



**School Curriculum
and Standards
Authority**

Student Records Management System

School administrator's guide for role assignment



UPDATED



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Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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The Student Records Management System

The School Curriculum and Standards Authority (the Authority) developed the Student Records Management System (SRMS) to meet its legislated functions for all Kindergarten to Year 12 (K–12) students and schools in Western Australia.

Activities schools can undertake in the SRMS portal include:

- viewing student data in the dashboard including registrations, offerings, enrolments and achievements that have been uploaded to the Student Information Records System (SIRS)
- completing and certifying Year 11 equivalent studies applications for their students
- endorsing Australian Tertiary Admission Rank (ATAR) English as an Additional Language or Dialect (EAL/D) eligibility declarations
- endorsing Western Australian Certificate of Education (WACE) language course enrolment applications.

The student portal provides a range of online services for students, including:

- access to their personal details, enrolments, examination timetable/s and Year 12 results
- ATAR English EAL/D eligibility declarations
- WACE language course enrolment applications.

Setting up the school administrator role

SRMS administrator roles are assigned to the principal and/or deputy principal at every school and can be assigned by SRMS administrators to other users at the school. It is advisable to assign at least two users at the school with this role, so that accounts can be managed in the event that a single administrator is absent or has left the school.

If all SRMS administrators have left your school, a new administrator account will need to be created. To create a new SRMS administrator account, the school principal must email the Authority at srms@scsa.wa.edu.au and confirm the following details for the new administrator account:

- school provider code
- email address (this must be an '@education' email address for government schools, or an official work email address for non-government schools)
- given name
- family name
- TRBWA number
- HRMIS number (only required for government schools)

Four steps for the school administrator to assign roles

Step 1: Log in to the SRMS portal

Step 2: Add a user

Step 3: Assign a role

Step 4: Search for a user

Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

Government and non-government schools will see the login screen below.

Government (public) schools

The first time you log in, click on and read the login instructions (highlighted below).

Tick the check box (highlighted below) to show that you have read and understand the terms of use and privacy collection notice.

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

Government school login

☐ I have read and understand the [terms of use](#) and [privacy collection notice](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#) **education.wa.edu.au LOGIN**

Non-government school login

Work email address

Username

Password

☐ I have read and understand the [terms of use](#) and [privacy collection notice](#)

LOGIN **CANCEL**

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

Government school login

☐ I have read and understand the [terms of use](#) and [privacy collection notice](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#) **education.wa.edu.au LOGIN**

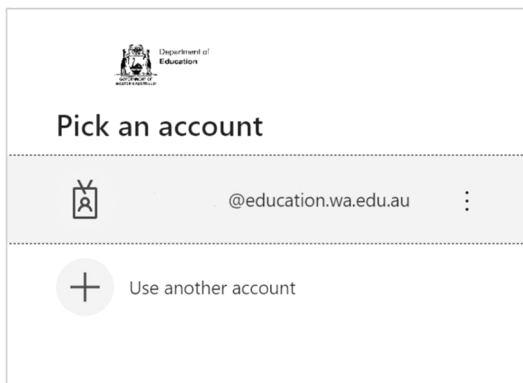
Click on the **education.wa.edu.au LOGIN** button above.

Select your Department of Education email address from the Microsoft account list.

Enter your HRMIS password on the Department of Education sign in page.

