



**School Curriculum
and Standards
Authority**

Data Procedures Manual 2026

Section 2:

Getting started and administration

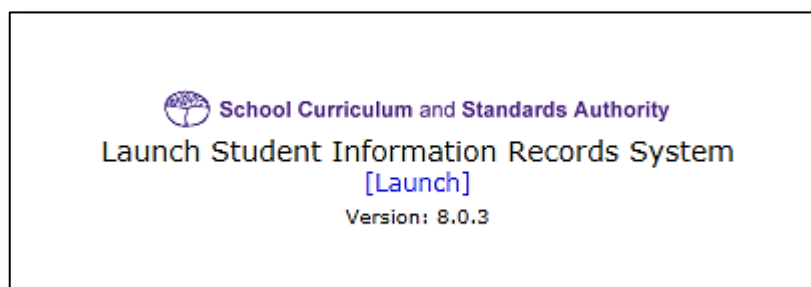
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Note: screenshots are for illustration purposes only and may show a date prior to 2026.

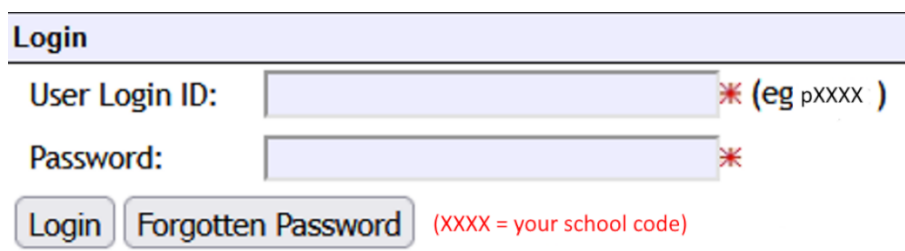
2.1 Logging on

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



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).



Enter your **User Login ID**. This consists of the letter **p** followed by your school code. If you are an administrator, your username will be **pXXXX** with **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 **User Login ID** will end with an alpha character, e.g. pXXXXa.

3. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter, one lower case letter, one number and one non-alphanumeric character, e.g. !, \$, %.
4. Click on the **Login** button.

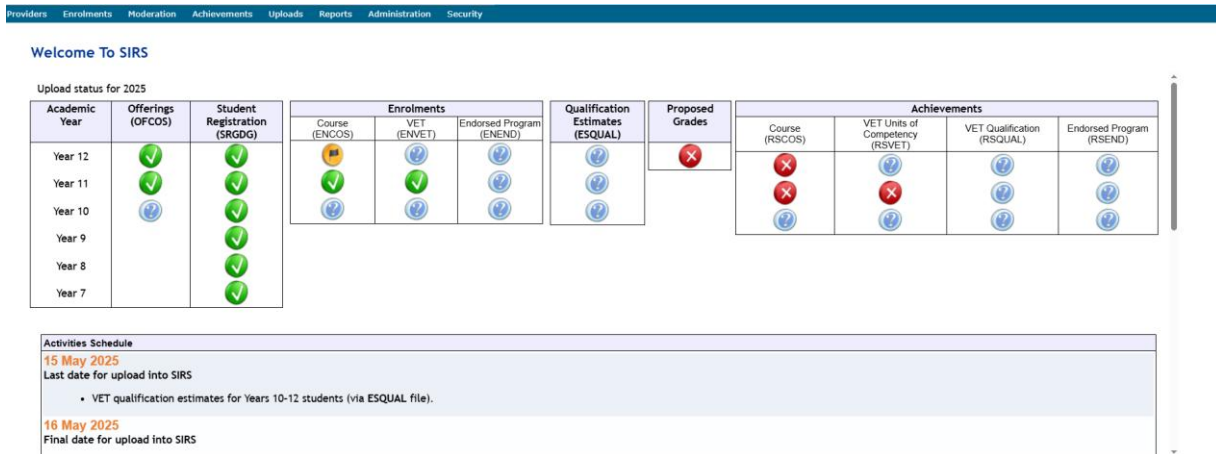
Note: if you leave the **User Login ID** or **Password** fields blank, you will be unable to enter SIRS.

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 the SIRS website has a number of elements:

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



2.2.1 Home page of the SIRS website

2.2.1.1 Blue horizontal navigation bar

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

- **Providers, Enrolments, Moderation, Achievements** – contain information about the different types of data reporting activities required by the Authority
- **Uploads** – allows data to be uploaded from a local 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).

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

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. To change the primary email address in SIRS:

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Update the email address.
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, a second person will need to receive emails and alerts from SIRS. To change the secondary email address in 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 Members Logon 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).

