



Managing User Accounts Principal's Delegate

Schools Online gives Principal's Delegates the ability to add and update User Accounts for your school. You no longer need to send a request to Service Desk to have a User Account added or removed; you can do all of that yourself (except for those User Accounts with a role of "Principal's Delegate").

A *User Account* is a person's login details; their email address (which now acts as their username), their password, and the role(s) they have been assigned within Schools Online.

There are also *Teacher* records within Schools Online. These are used for setting up classes and assessment groups, etc.

Most of the time, a User Account will be linked with a Teacher record, but sometimes there may be a teacher at your school that doesn't have a User Account with Schools Online (perhaps they only teach Stage 1 and do not have any need to access the system). And there may be some administrative staff at your school who use Schools Online but aren't teachers.

Getting Started

Open your web browser (eg Internet Explorer, Firefox, etc) and ensure your computer has internet access.

Reviewing User Accounts

- Log in to Schools Online (see Instruction Sheet – Logging in to Schools Online)
- Click the School menu
- Choose the User / Teacher List option

You will need to re-enter your password to access this secure part of Schools Online.

A list of all Teacher records and Schools Online User Accounts at your school will be displayed.

User / Teacher List

Subject: Surname:

Learning Area: Role:

Page 1 of 1

Name	Username	Roles	Actions	Teacher	Actions
Black, Robert	r.black@shhs.sa.edu.au	Teacher (ERS)	Reset Password →	BLACK, R (BLACMI)	View SACE Classes
Davidson, Michael	m.davidson@shhs.sa.edu.au	Principal's Delegate (ERS), Teacher (ERS)	Reset Password		
Claessen, Janette	j.claessen@shhs.sa.edu.au	Teacher (ERS)	Reset Password →	CLAESSEN, J (CLAEMI)	View SACE Classes
McLeod, Stephen	s.mcleod@shhs.sa.edu.au		Reset Password →	MCLEOD, M A (MCLEMA)	View SACE Classes
Dowdy, Malcolm	m.dowdy@shhs.sa.edu.au	Counsellor	Reset Password		
Gurr, Eva	e.gurr@shhs.sa.edu.au	Teacher (ERS)	Reset Password →	GURR, E (GURR)	Delete Teacher
Vanderlay, Robert	r.vanderlay@shhs.sa.edu.au	Counsellor, Teacher (ERS)	Reset Password		
				ALDOUS, C (ALDOCA)	View SACE Classes
				ALLEN, C J (ALLECO)	Delete Teacher

Page 1 of 1

The list is split into two parts, with User Accounts on the left and Teacher records on the right.

The left side of the screen shows the User Account records, their role(s) within Schools Online, and a link you can click to reset their password.

Name	Username	Roles	Actions
Black, Robert	r.black@shhs.sa.edu.au	Teacher (ERS)	Reset Password
Davidson, Michael	m.davidson@shhs.sa.edu.au	Principal's Delegate (ERS), Teacher (ERS)	Reset Password
McLeod, Stephen	s.mcleod@shhs.sa.edu.au		Reset Password
Dowdy, Malcolm	m.dowdy@shhs.sa.edu.au	Counsellor	Reset Password
Gurr, Eva	e.gurr@shhs.sa.edu.au	Teacher (ERS)	Reset Password
Vanderlay, Robert	r.vandelay@shhs.sa.edu.au	Counsellor, Teacher (ERS)	Reset Password

The right side of the screen shows all of the Teacher records, together with a link to the SACE classes they teach.

The list can be sorted by clicking on the column headings at the top of the list.

[Add New Teacher](#)

Teacher	Actions
BLACK, R (BLACMI)	View SACE Classes
MCLEOD, M A (MCLEMA)	View SACE Classes
GURR, E (GURR)	Delete Teacher
ALDOUS, C (ALDOCA)	View SACE Classes
ALLEN, C J (ALLECO)	Delete Teacher

User Accounts that are linked to Teacher records are shown together on the same row, and have an arrow symbol indicating they are linked.

