

# CATHOLIC EDUCATION COMMISSION NSW NETID GENERAL USERS

March 1, 2017

## CONTENTS

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Requesting Access to an Application .....</b>                 | <b>2</b> |
| <b>2</b> | <b>My Details – Edit name, password, secret question.....</b>    | <b>3</b> |
| <b>3</b> | <b>My Details – Organisation Details – add a new school.....</b> | <b>4</b> |
| <b>4</b> | <b>Tasks and Notifications .....</b>                             | <b>5</b> |

# 1 Requesting Access to an Application

Access to applications is by request.

## Try This Yourself:

On your landing page, select **Application Access**  
Open your outlook calendar and create an appointment (as per usual)

A list of applications available for you to select is displayed.

Click the green **Request** icon

Once your Principal or their delegate has accepted your request, you will have access to the application you have selected.

1

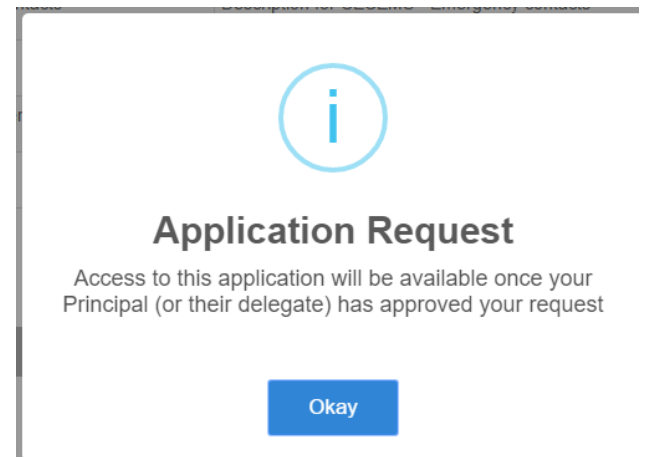


2

A screenshot of the 'Application Access' page showing a table of applications. The table has three columns: 'Name', 'Description', and 'Access'. Each row has a green 'Request' button in the 'Access' column.

| Name   | Description                                  | Access  |
|--|--|---------|
| CECEMS - Emergency contacts                        | Description for CECEMS - Emergency contacts  | Request |
| Educational Facility                               | Schools information                          | Request |
| HSC Data Analysis recipients                       | Description for HSC Data Analysis recipients | Request |
| Personalised Planning for Students with Disability | Personal Education                           | Request |
| PGM  | Program Grant Management                     | Request |

3



## For Your Reference...

You cannot request an application, until your Principal has accepted your account at their organisation

## For Your Reference...

If you have access to more than one organisation, you will need to request application access at each of them

## 2 My Details – Edit name, password, secret question

**PERSONAL DETAILS:** You can edit a number of your account details on this screen

### Try This Yourself:

- Go to the **My Details** tab  
The account details are displayed but cannot be edited
  - a. type of account
  - b. Status – either active/inactive
- Use the green **Edit** button if you wish to change any of your contact details
- To Edit your password, use the Login Details section
- To reset your **Secret Questions** use the green **Edit** icon reset each question in turn.

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The screenshot shows the 'My Details' page with a navigation bar at the top containing 'Applications', 'Tasks', 'My Details' (highlighted), and 'Application Access'. Below the navigation bar are two tabs: 'Personal Details' (active) and 'Organisational Details'. The page is divided into four sections, each with an 'Edit' button at the bottom right:

- Account Details:** NETID Account Type : NETIDUser, Status : Active. (Callout 1 points to the 'My Details' tab, and Callout 2 points to the 'Personal Details' tab.)
- Contact Details:** Salutation : Ms, Given Name : Test, Middle Name : , Last Name : Teacher, Preferred Name : Test Teacher, DOB : 01/01/2014, Mobile : 0400 000 000.
- Login Details:** Login Name : test.teacher, Password : \*\*\*\*\*.
- Secret Questions:** Question 1 : What was your favourite place to visit as a child? Answer 1 : Test; Question 2 : Who is your favourite actor, musician, or artist? Answer 2 : Test; Question 2 : What street did you grow up on? Answer 3 : Test.

