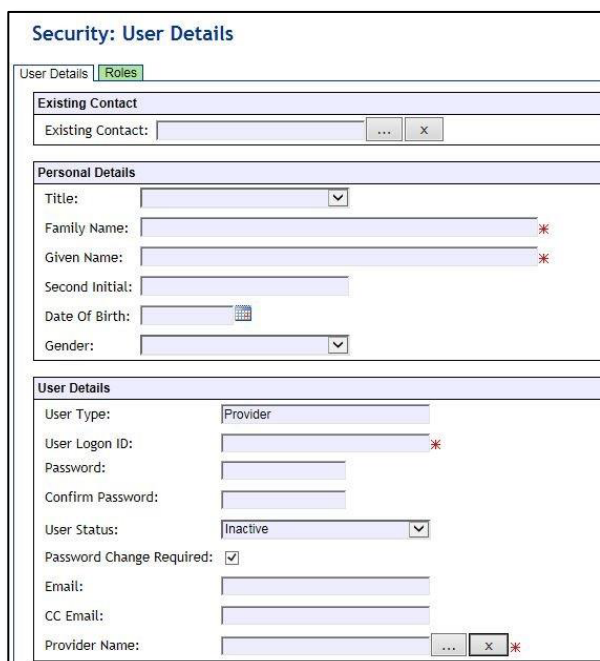
Accounts with roles other than Administrator roles can be created.

1. Hover over the **Security** tab (in the top blue navigation bar).
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID.



Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Galbrath	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

6. Click on the **document icon**  next to one of the inactive accounts you wish to be allocated to the new user. **Security: User Details** will appear, prompting you to fill in the **User Details** (see screen shot below).



Security: User Details

User Details | Roles

Existing Contact

Existing Contact: ... X

Personal Details

Title:

Family Name: *

Given Name: *

Second Initial:

Date Of Birth:

Gender:

User Details

User Type:

User Logon ID: *

Password:

Confirm Password:

User Status:

Password Change Required:

Email:

CC Email:

Provider Name: ... X *

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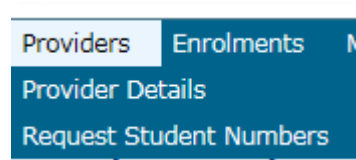
7. You must fill in the fields that are tagged with red asterisks (*).
8. You are strongly recommended to enter an email address, to ensure the staff member receives verification and processing upload messages.
9. You may also wish to enter the other details.
10. The **User type** shall always remain as **Provider** (unless specified otherwise).
11. Type in a new password.
12. 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).
13. Tick **Password Change Required** button to ensure the account holder changes the password on initial login.
14. Once all fields are populated, click the **Save** button.

The new user account will now be created and is active. The person using the account will be prompted to change their password on their first login.

For any problems with login and passwords, please contact sirshelp@scsa.wa.edu.au.

2.5 Updating provider information

Details about your school or registered training organisation are located under the **Providers** tab, in the top blue navigation bar (see screen shot to the right). This information is updated in SIRS by the Authority. It is essential that providers email updated information to the Authority at the earliest possible opportunity.



The range of information includes:

- **Levels of education provided**
- **Estimated number of students for each academic year.** This information is requested by the Authority early in the year and added to the system each year.
- **Location and district** of school
- **Lowest year level**
- **Highest year level.**

Refer to the screen shot below for the full range of information available in the **Provider details** tab.

Providers: Provider Details

Provider Details | **Publication Requirements** | Scope Of Deliverables | Provider Contact Details | Provider Members

General Provider Details

Provider Name: Authority Senior High School x
 Newspaper Name: Authority Senior High School
 Year: 2016
 Provider Code: 1234

Tax Details

Australian Business Number:
 GST Registered:
 RCTI Received:

Course Provider Details

Provider Level: Primary
 Provider System/Sector: Independent
 Religion Code: No Religion
 Location Of School: Metro
 Provider District: North Metro Education Regional
 Assessment Centre Indicator:
 Lowest Year Level: Kindergarten
 Highest Year Level: Year 12
 Consensus Moderation Group:
 Alpha Sequence:
 DET Classification: NON-GOVT SCHOOLS

To access your organisation’s details in the **Provider details**:

1. Hover over the **Providers** tab.
2. Click on **Provider details**. The screen below will appear.

Providers: Provider Search

Search | **Search Results**

Provider Search Criteria

Provider Type: RTO Provider Provider Non-Scope Provider
 Provider Name:
 Provider Code:
 Year: From: 2013 To: 2013
 Publication Type:

3. Fill in the **Provider name** field.
4. Fill in the **Provider code** field. The **Provider details** page will appear.

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2.5.1.2 SEARCHING FOR A POSTCODE OR A SUBURB

15. Hover over the **Administration** tab in the top blue navigation bar (see screen shot below).

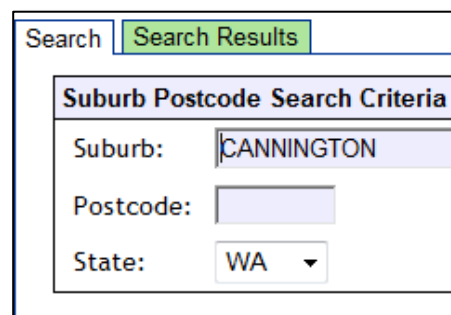


16. Click on **Suburb Postcode Search and Maintenance**.

The form fields for **Search Results** will appear (see screen shot to the right).

17. Fill in the **Suburb** name or the **Postcode**, depending on your search requirements.

18. Results for **Postcode** and **Suburb** will appear. Click on the appropriate entry.



Suburb Postcode Search Criteria	
Suburb:	<input type="text" value="CANNINGTON"/>
Postcode:	<input type="text"/>
State:	<input type="text" value="WA"/>

2.5.1.3 MAINTAINING YOUR SCHOOL'S CONTACT DETAILS

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

2.6 Further help

For issues relating to the information contained in the *Data Procedures Manual 2017*, please email the Data Services team at dataservices@scsa.wa.edu.au.

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