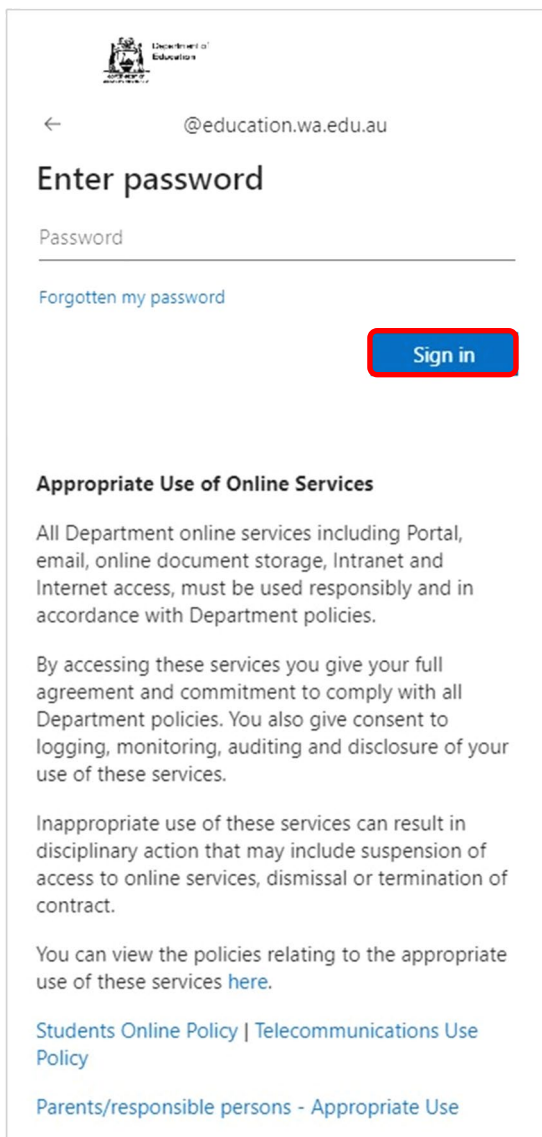
Click on the **Sign in** button to enter the SRMS portal.

Select your Department of Education (the Department) email address from the Microsoft® account list (shown below).



You will be taken to the Department's sign in page (shown below).

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.



← @education.wa.edu.au

Enter password

Password

[Forgotten my password](#)

Sign in

Appropriate Use of Online Services

All Department online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services [here](#).

[Students Online Policy | Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use and privacy collection notice.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

Government school login

☐ I have read and understand the [terms of use](#) and [privacy collection notice](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#) **education.wa.edu.au LOGIN**

Non-government school login

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#) and [privacy collection notice](#)

LOGIN **CANCEL**

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

CLICK HERE FOR LOGIN INSTRUCTIONS

Your school administrator will add your work email address to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your work email address and password in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the Login button to enter the SRMS portal.

[Forgot your password?](#)

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, and then you can choose another password.

Step 2: Add a user

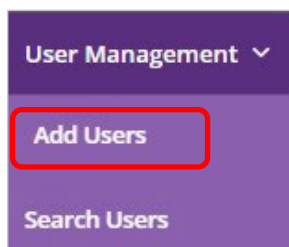
Wait for the Home screen to load.

Above the purple navigation bar, you will see the **Admin login ID** and the four-digit provider code and name of your school (example highlighted below).



If these details are incorrect, contact the Authority for support at srms@scsa.wa.edu.au.

To add a user, select **Add Users** (highlighted below) from the **User Management** drop-down list.



Enter the email address for the user (EAL/D or language/s teacher, principal, deputy principal, languages officer, or other staff member) you want to add to the SRMS. When registering an email for an SRMS account:

- Government (public) school accounts must be created using Department of Education ('@education') email addresses.
- Non-government school accounts must use their official work email addresses.

Note: personal email addresses (such as Gmail or Hotmail addresses) should not be used when creating SRMS accounts.

Click on the **Search** button (highlighted below).

 A screenshot of the "Add User" form. The form has a title "Add User" and a section labeled "Email search". Below this is a text input field with the placeholder text "Enter email address". To the right of the input field is a button labeled "SEARCH" with a magnifying glass icon. The button is highlighted with a red rectangle.

For government schools, the **Given name**, **Family name** and **Provider** details are prepopulated from SIRS. Enter the **HRMIS number** and **Teacher registration number** for the user.

For non-government schools, enter the **Given name**, **Family name** and **Teacher registration number**. Use the full given name, rather than any abbreviated or preferred names for the user. The provider details are prepopulated from SIRS.

Click on the **Add user** button (highlighted below) to create that user.

Add User

Email search

 Q SEARCH

Given name

Family name

Email address

HRMIS number

Teacher registration number

Provider

Senior High School

ADD USER

Government school users' accounts are automatically activated.

Non-government school users will receive a system-generated email in their email inbox. To activate their account, the user must click on the link in the email. They will be prompted to create a password and re-enter it to confirm their password and activate their new account.

Note: for security reasons, this link is only valid for 24 hours. If the link expires, contact the Authority for support at srms@scsa.wa.edu.au.

If you or the new user would like to amend or add any details, type these in the relevant text field/s under the **Update user** tab, then click on the **Update details** button (both highlighted below).

Note: you cannot edit the email address or prepopulated details.

