School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 2:
Getting started and administration

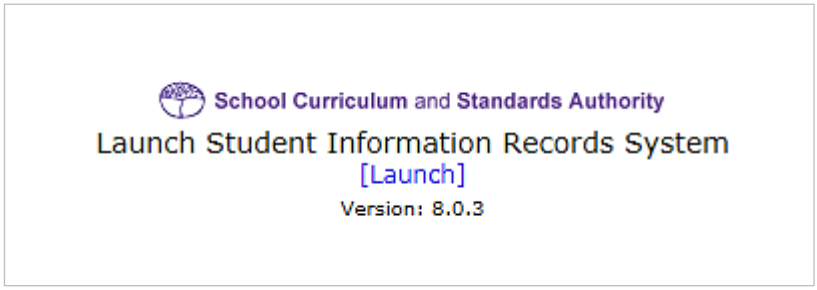
Contents

- Logging in
- A tour of SIRS
- Managing your account
- Managing other user accounts
- Updating provider information
- Further help

Note: screenshots are for illustration purposes only and may show a date prior to 2027.

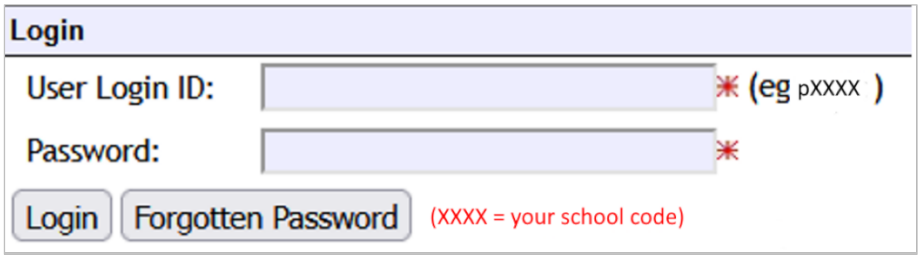
2.1 Logging in

1. Log in 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 **User Login ID** 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 characters, 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.

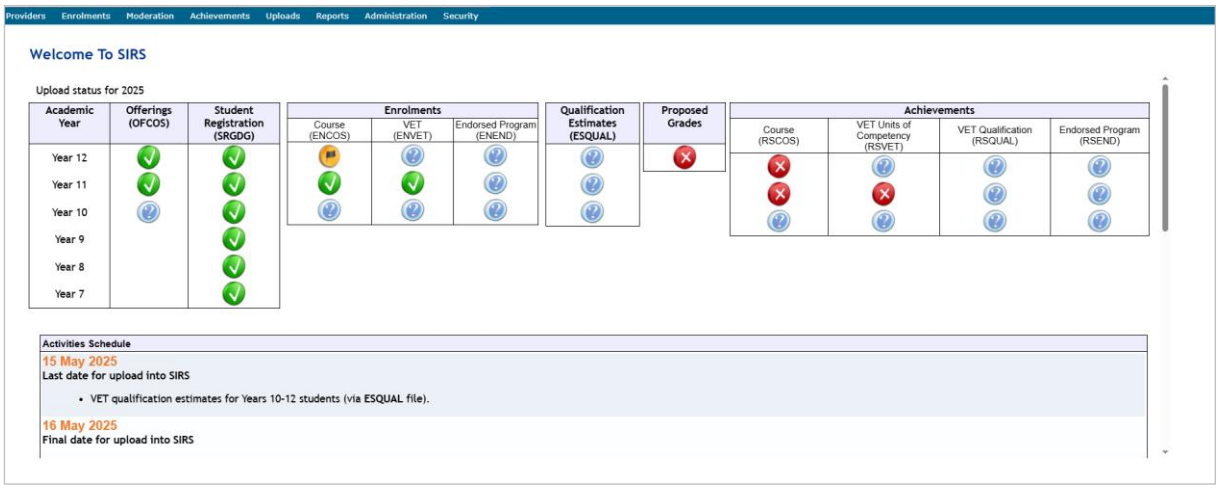
Note: if you leave the **User Login ID** or **Password** fields blank, you will be unable to enter SIRS.

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.

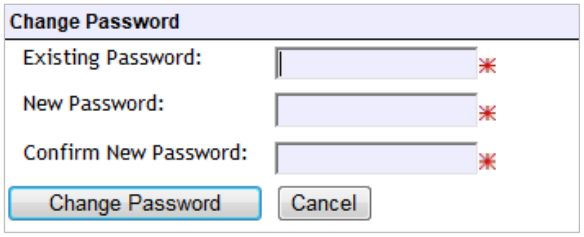
2.3 Managing your account

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).