### For Your Reference...

If you had an existing account in February 2017, the answer to your secret questions is your first name

### 3 My Details – Organisation Details – add a new school

**ORGANISATIONAL DETAILS:** You can add another organisation to your existing account so that you have multiple schools, or you can change schools.

#### Try This Yourself:

- On the **My Details** tab, select **Organisational Details**
- Click on **Add Organisation**
- Using the arrows to expand each selection, choose your
  - a. Diocese
  - b. Organisation
  - c. Position you will hold at the new organisationEnter your Email address
- You may be entering this information in anticipation of a move. If this is the case, enter the date you commence at the new organisation.

If it is an Acting Position, enter the date range.

**Save**

The screenshot shows the 'My Details' tab with 'Organisational Details' selected. Step 1 points to the 'Organisational Details' tab. Step 2 points to the 'Add Organisation' button. Step 3 points to the 'Add Organisation' form fields: Diocese, Organisation, Position, Other Position, NETID Position Type, Email, From Date, and To Date. Step 4 points to the 'Save' button.

Applications Tasks **My Details** Application Access

**1** Personal Details **Organisational Details**

Account Details

NETID Account Type : NETID User

Status : Active

Contact Details

**2** Applications Tasks **My Details** Application Access

Personal Details **Organisational Details**

+ Add Organisation

| Organisation                                   | Position | Email                               | Access Commences | Access Terminates | Status | Actions |
|--|----------|-------------------------------------|------------------|-------------------|--------|---------|
| St Benedict's Catholic College ORAN PARK 28907 | Teacher  | sonny.mahli@ccornsw.catholic.edu.au | 01/01/2017       |                   | Active | Edit    |

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**3** Personal Details **Organisational Details**

Add Organisation

Diocese \*

Organisation \*

Position \*

Other Position

NETID Position Type \*

Email \*

From Date \*

To Date

Cancel Save

#### For Your Reference...

You must always have one valid organisation selected.

This means you cannot remove an organisation until you have added a new one.

#### For Your Reference...

If you have a termination date on your organisation, Netid will automatically remove that organisation from your account on that day.

This will only be effective if you have multiple organisations

## 4 Tasks and Notifications

### Try This Yourself:



#### Go to **Tasks**

This displays the requests you have made and the status of them.

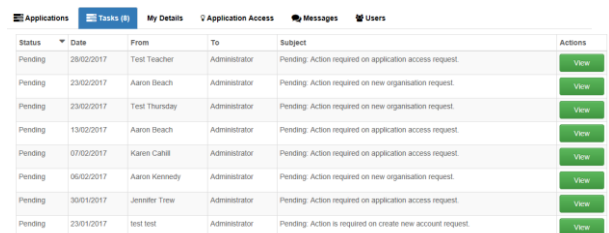
Pending indicates it is still waiting action.



**Notifications** is found on the Applications Tab.

This will display messages from CECNSW in relation to the status of an application – ie if it is going to be offline for any period of time

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| Status  | Date       | From          | To            | Subject  | Actions              |
|---------|------------|---------------|---------------|--|----------------------|
| Pending | 26/02/2017 | Test Teacher  | Administrator | Pending: Action required on application access request.    | <a href="#">View</a> |
| Pending | 25/02/2017 | Aaron Beach   | Administrator | Pending: Action required on new organisation request.      | <a href="#">View</a> |
| Pending | 25/02/2017 | Test Thursday | Administrator | Pending: Action required on new organisation request.      | <a href="#">View</a> |
| Pending | 13/02/2017 | Aaron Beach   | Administrator | Pending: Action required on application access request.    | <a href="#">View</a> |
| Pending | 07/02/2017 | Karen Cahill  | Administrator | Pending: Action required on application access request.    | <a href="#">View</a> |
| Pending | 06/02/2017 | Aaron Kennedy | Administrator | Pending: Action required on new organisation request.      | <a href="#">View</a> |
| Pending | 30/01/2017 | Jennifer Trew | Administrator | Pending: Action required on application access request.    | <a href="#">View</a> |
| Pending | 23/01/2017 | test test     | Administrator | Pending: Action is required on create new account request. | <a href="#">View</a> |

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| Name | Comment |
|------|---------|
|------|---------|

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