

CATHOLIC EDUCATION COMMISSION NSW
NETID SCHOOL ADMINISTRATOR
(PRINCIPAL, ASSISTANT PRINCIPAL AND DELEGATES)

March 4, 2017

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1 Accepting Organisation Request

When a staff member creates a new account and selects your organisation you need to accept their request.

Assistance can be sought from itissues@cecsw.catholic.edu.au

Try This Yourself:

Go to the netid website at <https://netid.cecsw.catholic.edu.au> or to the CECNSW website and follow the link **Login to your account**

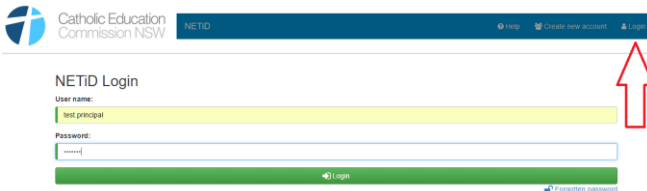
Select **Tasks**

Tasks pending your approval are displayed, showing who has requested and what they have requested.

Select **View** for each individual task

Further details of the request are displayed.

1



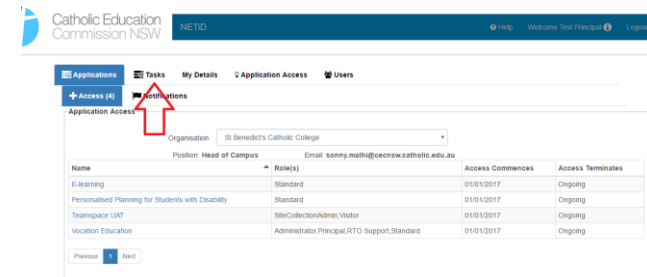
NETID Login

User name: test.principal

Password: [masked]

Login

2

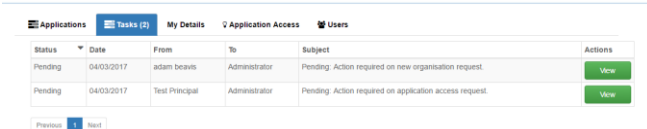


Application Access

Organisation: St Benedict's Catholic College

| Name | Position | Role(s) | Email | Access Commences | Access Terminates |
|--|----------------|---|-----------------------------------|------------------|-------------------|
| E-learning | Head of Campus | Standard | sonny.mahli@cecsw.catholic.edu.au | 01/01/2017 | Ongoing |
| Personalised Planning for Students with Disability | | Standard | | 01/01/2017 | Ongoing |
| Teamspace UAT | | SiteCollectionAdmin Visitor | | 01/01/2017 | Ongoing |
| Vocation Education | | Administrator, Principal, RTO Support, Standard | | 01/01/2017 | Ongoing |

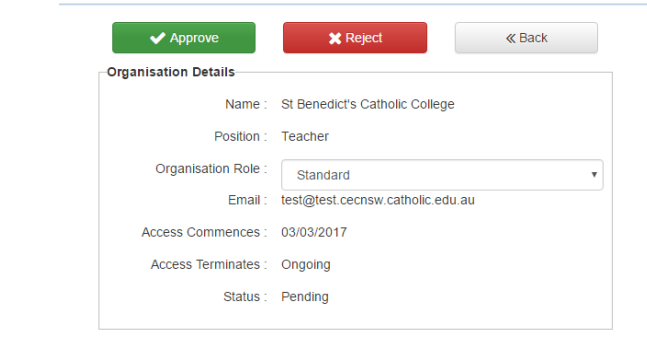
3



Tasks (3)

| Status | Date | From | To | Subject | Actions |
|---------|------------|----------------|---------------|---|----------------------|
| Pending | 04/03/2017 | adam beavis | Administrator | Pending: Action required on new organisation request. | View |
| Pending | 04/03/2017 | Test Principal | Administrator | Pending: Action required on application access request. | View |

4



Approve

Reject

Back

Organisation Details

Name: St Benedict's Catholic College

Position: Teacher

Organisation Role: Standard

Email: test@test.cecsw.catholic.edu.au

Access Commences: 03/03/2017

Access Terminates: Ongoing

Status: Pending

For Your Reference...

When a user links your organisation to their account, the default is **Organisation Role: Standard**. If you wish them to be able to approve requests you need to change this to **Administrator**

Handy to Know...

If you reject a request you must supply a reason.