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.

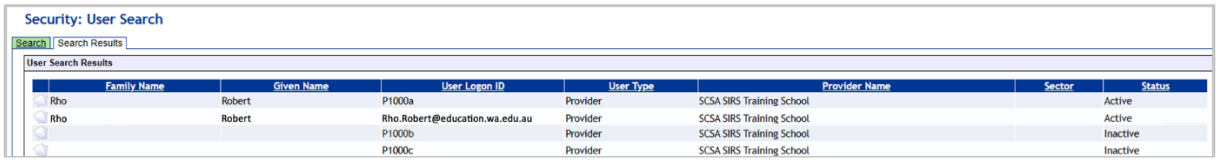
2.4.1 Accessing other user accounts

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**. The **User Search Criteria** fields will appear (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 (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.



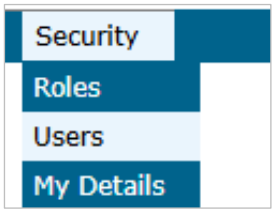
Note: accounts with a **User Logon ID** resembling an email address will appear in the **User Search**. These **User Logon IDs** are used to access the Student Records Management System (SRMS). For further information, refer to subsection 2.4.4: SRMS accounts.

2.4.2 Managing roles of other user accounts

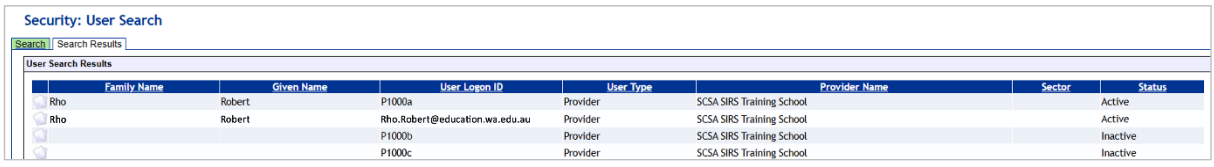
There may be times users require additional/elevated access within SIRS. For example, only an administrator has access to the **Detailed written examination feedback (Maximising feedback)** reports; however, they can delegate this role to other staff.

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.

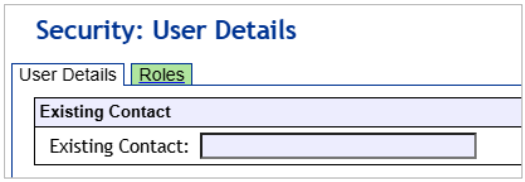
1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users** (see screenshot below).



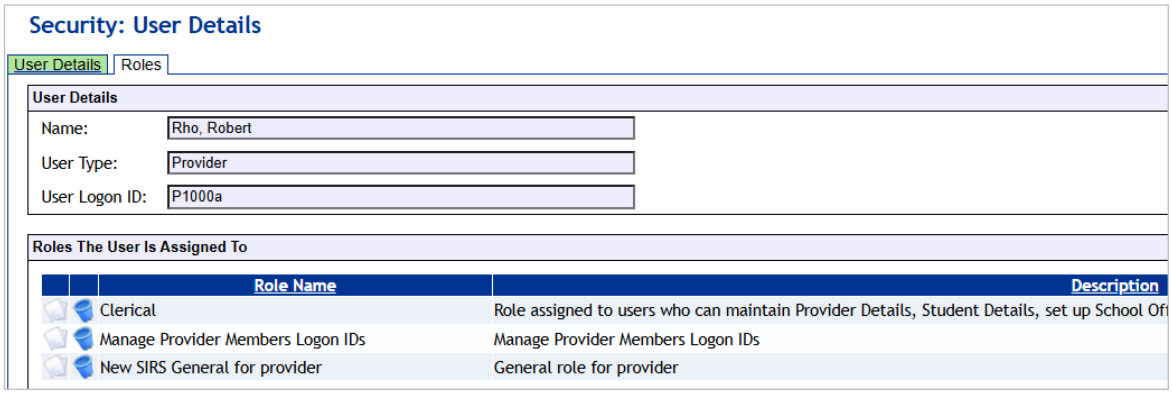
3. Enter your **User Logon ID**, e.g. p1000.
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below).



6. Click on the user account you want to add/change.
7. Click on the **Roles** tab (see screenshot below).



You will see the roles assigned to each user and a description of the role. You are now ready to assign, query or delete roles (refer to subsections 2.4.2.1 to 2.4.2.3 below).