Security: User Search

Search | Search Results

User Search Criteria

User Logon ID: x

Family Name :

Given Name :

User Type :

3. Enter your **User Logon ID**, e.g. p1000.
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.

Security: User Search

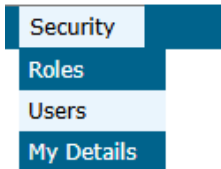
Family Name	Given Name	User Logon ID	User Type	Provider Name	Sector	Status
Rho	Robert	P1000a	Provider	SCSA SIRS Training School		Active
		P1000b	Provider	SCSA SIRS Training School		Inactive
		P1000c	Provider	SCSA SIRS Training School		Inactive
		P1000d	Provider	SCSA SIRS Training School		Inactive

2.4.2 Managing roles of other user accounts

There may be times users require additional/elevated access within SIRS. For example, only an administrator has 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 other users' accounts. To carry out the following instructions, you must have the **Manage Provider Members Logon IDs** role enabled in your user account.

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



3. Enter your **User Logon ID**, e.g. p1000.
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

Security: User Search

Family Name	Given Name	User Logon ID	User Type	Provider Name	Sector	Status
Rho	Robert	P1000a	Provider	SCSA SIRS Training School		Active
		P1000b	Provider	SCSA SIRS Training School		Inactive
		P1000c	Provider	SCSA SIRS Training School		Inactive
		P1000d	Provider	SCSA SIRS Training School		Inactive

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

Security: User Details

User Details **Roles**

Existing Contact

Existing Contact:

You will see the roles assigned to each user and a description of the role. You are now ready to add, remove or query roles (refer to section 2.4.2.1 below).

Security: User Details

User Details | Roles

User Details

Name:

User Type:

User Logon ID:

Roles The User Is Assigned To


Role Name	Description
Clerical	Role assigned to users who can maintain Provider Details, Student Details, set up School Of
Manage Provider Members Logon IDs	Manage Provider Members Logon IDs
New SIRS General for provider	General role for provider











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2.4.2.1 Assign 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. On the next screen, this role will be displayed in a list of roles with their descriptions (see screenshot 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 the **Close** button. The new role is now assigned to the nominated user account.
4. Repeat the steps above to assign more than one role to a user.

2.4.2.2 Query a user role

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

2.4.2.3 Delete a user 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 administrator.





Note: when adding a new user to the administrator role, it is best to overwrite the existing administrator account details with the new user's 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. p1000.
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  to the left of the inactive account you wish to assign to the new user.

Security: User Search

User Search Results									
	Family Name	Given Name	User Logon ID	User Type	Provider Name	Sector	Status		
	Rho	Robert	P1000a	Provider	SCSA SIRS Training School		Active		
			P1000b	Provider	SCSA SIRS Training School		Inactive		
			P1000c	Provider	SCSA SIRS Training School		Inactive		
			P1000d	Provider	SCSA SIRS Training School		Inactive		

7. The **User Details** screen will appear, prompting you to fill in the **User Details** fields (see screenshot below). You must fill in the fields that are tagged with a red asterisk (*). It is recommended that you enter an email address to ensure the staff member receives verification and file processing upload messages. You may also wish to enter other details.

Security: User Details

User Details | **Roles**

Existing Contact

Existing Contact:

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:

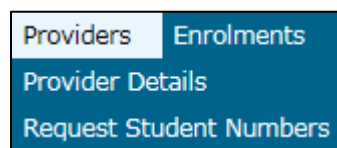
Provider Name:

8. The **User Type** should always be **Provider** unless specified otherwise.
9. Type in a new **Password**.
10. In the **User Status** field, change the account from **Inactive** to **Active**. This can be changed back to **Inactive** once the staff member leaves or no longer requires access.
11. Tick the **Password Change Required** check box to ensure the user 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 administrator (school user with the pXXXX login to SIRS with 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
- whether vocational education and training (VET) is offered at the school
- member (staff) details and role held.

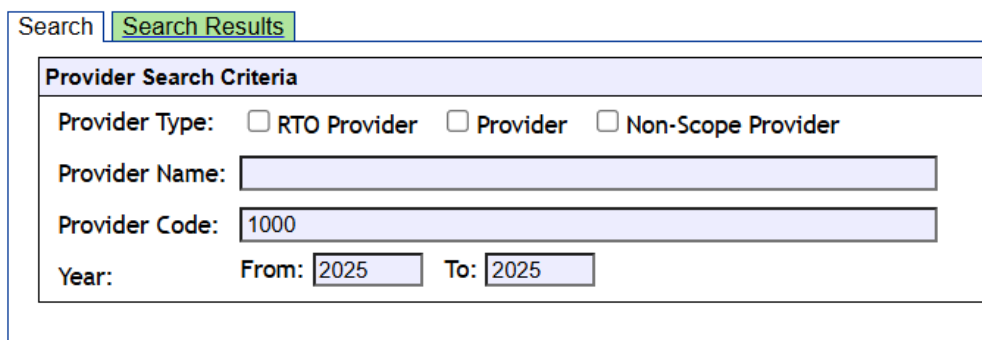
Note:

- Schools cannot access and update the **General Provider Details** at the top of the page, including **Provider Name, Year** and **Provider Code**.
- There is no requirement for schools to provide an Australian Business Number (ABN).