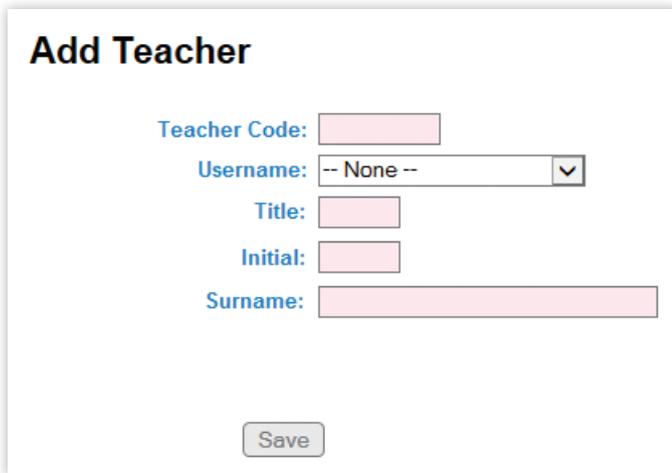
Actions	Teacher
Reset Password	BLACK, R (BLACMI)
Reset Password	

All teachers that have SACE classes in Schools Online must have a Teacher Record which is linked to their User Account.

Creating a Teacher Record

- Click the Add Teacher button

The following form will be displayed:



The screenshot shows a form titled "Add Teacher" with the following fields and a button:

- Teacher Code:** A text input field.
- Username:** A dropdown menu currently showing "-- None --".
- Title:** A text input field.
- Initial:** A text input field.
- Surname:** A text input field.
- Save:** A button at the bottom of the form.

- Type the teacher code
- Choose a user name from the dropdown list

If the User Account doesn't appear in the list, it hasn't been created yet. That is covered in 'Creating a User Account' below.

- Type the teacher's title (e.g. Ms, Mrs, Mr, Dr)
- Type the teacher's first initial
- Type the teacher's surname
- Click the Save button

The Teacher record is now created and you can add them to classes or link them to a User Account if you haven't already done that.

Creating a User Account

- Click the Add User Account button

The following form will be displayed:

Create User Account

School: Summer Heights High School (090)

School Email Address:

The email address will be the user's login name

Given Names:

Surname:

Locked Until: <not locked>

Password Expiry: 2014-03-19 01:53 PM

Teacher Code:

Roles

Selected	Role name	Role expiry
<input type="checkbox"/>	Principal's Delegate	
<input type="checkbox"/>	Schools Online Administrator	<input type="text"/>
<input checked="" type="checkbox"/>	Teacher	<input type="text"/>
<input type="checkbox"/>	VET	<input type="text"/>
<input type="checkbox"/>	Counsellor	<input type="text"/>

- Type the user's email address
- Click the Check button

The system will check to see if the email address already exists in Schools Online. If it finds the email address, the system will fill in user's name for you.

- Type the user's given names and surname (if it wasn't automatically filled in)
- Choose a Teacher code from the dropdown list (but only do this if they are a teacher)
- Tick the checkboxes for the role(s) the user will have at your school
- Click the Save button

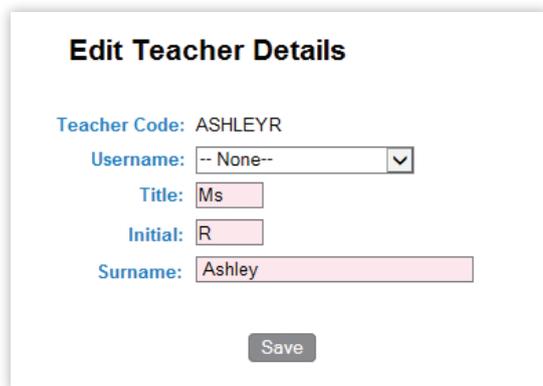
The User Account record is now created. They will be automatically be sent a 'welcome' email containing their temporary password. They will now be able to log in to Schools Online.

Linking a Teacher Record with an existing User Account

From the User / Teacher List:

- Click the Teacher's name

The Edit Teacher Details screen will be displayed:



Edit Teacher Details

Teacher Code: ASHLEYR

Username: -- None--

Title: Ms

Initial: R

Surname: Ashley

Save

- Choose a user name from the dropdown list

If the user account doesn't appear in the list, it hasn't been created yet.

- Click the Save button

Please Note:

- It is possible to have a Teacher record without an associated User Account (e.g. a Stage 1 only teacher).
- A User Account does not have to be linked to a Teacher record (e.g. it might belong to an administrative staff member).

Finalising Teacher Records and User Accounts

To verify whether all Teacher Records and User Accounts are correct for your school, check the User/Teacher List Screen for any exclamation marks . There are two reasons for the exclamation mark icon.

1. The User Account format is incorrect. Click on the user name and a Maintain User box appears. Amend the details as indicated.
2. A SACE teacher has a class where their Teacher Record is not linked to a User Account.