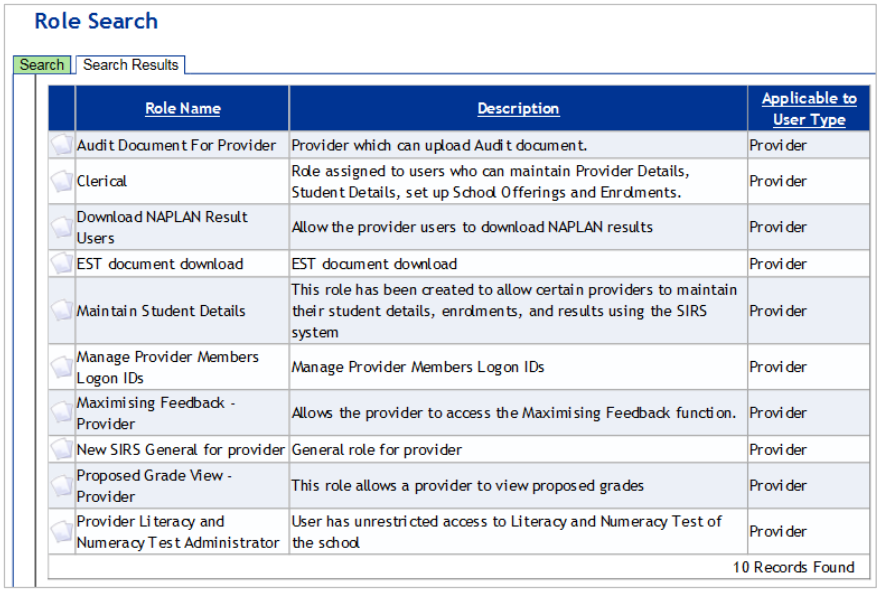


2.4.2.1 Assign a user role

1. From within the **Roles** tab, click on the **Assign To Role** button at the bottom of the page (see screenshot below).



2. The **Role Search** screen will appear. The role will be displayed in a list of roles with their descriptions (see screenshot below). Click on the **document** icon to the left of the role you wish to assign.



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.

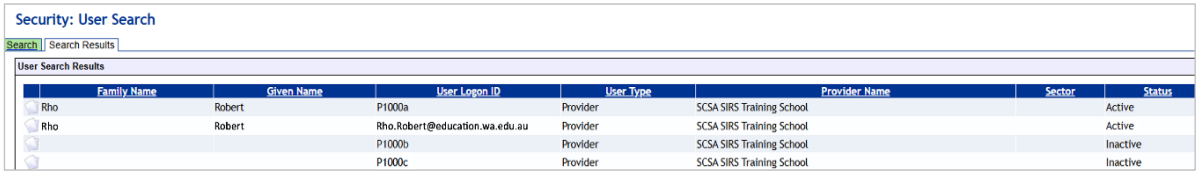
2.4.3 Create a new user account

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.

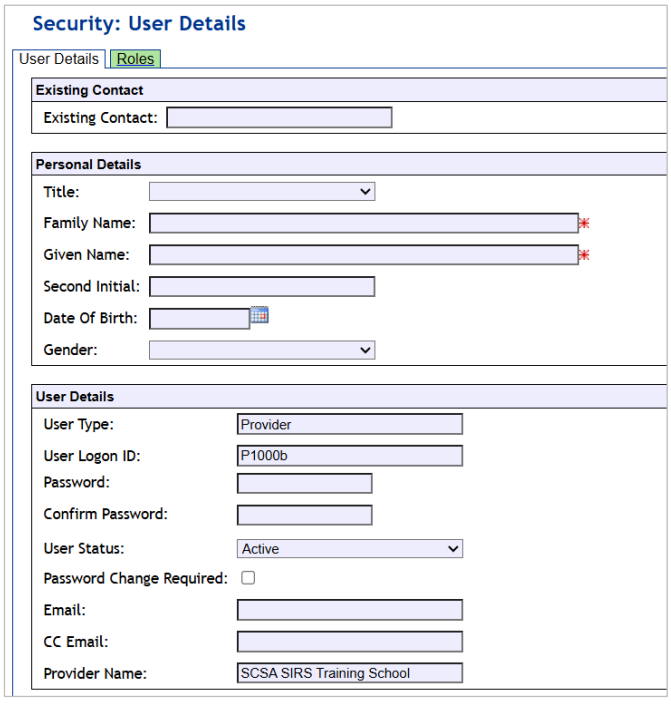
To create a new user account for roles other than administrator:

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.



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.

