



Updating staff details in SIRS and the SRMS

When a change occurs in school leadership, or to the key administrators at a school, it is important to update these details with the School Curriculum and Standards Authority to ensure that communications and system access are only available to the relevant personnel. The following details should be updated in the Student Information Records System (SIRS) at <https://sirs.scsa.wa.edu.au/sirs/Login.aspx> and the Student Records Management System (SRMS) at <https://srms.scsa.wa.edu.au>.

	Roles and responsibilities	Support
SIRS accounts	SIRS administrators can update user accounts by logging into SIRS and following the instructions in Section 2.4 of the Data Procedures Manual (https://www.scsa.wa.edu.au/publications/data-procedures-manual).	<p>If the school SIRS administrator has left or changed, the school principal, deputy principal, or manager of corporate services can request another staff member to be allocated this role by emailing SIRShelp@scsa.wa.edu.au the following details for the new SIRS administrator:</p> <ul style="list-style-type: none"> • Four-digit school code • Given name • Family name • Email address • HRMIS number (if applicable) • TRBWA number (if applicable)
SIRS contacts	SIRS administrators can update contacts and roles in SIRS by following the steps in Section 2.5 of the Data Procedures Manual (https://www.scsa.wa.edu.au/publications/data-procedures-manual).	<p>If a staff member is not appearing in the user search, or for any other support, contact ECT.execadmin@scsa.wa.edu.au with the following details:</p> <ul style="list-style-type: none"> • Four-digit school code • Given name • Family name • Email address • HRMIS number (if applicable) • TRBWA number (if applicable)
SRMS accounts	SRMS administrators can update accounts in the SRMS by following the instructions in the School administrator's guide for role assignment (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/role-assignment).	<p>If the school SRMS administrator has left or changed, the school principal or deputy principal can request another staff member to be allocated this role by emailing SRMS@scsa.wa.edu.au the following details for the new SRMS administrator:</p> <ul style="list-style-type: none"> • Four-digit school code • Given name • Family name • Email address • HRMIS number (if applicable) • TRBWA number (if applicable)