2 Provisioning somebody to be an administrator

This functionality can be given to any staff member

Try This Yourself:

- 1 Login to your Netid account and select **Users**
- 2 Select **Edit** for the staff member you wish to give this level of access. This can be given to multiple people.
- 3 Note you are **Impersonating** this person so there will not be an approval process (task)
Select **Organisational Details**
- 4 Select **Edit** for your organisation [looking at removing the access to any organisation you are not linked to]
- 5 Change the default from Standard to **Administrator** and **Save**

Catholic Education Commission NSW NETID

Applications Tasks My Details Application Access **Users**

Application Access

Organisation: St Benedict's Catholic College
Position: Head of Campus

| Name | Role(s) | Access Commences | Access Terminates |
|--|---|------------------|-------------------|
| E-learning | Standard | 01/01/2017 | Ongoing |
| Personalised Planning for Students with Disability | Standard | 01/01/2017 | Ongoing |
| Teamspace UAT | SiteCollectionAdmin, Visitor | 01/01/2017 | Ongoing |
| Vocation Education | Administrator, Principal, RTO Support, Standard | 01/01/2017 | Ongoing |

Previous Next

Applications Tasks My Details Application Access **Users (23)**

Search

Organisation: St User Name: Search

Organisation Role: ALL Status: ALL Reset

Search Results

| Account Role | First Name | Last Name | Diocese | Organisation | Position | From Date | To Date | Status | Actions |
|--------------|-------------|-----------|---------|--------------|----------|------------|---------|--------|---------|
| NETIDUser | adam | | | St | Teacher | 03/03/2017 | | Active | Edit |
| NETIDUser | Albert | | | St | Teacher | 01/03/2017 | | Active | Edit |
| NETIDUser | anthony | | | St | Teacher | 01/01/2017 | | Active | Edit |
| NETIDUser | Christopher | | | St | Teacher | 01/01/2017 | | Active | Edit |

Applications Tasks **My Details** Application Access Users

You are impersonating "Albert."

Cancel Impersonation

Personal Details **Organisational Details**

Account Details

NETID Account Type: NETIDUser
Status: Active

Contact Details

Salutation: Mr
Given Name: Albert

Add Organisation

| Organisation | Position | Email | Access Commences | Access Terminates | Status | Actions |
|--|----------|------------------------------------|------------------|-------------------|--------|---------|
| Christian Brothers' High School LEWISHAM 1348 | Teacher | sonny.matti@cecnsw.catholic.edu.au | 01/01/2017 | | Active | Edit |
| St Benedict's Catholic College ORAN PARK 28907 | Teacher | test@test.edu.au | 01/03/2017 | | Active | Edit |

Personal Details **Organisational Details**

Edit Organisation

Diocese * WOLLONGONG

Organisation * 28907 St Benedict's Catholic College ORAN PAI

Position * Teacher

Other Position

NETID Position Type * Standard
Administrator
Standard

Email *

Status * Active

From Date * 2017-03-01

To Date

Cancel Save

3 Removing a User's Access to your Organisation

You should remove staff from your organisation if they resign or transfer.

Try This Yourself:

- 1 Login to your Netid account and select **Users**
- 2 Select **Edit** for the staff member you wish to give this level of access. This can be given to multiple people.
- 3 Note you are **Impersonating** this person so there will not be an approval process (task)
Select **Organisational Details**
- 4 Select **Edit** for your organisation [looking at removing the access to any organisation you are not linked to]
- 5 Change the default from Active to **InActive** and **Save**

Catholic Education Commission NSW NETID

Applications Tasks My Details Application Access **Users**

Application Access

Organisation: St Benedict's Catholic College
Position: Head of Campus

| Name | Role(s) | Access Commences | Access Terminates |
|--|---|------------------|-------------------|
| E-learning | Standard | 01/01/2017 | Ongoing |
| Personalised Planning for Students with Disability | Standard | 01/01/2017 | Ongoing |
| Teamspace UAT | SiteCollectionAdmin, Visitor | 01/01/2017 | Ongoing |
| Vocation Education | Administrator, Principal, RTO Support, Standard | 01/01/2017 | Ongoing |

Previous Next

Applications Tasks My Details Application Access **Users (23)**

Search

Organisation: St User Name: Search

Organisation Role: ALL Status: ALL Reset

Search Results

| Account Role | First Name | Last Name | Diocese | Organisation | Position | From Date | To Date | Status | Actions |
|--------------|-------------|-----------|---------|--------------|----------|------------|---------|--------|---------|
| NETIDUser | adam | | | St | Teacher | 03/03/2017 | | Active | Edit |
| NETIDUser | Albert | | | St | Teacher | 01/03/2017 | | Active | Edit |
| NETIDUser | anthony | | | St | Teacher | 01/01/2017 | | Active | Edit |
| NETIDUser | Christopher | | | St | Teacher | 01/01/2017 | | Active | Edit |

Applications Tasks **My Details** Application Access Users

You are impersonating "Albert."