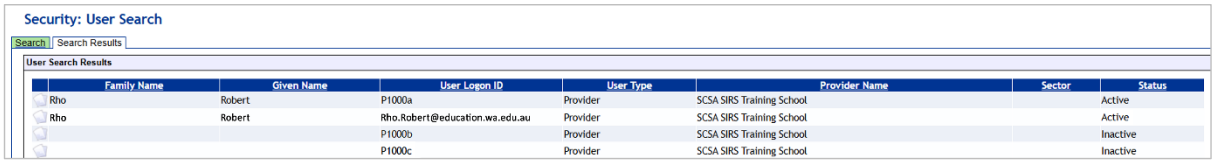


8. The **User Type** should always be **Provider** unless specified otherwise.
9. Type in a new **Password**.
10. In the **User Status** field, change the account from **Inactive** to **Active**. This can be changed back to **Inactive** once the staff member leaves or no longer requires access.
11. Tick 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 dataservices@scsa.wa.edu.au.

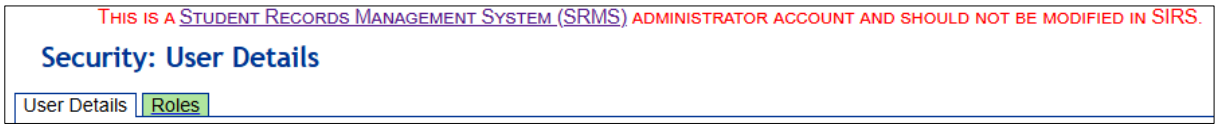
2.4.4 SRMS accounts

SRMS accounts are also visible in the **User Search** and have **User Logon IDs** resembling email addresses (see screenshot below).



These accounts can only be managed by a school administrator in the SRMS (https://srms.scsa.wa.edu.au/). Further information can be found on the Authority website on the SRMS Information page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information).

To find out who your SRMS administrator is, you can click on the **document** icon next to an account. You will not be able to adjust any features of the account, but it will specify whether or not the account is an administrator at the top of the page.

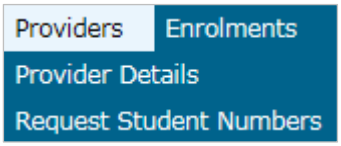


If no current staff member at your school has an SRMS administrator account, the Principal or Deputy Principal at your school can nominate a new staff member to be assigned with an SRMS administrator account by emailing srms@scsa.wa.edu.au. The email must contain the following details for the nominated administrator:

- school code
- school name
- given name
- surname
- work email address
- role at school
- Teacher Register Board of Western Australia (TRBWA) number (if applicable)
- E-number or HRMIS number (for Government schools).

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:

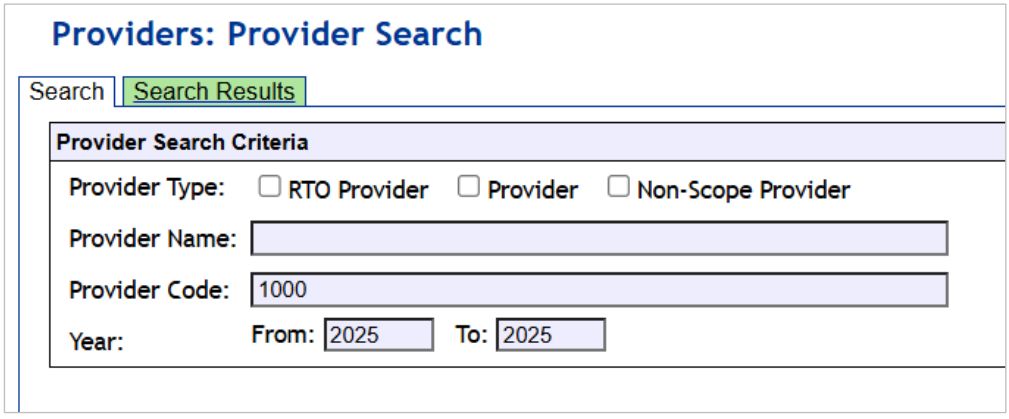
- estimated number of teachers
- estimated number of students for Years K–12. This information must be added/updated at the commencement of each year
- whether vocational education and training (VET) is offered at the school
- member (staff) details and role held.

