School Curriculum and Standards Authority

Student Records Management System

School administrator's guide for role assignment: international

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14/09/2022

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the SCSA) 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 SCSA 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 SCSA) has developed the Student Records Management System (SRMS) to meet its legislated functions for all Kindergarten to Year 12 (K–12) students in Western Australian schools and international schools licensed by the SCSA to deliver Western Australian curriculum programs. The SRMS will manage K–12 student records effectively and improve the SCSA's service delivery to schools and students.

The SRMS provides a range of services for schools, including:

- an interactive dashboard, where schools will see a live status of the number of registrations, offerings, enrolments and achievements that have been uploaded to the Student Information Records System (SIRS)
- online Year 11 equivalent studies applications.

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

- online access to their personal details, enrolments, examination timetable/s and results
- online Australian Tertiary Admission Rank (ATAR) English as an Additional Language or Dialect (EAL/D) eligibility applications
- online Western Australian Certificate of Education (WACE) language course enrolment applications.

Activities schools can undertake in the SRMS portal include:

- viewing student data in the dashboard
- completing and certifying Year 11 equivalent studies applications for their students
- endorsing ATAR EAL/D eligibility applications
- endorsing WACE language course enrolment applications.

Setting up the school administrator role

The SCSA will enter an email address in the SRMS for the principal and deputy principal at every school and assign them the role of school administrator.

International school administrators use their work email address. The SRMS will send an email to this email account, prompting them to confirm their email address and create a password.

Once school administrators have been set up in the SRMS, they can then set up other users and assign roles in their school, so that these users can carry out their required functions in the SRMS.

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

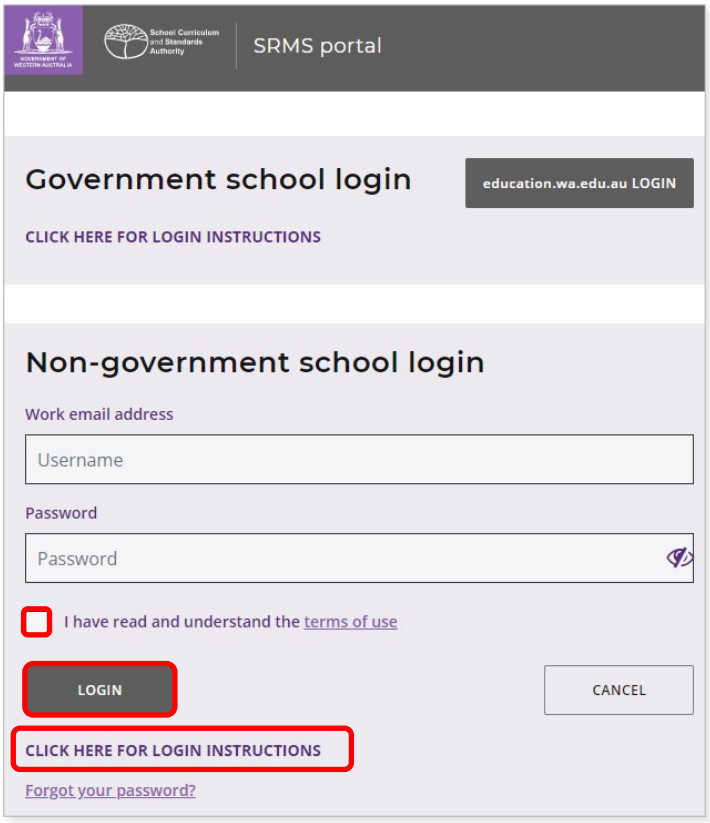
Log in to the SRMS portal (https://srms.scsa.wa.edu.au).

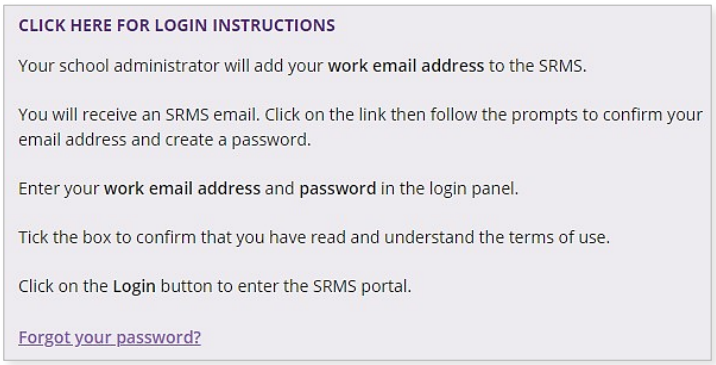
The first time you log in, click on and read the login instructions (highlighted below).

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.