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

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

Providers: Provider Search

A screenshot of a 'Provider Search' form. At the top, there are two tabs: 'Search' and 'Search Results'. Below the tabs is a section titled 'Provider Search Criteria' with a light blue background. It contains several input fields: 'Provider Type' with three radio button options: 'RTO Provider', 'Provider', and 'Non-Scope Provider'; 'Provider Name' with a text input field; 'Provider Code' with a text input field containing the value '1000'; and 'Year' with two text input fields labeled 'From:' and 'To:', both containing the value '2025'.

Your **Provider Code** will appear automatically, based on your login information.

3. Click on the **Search** button. The provider details will appear.

Refer to the following screenshot 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.

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

General Provider Details

Provider Name: Notes:

Newspaper Name:

Year: 2025

Provider Code: 1000

Tax Details

Australian Business Number: **This is not required.**

GST Registered:

RCTI Received:

Course Provider Details

Provider Level:

Provider System/Sector:

Religion Code:

Location Of School:

Provider District:

Assessment Centre Indicator:

Lowest Year Level:

Highest Year Level:

Consensus Moderation Group:

Alpha Sequence:

DET Classification:

Gender:

Socio-Educational Status:

These fields cannot be edited by the school. Contact the Data Services team at dataservices@scsa.wa.edu.au if changes are required.

	Anticipated This Year	Actual Last Year
Number Of Teachers:	<input type="text" value="4"/>	0
Number Of Kindy Students:	<input type="text" value="1"/>	0
Number Of Pre Primary Students:	<input type="text" value="1"/>	0
Number Of Year 1 Students:	<input type="text" value="1"/>	0
Number Of Year 2 Students:	<input type="text" value="1"/>	0
Number Of Year 3 Students:	<input type="text" value="1"/>	0
Number Of Year 4 Students:	<input type="text" value="1"/>	0
Number Of Year 5 Students:	<input type="text" value="1"/>	0
Number Of Year 6 Students:	<input type="text" value="1"/>	0
Number Of Year 7 Students:	<input type="text" value="1"/>	0
Number Of Year 8 Students:	<input type="text" value="1"/>	0
Number Of Year 9 Students:	<input type="text" value="1"/>	0
Number Of Year 10 Students:	<input type="text" value="1"/>	0
Number Of Year 11 Students:	<input type="text" value="5"/>	0
Number Of Year 12 Students:	<input type="text" value="5"/>	0

Enter the number of teachers at your school this year.

Enter the number of students anticipated in each academic year at your school this year.

Offering VET for Year 9:

Offering VET for Year 10:

Offering VET for Year 11:

Offering VET for Year 12:

Tick if your school is offering VET to any of these academic year groups.

Student Management Database:

Other Student Management Database:

Advise which student management database your school is using.

AIS Member:

Allow AISWA Access:

File Reference Number:

Alliance Provider:

Independent Public School:

Alternative Curriculum: Expiry Year:

Ignore Foundation Course Restriction:

Bright Path School:

CARE School:

NAPLAN Paper School:

NAPLAN Online School:

Skip Rollover:

ELD Round2 Cutoff date used:

Stream:

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- Update the following information for your school each year:
 - number of teachers
 - anticipated number of students in each academic year group
 - whether you are offering VET to a specific year group by ticking the **Offering VET** check box
 - which student management database your school is using when uploading data to SIRS.
- 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:

Schools (Kindergarten to Year 12)

- Principal
- Deputy Principal
- Endorsed program 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
- Year 12 Physical Education Studies ATAR contact
- Student registration contact
- VET contact
- ATAR examination contact
- Brightpath administrator

Schools (Kindergarten to Year 6)

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

To update staff details at your school and reassign roles:

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

Providers: Provider Details

The screenshot shows a navigation menu with tabs: Provider Details, Publication Requirements, Scope Of Deliverables, Provider Contact Details, and Provider Members (highlighted with an orange box). Below the menu, there are sub-tabs: Members, Course Teachers, VET Credit Transfer UoC Teachers, Endorsed Program Teachers, and Contact Details. The main content area is titled 'Provider Details' and contains a form with 'Provider : 1000: SCSA SIRS Training School' and 'Year: 2025'.

The **Provider Members** details will appear.

- Click on the **Edit Provider Member** icon (see screenshot below).