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:

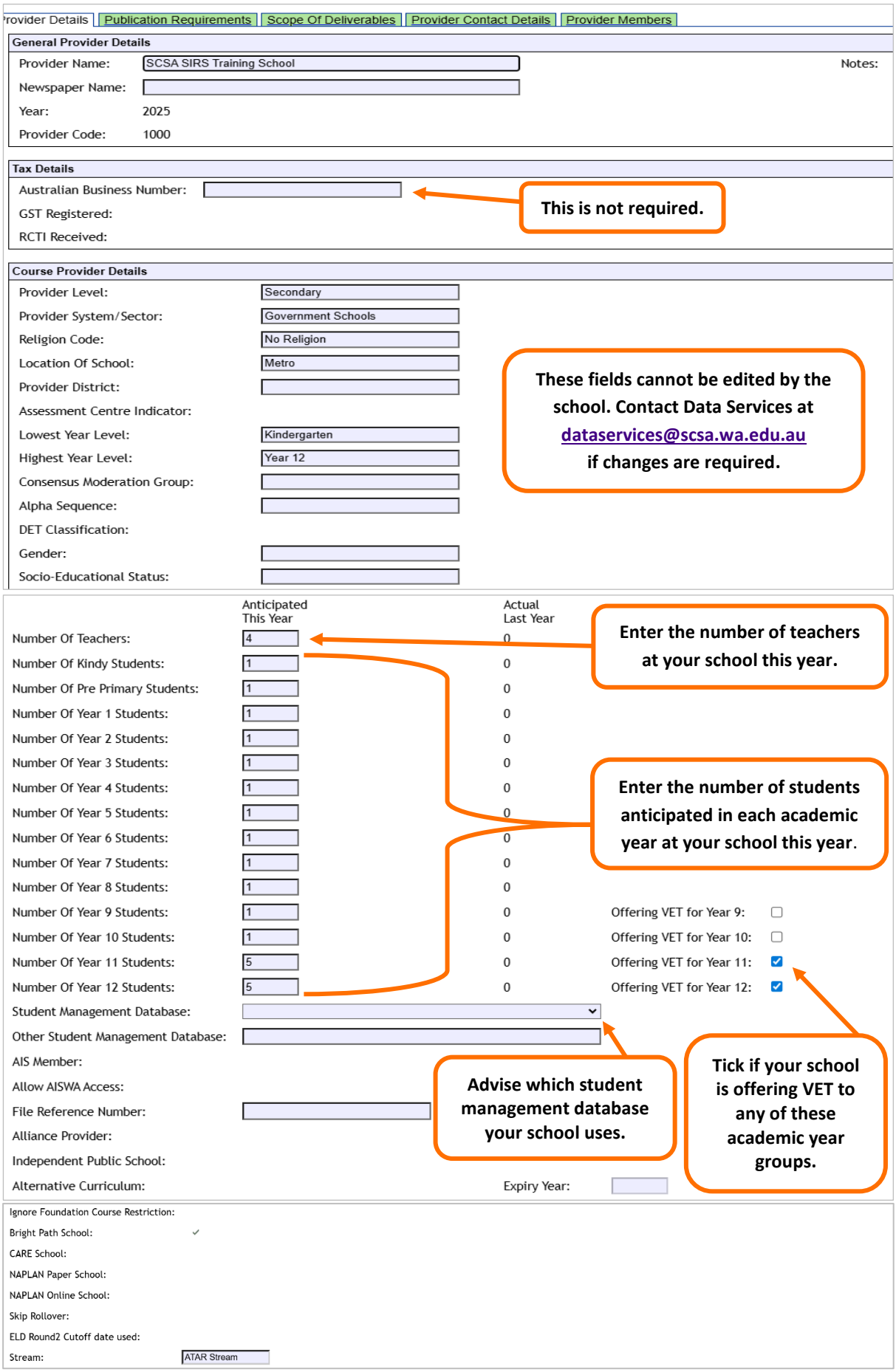
1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Provider Details**. The **Provider Search** fields will appear (see screenshot below).



   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: SCSA SIRS Training School
Notes:
Newspaper Name:
Year: 2025
Provider Code: 1000
Tax Details
Australian Business Number:
GST Registered:
RCTI Received:
This is not required.
Course Provider Details
Provider Level: Secondary
Provider System/Sector: Government Schools
Religion Code: No Religion
Location Of School: Metro
Provider District:
Assessment Centre Indicator:
Lowest Year Level: Kindergarten
Highest Year Level: Year 12
Consensus Moderation Group:
Alpha Sequence:
DET Classification:
Gender:
Socio-Educational Status:
These fields cannot be edited by the school. Contact Data Services at dataservices@scsa.wa.edu.au if changes are required.
Anticipated This Year
Actual Last Year
Number Of Teachers: 4 0
Number Of Kindy Students: 1 0
Number Of Pre Primary Students: 1 0
Number Of Year 1 Students: 1 0
Number Of Year 2 Students: 1 0
Number Of Year 3 Students: 1 0
Number Of Year 4 Students: 1 0
Number Of Year 5 Students: 1 0
Number Of Year 6 Students: 1 0
Number Of Year 7 Students: 1 0
Number Of Year 8 Students: 1 0
Number Of Year 9 Students: 1 0
Number Of Year 10 Students: 1 0
Number Of Year 11 Students: 5 0
Number Of Year 12 Students: 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:
Student Management Database:
Other Student Management Database:
AIS Member:
Allow AISWA Access:
File Reference Number:
Alliance Provider:
Independent Public School:
Alternative Curriculum:
Expiry Year:
Advise which student management database your school uses.
Tick if your school is offering VET to any of these academic year groups.
Ignore Foundation Course Restriction:
Bright Path School:
CARE School:
NAPLAN Paper School:
NAPLAN Online School:
Skip Rollover:
ELD Round2 Cutoff date used:
Stream: ATAR Stream