← SEARCH USERS

UPDATE USER

MANAGE PROVIDERS

MANAGE ROLES

Given name

Family name

Email address

HRMIS number

Teacher registration number

UPDATE DETAILS

CANCEL

The user is linked automatically to your school's provider code. When a member of staff leaves, click on the **Manage providers** tab (highlighted below) to remove their access to your school's data.

Click on the **Delete** button (highlighted below) to remove your school's provider code from a user. That user will no longer have permission to conduct functions for your school in the SRMS.

← SEARCH USERS

UPDATE USER **MANAGE PROVIDERS** MANAGE ROLES

PROVIDERS

	Approved	Default	Code	Name
DELETE	✓	✓	xxxx	xxxxxxxxxxxx

+ Add a provider

Type provider code or name ADD

You will see the warning below. Click on the **Delete** button to delete the provider code or the **Cancel** button to cancel this request (both highlighted below).

Delete Provider

Do you want to delete provider: xxxx xxxxxxxx Senior High School?

CANCEL DELETE

If you delete a user by mistake, type in your four-digit provider code or school name in the **Add a provider** field.

Select your school's provider code and name in the purple panel to add the details to the text field, then click on the **Add** button (both highlighted below). This user will now be linked to your school.

← SEARCH USERS

UPDATE USER **MANAGE PROVIDERS** MANAGE ROLES

PROVIDERS

+ Add a provider

Type provider code or name ADD

xxxx - xxxxxxxx

If a staff member returns to your school, repeat **Step 2: Add a user**. That staff member will be linked automatically to your school's provider code.

The SRMS will prepopulate the **Given name** and **Family name** from the previous user profile, to save you time. You will need to re-enter the **HRMIS number** and **Teacher registration number** for the user.

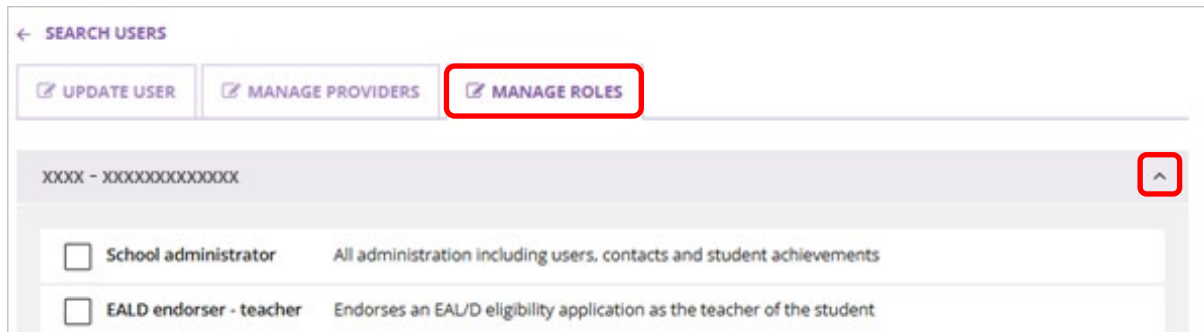
If a new member of staff is still linked to their previous school in the SRMS, contact the Authority to remove them from their previous school and add your school's provider code to their profile.

Proceed to assign roles to that user as required.

Step 3: Assign a role

To assign a role, click on the **Manage roles** tab (highlighted below).

Click on the arrow (highlighted below) to see the list of roles at your school.



All users are automatically assigned the **School dashboard viewer** role (highlighted below).

☐	School Equivalent Studies Administrator	Create and submit equivalent studies applications
☐	School Equivalent Studies Officer	Certify and submit equivalent studies applications
☒	School dashboard viewer	View school dashboard

Scroll through the list to find the role/s you need to assign.

Tick the check box/es next to the role/s you want to assign to that user. The SRMS will automatically save these role assignments for that user.

The user will be able to carry out tasks associated with that role, and receive the relevant emails.

This may include **EAL/D endorser – teacher**, **EAL/D endorser – school**, **EAL/D notification receiver**, **EAL/D assessment receiver**, **Languages – school officer**, **Languages endorser – teacher**, **Languages endorser – school**, **Schools Equivalent Studies Administrator**, **School Equivalent Studies Officer** or other roles.

You do not need to tick all the check boxes. Only assign the roles that are relevant to your school's requirements. Some roles apply to secondary schools only.

Note: do not assign multiple roles to one person unless they have multiple responsibilities at your school. Their inbox will be inundated with multiple emails related to the various roles.