The screenshot shows a table row for a staff member. The first cell contains an 'Edit Provider Member' icon (a pencil) highlighted with an orange box. The second cell contains the role 'Deputy Principal'. The third cell contains the name 'Gamma, Katherine'.

The **Provider Member Details** fields will appear (see screenshot below).

Provider Member Details	
Name:	<input type="text" value="Gamma, Katherine"/>
Role:	<input type="text" value="Principal"/> ▼

3. Choose the new position from the **Role** drop-down list.

- ATAR Exam Contact
- Brightpath Administrator
- COAT Contact
- Deputy Principal
- Endorsed Program Contact
- Enrolment Contact
- Externally Set Tasks Contact
- Head of Primary School
- M&S Contact
- NAPLAN Y3-5 Contact
- NAPLAN Y3-9 Contact
- NAPLAN Y7-9 Contact
- OLNA IT Support Contact
- OLNA Y10-12 Contact
- OLNA Y9-10 Contact
- Principal**
- Student Registration Contact
- VET Contact
- Vice Principal
- Year 12 Physical Education Studies ATAR Contact ▼

4. Click on the **Save** button.

Providers: Provider Details

Members | Course Teachers | VET Credit Transfer UoC Teachers | Endorsed Program Teachers | Contact Details

Provider Details

Provider : Year:

Provider Members			
	Role	Name	Preferred Contact
	Principal	Gamma, Katherine	Katherine.Gamma@sirstraining.com
	Deputy Principal	Epsilon, Thomas	Thomas.Epsilon@sirstraining.com
	Enrolment Contact	Kappa, Michael	Michael.Kappa@sirstraining.com
	Student Registration Contact	Christine, Zeta	Christine.Zeta@sirstraining.com

If your school has a new Principal:

1. Remove your previous Principal’s information by clicking on the **delete** icon next to **Principal** (see screenshot below).

		Principal	Gamma, Katherine
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2. Click on the **OK** button.

3. Add your new Principal’s information by clicking on the **Add Provider Member** button (see screenshot below).

<input type="button" value="Close"/>	<input type="button" value="Add Provider Member"/>
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- The **Contact Search** fields will appear. Enter the Principal's family name in the **Contact Family Name** field (see screenshot below).

Contact Search

Search **Search Results**

Contact Search Criteria

Contact Family Name:

..Incl Previous Surname:



- 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.

Contact Search

Search **Search Results**

Contact Search Results

	Employee ID	HRMIS ID	TRBWA	Given Name	Middle Name	Family Name	Previous Surname	Home Address	Phone	Email	Status
			99999999	John		Iota					Current
			98766789	John	Michael	Iota					Current

2 Records Found

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

Provider Member Details



Name: ...

Role: ▼

- Click on the **Save** button.

2.5.2 Checking provider contact information

- 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).

  ATAR Exam Contact Gamma, Katherine

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

Members **Course Teachers** **VET Credit Transfer UoC Teachers** **Endorsed Program Teachers** **Contact Details**

Contact Details

Family Name: Employee ID: New Employee ID

Previous Surname:

Given Name: Date Of Birth:

Second Name: Gender:

Preferred Name: HRMIS ID:

Title:

Preferred Location: Preferred Method:

Preferred Work Contact Organisation:

Preferred Address:

Preferred Work Address Organisation:

Type:

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

Work Contact Details for SCSA SIRS Training School	
Street Address:	303 Sevenoaks Street Level 2
Suburb:	CANNINGTON ... x
State/Postcode:	WA 6107
Country:	Australia
Department:	
Postal Address:	303 Sevenoaks Street Level 2
Suburb:	CANNINGTON ... x
State/Postcode:	WA 6107
Country:	Australia
Phone:	9372 6300
Facsimile:	
Mobile:	
Email:	Katherine.Gamma@sirstraining.com

Updating the information 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 ECT.execadmin@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.

2.5.3 Maintaining your school's contact details

To update a provider address, phone number or email address, schools should click on the **Provider Contact Details** tab.

Schools may amend and update the information in this section and click on the **Save** button when finished.

Providers: Provider Details

Provider Details	Publication Requirements	Scope Of Deliverables	Provider Contact Details	Provider Members
Provider Details				
Provider : 1000: SCSA SIRS Training School		Year: 2025		
Provider Specific Contact Information				
Mail West Code: 6107				
Contact Details				
Street Address: 303 Sevenoaks Street Level 2				
Suburb: CANNINGTON ... x				
State/Postcode: WA 6107				
Country: Australia				
<input type="checkbox"/> Postal Address Same as Street Address				
Postal Address: 303 Sevenoaks Street Level 2				
Suburb: CANNINGTON ... x				
State/Postcode: WA 6107				

2.6 Further help

For issues relating to the information contained in the *Data Procedures Manual 2026*, email the Data Services team at dataservices@scsa.wa.edu.au.