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





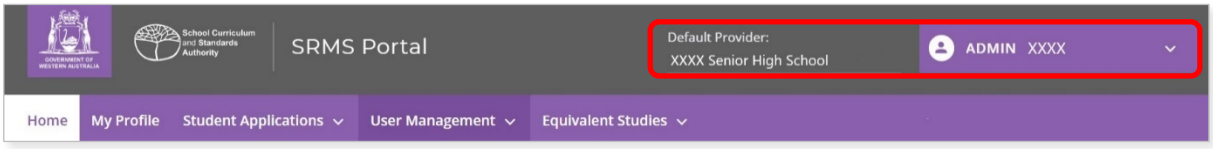
If you forget your password, click on **Forgot your password**.

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, then invited to choose another password.

Step 2: Add a user

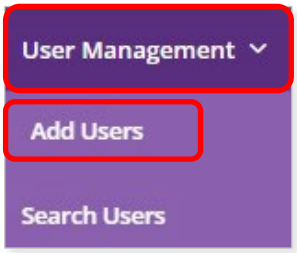
Wait a few moments for the Home screen to load.

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).



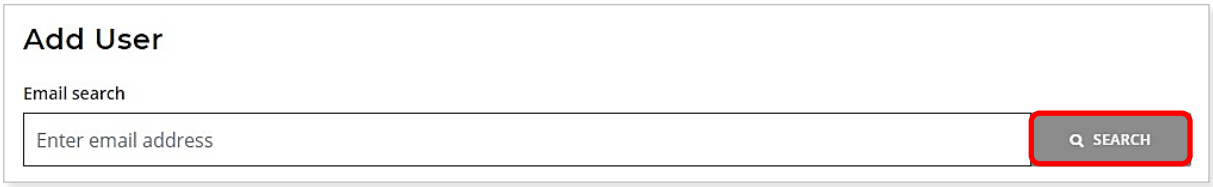
If these details are incorrect, contact the SCSA's Data Services team at dataservices@scsa.wa.edu.au.

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



Enter the email address for the user (EAL/D or language/s teacher, principal, deputy principal or other staff member) you wish to add to the SRMS.

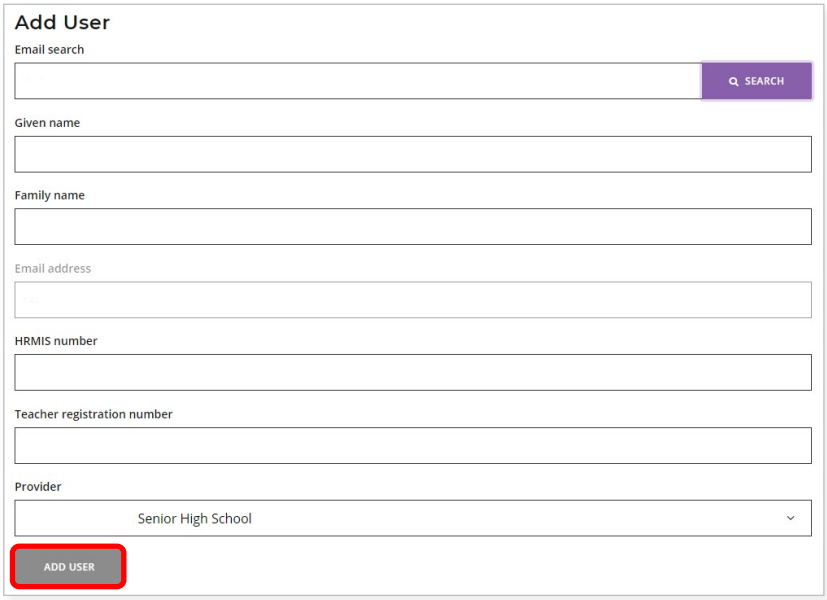
Click on the **Search** button (highlighted below).



Enter the **Given name** and **Family name** for the user. The **HRMIS number** and **Teacher registration number** are not required.

Use the full given name, rather than any abbreviated or preferred names for the user. The provider name is prepopulated from SIRS.