4. 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.
5. 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)

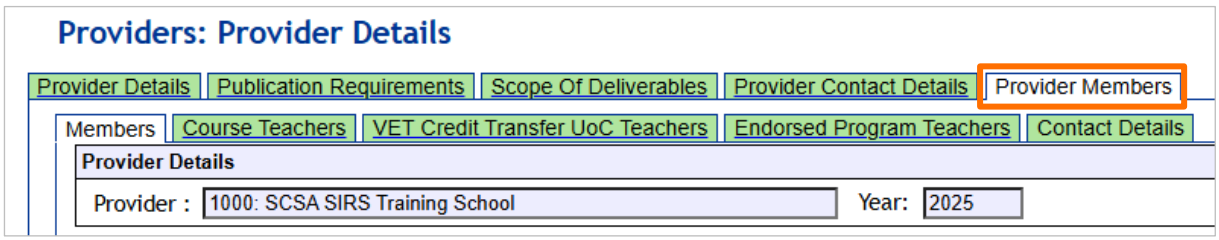
- Principal
- Deputy Principal
- Endorsed program contact
- Enrolments contact
- Externally set tasks contact
- COAT contact
- NAPLAN Year 3–5 contact
- NAPLAN Year 3–9 contact
- NAPLAN Year 7–9 contact
- M&S (Moderation and Standards) contact
- OLNA IT support contact
- OLNA Y9–10 contact
- OLNA Y10–12 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:

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

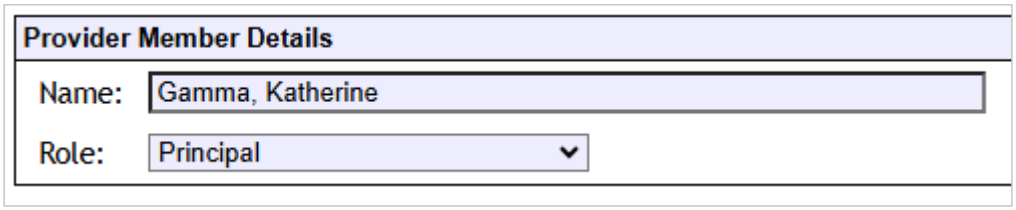


   The **Provider Members** details will appear.

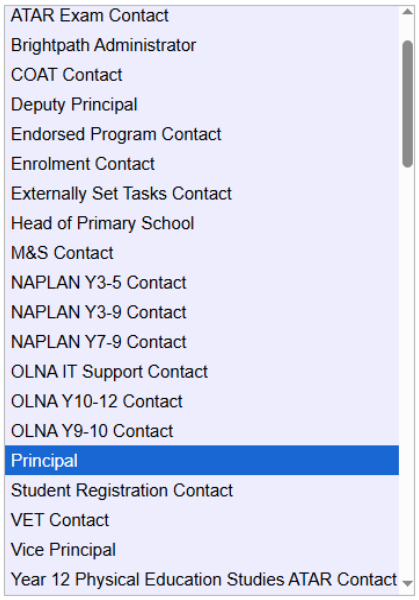
2. Click on the **Edit Provider Member** icon (see screenshot below).



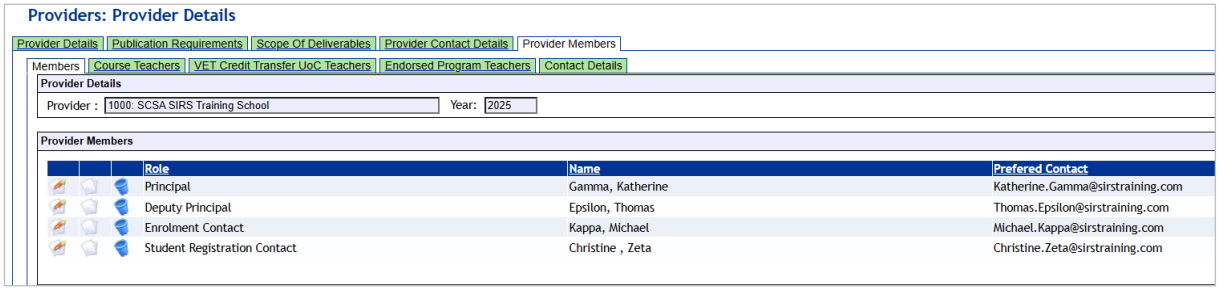
The **Provider Member Details** fields will appear (see screenshot below).