Cancel Impersonation

Personal Details **Organisational Details**

Account Details

NETID Account Type: NETIDUser
Status: Active

Contact Details

Salutation: Mr
Given Name: Albert

Add Organisation

| Organisation | Position | Email | Access Commences | Access Terminates | Status | Actions |
|--|----------|------------------------------------|------------------|-------------------|--------|---------|
| Christian Brothers' High School LEWISHAM 1348 | Teacher | sonny.matti@cecnsw.catholic.edu.au | 01/01/2017 | | Active | Edit |
| St Benedict's Catholic College ORAN PARK 28907 | Teacher | test@test.edu.au | 01/03/2017 | | Active | Edit |

Personal Details **Organisational Details**

Edit Organisation

Diocese: WOLLONGONG

Organisation: 28907 St Benedict's Catholic College ORAN PAI

Position: Teacher

Other Position:

NETID Position Type: Standard

Email: test@test.edu.au

Status: Active

From Date: yyyy-mm-dd

To Date: yyyy-mm-dd

Cancel Save

4 Change a User's Position (ie Assistant Principal to Acting Principal)

If a staff member changes position you should change their Position type

Try This Yourself:

- 1 Login to your Netid account and select **Users**
- 2 Select **Edit** for the staff member you wish to give this level of access. This can be given to multiple people.
- 3 Note you are **Impersonating** this person so there will not be an approval process (task)
Select **Organisational Details**
- 4 Select **Edit** for your organisation [looking at removing the access to any organisation you are not linked to]
- 5 Change the default from Active to **Inactive** and **Save**

NB: If you set the date in the future, the account will inactive until that date

1

Applications Tasks My Details Application Access **Users**

Application Access

Organisation: St Benedict's Catholic College
Position: Head of Campus

| Name | Role(s) | Access Commences | Access Terminates |
|--|---|------------------|-------------------|
| E-learning | Standard | 01/01/2017 | Ongoing |
| Personalised Planning for Students with Disability | Standard | 01/01/2017 | Ongoing |
| Teamspace UAT | SiteCollectionAdmin, Visitor | 01/01/2017 | Ongoing |
| Vocation Education | Administrator, Principal, RTO Support, Standard | 01/01/2017 | Ongoing |

Previous Next

2

Applications Tasks My Details Application Access **Users (21)**

Search

Organisation: St User Name: Search

Organisation Role: ALL Status: ALL Reset

Search Results

| Account Role | First Name | Last Name | Diocese | Organisation | Position | From Date | To Date | Status | Actions |
|--------------|-------------|-----------|---------|--------------|----------|------------|---------|--------|---------|
| NETIDUser | adam | | | St | Teacher | 03/03/2017 | | Active | Edit |
| NETIDUser | Albert | | | St | Teacher | 01/03/2017 | | Active | Edit |
| NETIDUser | anthony | | | St | Teacher | 01/01/2017 | | Active | Edit |
| NETIDUser | Christopher | | | St | Teacher | 01/01/2017 | | Active | Edit |

3

Applications Tasks My Details Application Access **Users**

You are impersonating "Albert."

Cancel Impersonation

Personal Details **Organisational Details**

Account Details

NETID Account Type: NETIDUser
Status: Active

Contact Details

Salutation: Mr
Given Name: Albert

Add Organisation

4

| Organisation | Position | Email | Access Commences | Access Terminates | Status | Actions |
|--|----------|------------------------------------|------------------|-------------------|--------|---------|
| Christian Brothers' High School LEWISHAM 1348 | Teacher | sonny.matti@cecnsw.catholic.edu.au | 01/01/2017 | | Active | Edit |
| St Benedict's Catholic College ORAN PARK 28907 | Teacher | test@test.edu.au | 01/03/2017 | | Active | Edit |

5

Personal Details **Organisational Details**

Edit Organisation

Diocese: WOLLONGONG

Organisation: 28907 St Benedict's Catholic College ORAN PAI

Position: Teacher

Other Position

NETID Position Type: Assistant Deputy, Acting Principal, Additional Needs Officer, Administrative Assistant, Assistant Deputy, Assistant Principal, Board Member, Director, Head of Campus, Head of College, Headmaster, Headmistress, Learning Support Co-Ordinator, Other, Principal

Email:

Status:

From Date:

To Date:

Cancel Save

5 Providing Access to an Application

The staff member must request access (see relevant crib sheet).

At this stage you cannot give access to an application unless the staff member has requested it and you have actionaed a received Task