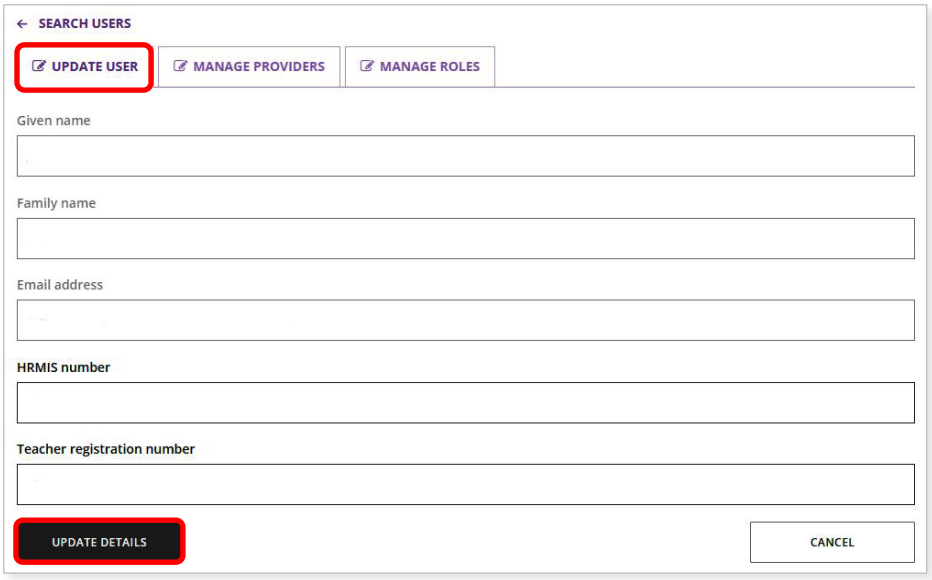
Click on the **Add user** button (highlighted below) to create that user.



New 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 then be prompted to create a password and re-enter it to reset the password and activate their new account.

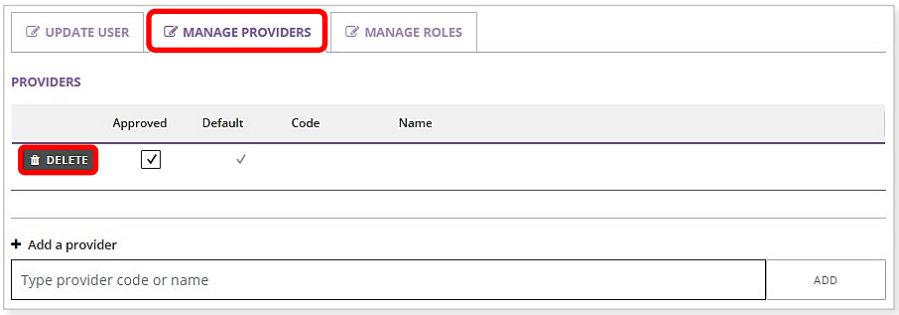
If you or the new user would like to amend or add any details, type these in the relevant text field/s on the **Update user** tab, then click on the **Update details** button (both highlighted below).

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

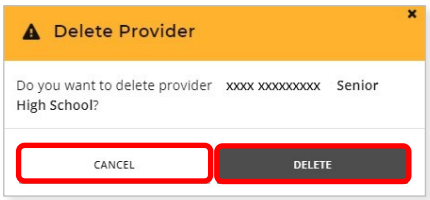


The user is linked automatically to your school's provider code. When a member of staff leaves, click on the **Manage providers** tab (highlighted below) to remove their access to your school's data.

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 carry out functions for your school in the SRMS.

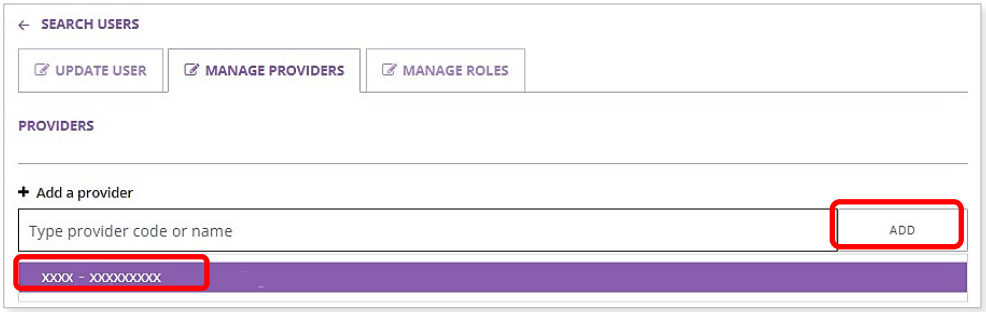


You will see a warning asking if you want to delete the provider code from that user. Click on the **Delete** button to delete the provider code or **Cancel** button to cancel this request (both highlighted below).



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.



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.