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



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



If your school has a new Principal:

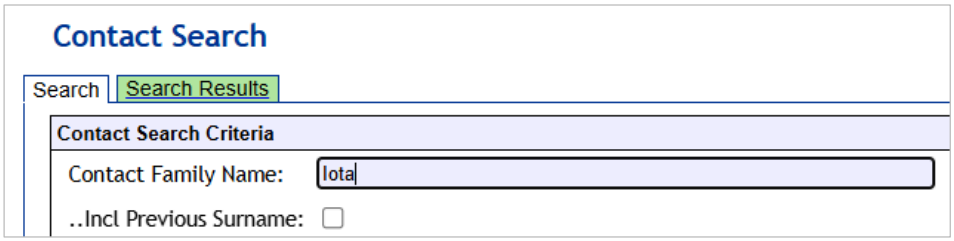
1. Remove your previous Principal's information by clicking on the **delete** icon next to **Principal** (see screenshot below).



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

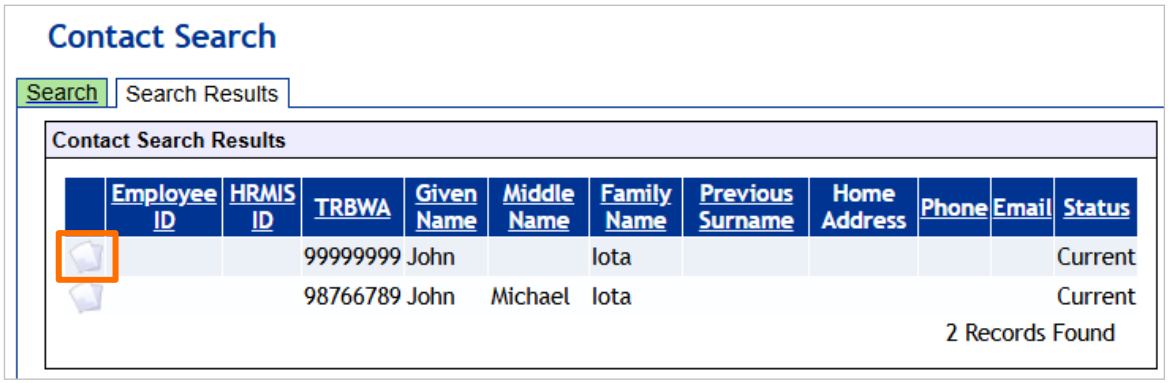


4. The **Contact Search** fields will appear. Enter the Principal's family name in the **Contact Family Name** field (see screenshot below).

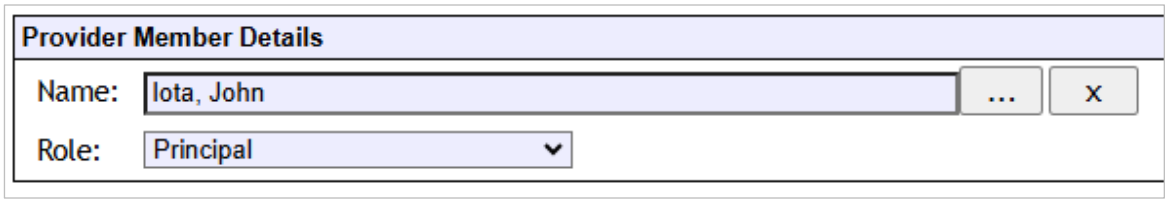


5. Select the correct person by clicking on the **document** icon next to their name (see screenshot below).

   Note: if more than one person matches the full name, check the 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.