☐	School administrator	All administration including users, contacts and student achievements
☒	EALD endorser - teacher	Endorses an EAL/D eligibility application as the teacher of the student
☐	EALD endorser - school	Endorses an EAL/D eligibility application as the school's deputy principal OR principal
☐	EALD notification receiver	Receives notifications of new EAL/D eligibility applications by a student
☐	EALD assessment receiver	Receives notifications of the determination by SCSA of an EAL/D eligibility application, review or appeal
☐	Languages - school officer	Provides supporting documentation for the Languages eligibility application
☐	Languages endorser - school	Endorses a Languages eligibility application as the school's deputy principal OR principal
☐	Languages endorser - teacher	Endorses a Languages eligibility application as the teacher of the student
☒	School Equivalent Studies Administrator	Create and submit equivalent studies applications
☒	School Equivalent Studies Officer	Certify and submit equivalent studies applications
☒	School dashboard viewer	View school dashboard
☐	School document uploader	Upload documents through SRMS
☐	Special exam arrangements school case officer	Create and submit special exam arrangement/s applications

If you have more than one EAL/D or language/s teacher, locate **(Step 4)** or add **(Step 2)** an account for each teacher and assign them the relevant role. Each role can be assigned to multiple users.

Roles required for common activities

Year 11 equivalent studies applications:

- 1) School Equivalent Studies Administrator
- 2) School Equivalent Studies Officer

WACE language course enrolment applications:

- 1) Languages – school officer
- 2) Languages endorser – teacher
- 3) Languages endorser – school

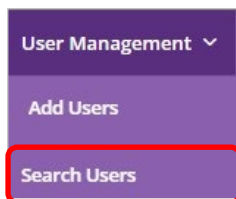
ATAR EAL/D eligibility declarations:

- 1) EALD endorser – teacher
- 2) EALD endorser – school
- 3) EALD notification receiver*
- 4) EALD assessment receiver*

* These roles send the user notifications and are not an essential part of the process.

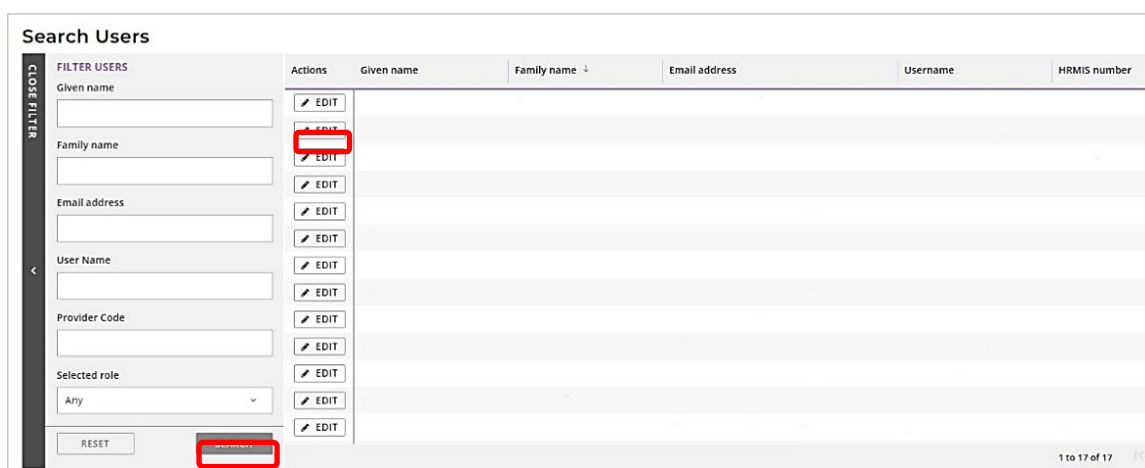
Step 4: Search for a user

To find a user, select **Search Users** (highlighted below) from the **User Management** drop-down list.



Enter the user's family and/or given names or email address in the search fields on the left side of the screen and click on the **Search** button (highlighted below) to retrieve that user's details.

To make any changes to the user, click on the **Edit** button (highlighted below) next to their name. You can update their details, assign a role and/or amend the role assignment for that user.



To see which members of staff have been assigned a particular role at your school, you can use the **Selected role** filter option.

Select a role from the drop-down list and then click on the **Search** button. All staff assigned to this role at your school will be displayed on your screen.