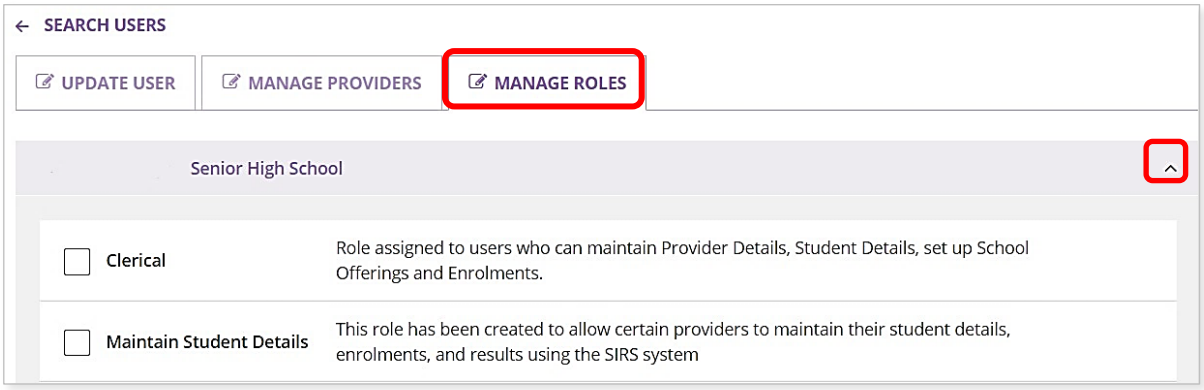
If a new member of staff is still linked to their previous school in the SRMS, contact the Authority to remove them from their previous school and add your school's provider code to their profile.

Proceed to assign roles to that user as required.

Step 3: Assign a role

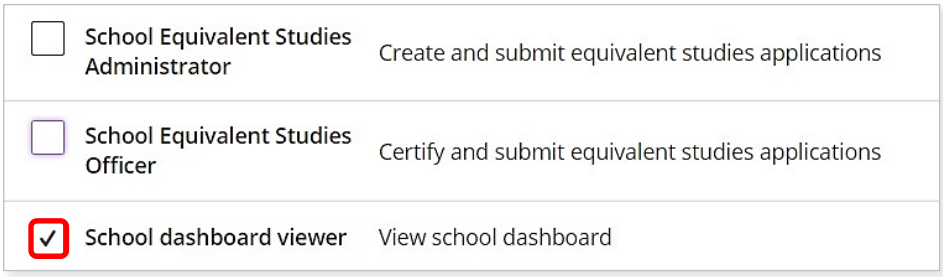
To assign a role, click on the **Manage roles** tab (highlighted below).

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



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

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



Tick the check box/es next to the role/s that you wish to assign to that user. The user will receive emails and be able to carry out tasks associated with that role.

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.

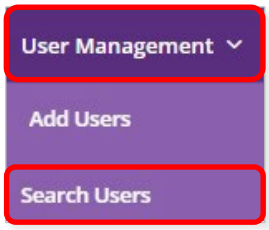
☐	New SIRS General for provider	General role for provider
☐	EST document download	EST document download
☐	Upload EST results	Role that allows the user to access the 'upload EST results' screen
☐	School administrator	All administration including users, contacts and student achievements
☑	EALD endorser - 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

If you have more than one EAL/D or language/s teacher, enter each teacher's name separately and assign them to the same role. You can assign as many users to a role as you wish.

The SRMS will automatically save these role assignments for that user.