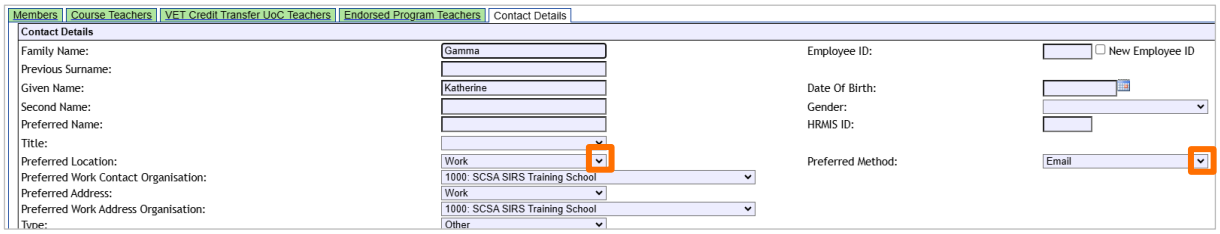
If you cannot find a teacher/contact person when you look up their details, contact ECT.execadmin@scsa.wa.edu.au to have the person added to SIRS. This will be the case for new teachers who haven't been registered in SIRS.

2.5.2 Checking provider contact information

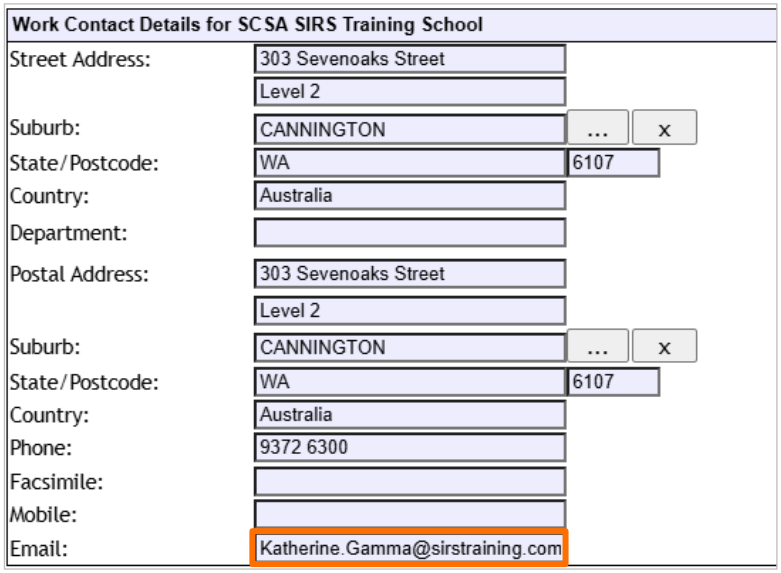
1. To update or check if the preferred contact email address is correct, click on the **Display Provider Member Contact Details** tab and then click on the **document** icon next to the preferred contact's name (see screenshot below).



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



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



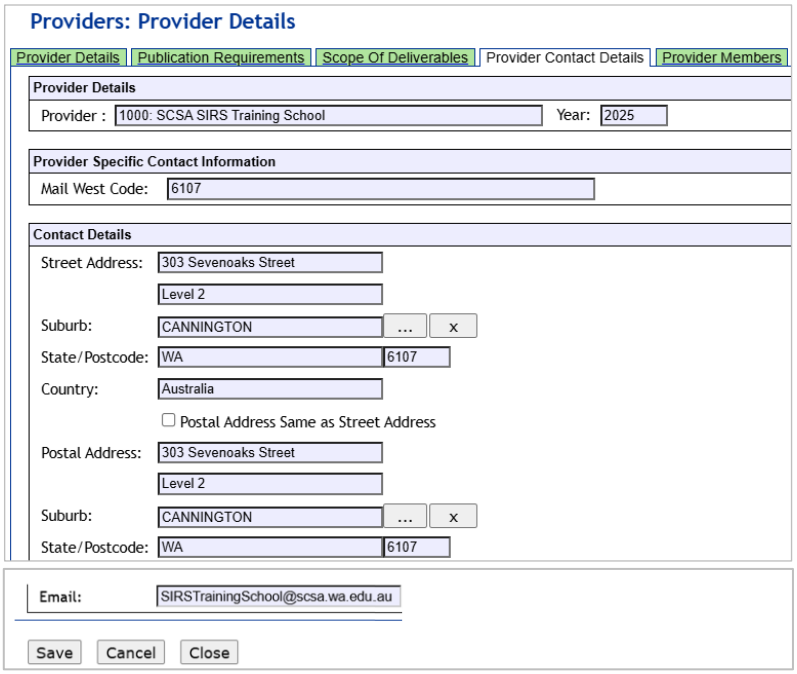
Updating the information will ensure the correct person receives emails and other correspondence from the Authority.

The Authority recommends that teacher names are entered in title case rather than upper case as all official communication will take the name format recorded 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 (see screenshot below).

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



Note: the official school email address should be provided in the **Email** field.

2.6 Further help

For issues relating to the information contained in the *Data Procedures Manual 2027*, email Data Services at dataservices@scsa.wa.edu.au.