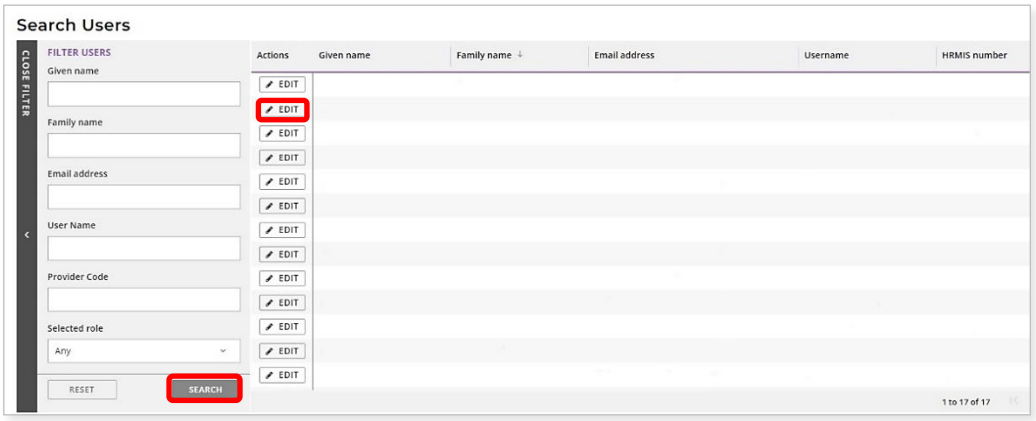
Step 4: Search for a user

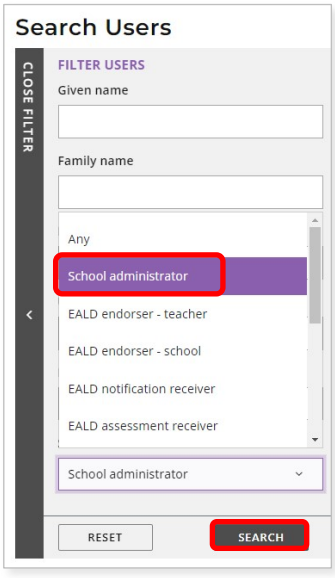
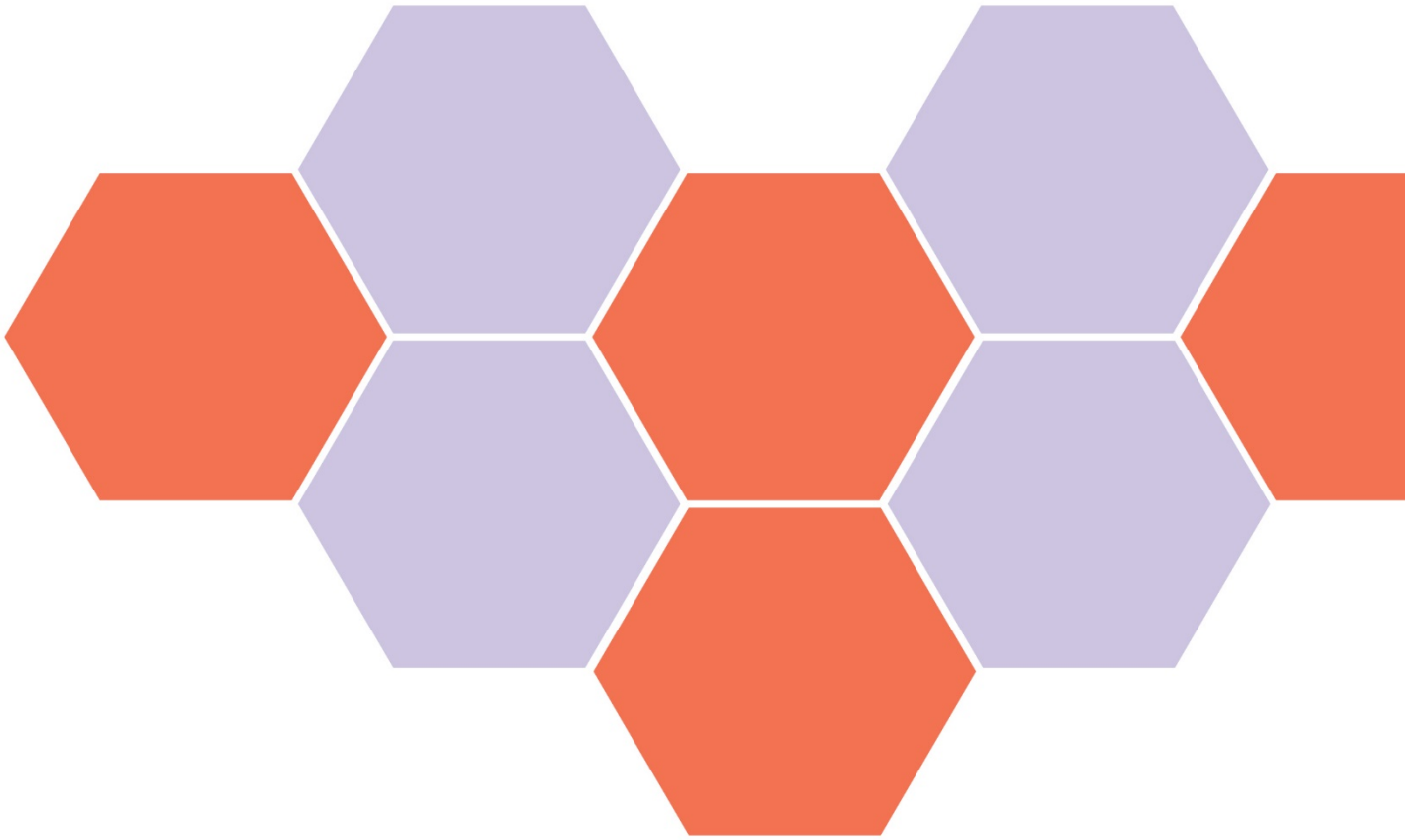
To search for a user, click on the **User Management** tab (highlighted below) then select **Search Users** (highlighted below) from the drop-down list.



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.