

User Access Levels in the ACT Certification System (ACS) May 2017



**Board of Senior Secondary Studies
ACT Certification System (ACS)**

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

Table of Contents

User Roles	3
User Control Managing Users	5
Create User	5
Users Screen	6
Add User	6
Reset Password	6
Unlock	6
Lock All.....	6
Unlock All	7
Edit User Details	7
Edit Profile Details	7
Delete Users	8

User Roles

All ACS users need Basic level.

Other roles can be added depending on a person's responsibilities at a college.

User Role	Allowable Functions
1. Basic	Create Assessment Items in Markbook Enter marks and adjustments Enter grades in non-tertiary units Calculate temp scores from historical parameters or backscaling Generate raw scores Change password Print reports View unit and course codes Create Moderation presentations Review Moderation presentations
2. Faculty Head	Create and manage Markbooks for their faculty Add and remove units and half units from markbooks Calculate Temp scores from historical parameters or backscaling
3. Edit	Edit individual student details and unit/course studied records Manage Scaling Group Lists Manage markbook access Run EOY processes This role includes Faculty Head functions
4. Transfer	Transfer temp unit scores to final unit scores This role includes Faculty Head and Edit functions
5. User Control	Add/manage users and their roles Usually the BSSS Certification person in each college These accounts are created by the Technical Adviser. This role includes Faculty Head, Edit and Transfer functions.
6. Moderation Coordinator	This role is for the college Moderation Coordinator Submit Moderation Presentation Apply for course exemptions Print college Moderation reports
7. Principal	Edit individual student details and unit/course studied records Print reports including college Moderation reports Enter marks and adjustments in markbooks Add/manage users and their roles Manage scaling group lists View Moderation presentations and course exemptions
8. TeachVET	This role is for VET teachers. Enter vocational competencies via the Competencies by Unit screen Print VET reports

9. SchoolVET	This role is for the school VET coordinator. Enter vocational competencies for Training Package or Student via the Competency screen Create ASBA Enter year 10 competencies
10. DataSync	Allows access to the Datasync website to manage to flow of date between ACS and the school administration system database: https://acs.bsss.act.edu.au/ACSDataSync Set Datasync dates for each assessment period Track Datasync errors

User Control Managing Users

The ACS system has users with different roles – each role has different functionality. The top level of access in each college is **User Control**. Only users with the access level of User Control will be able to use the Create User and User menu options. The Technical Adviser is the only person who can assign the access level of User Control. This access is usually given to the BSSS Certification person in each college. It is then this person's responsibility to create and manage users in their college.

Create User

- From the menu select **Admin – Create User** and the following screen will appear

The screenshot shows the 'Create User' form with the following details:

- User Details:**
 - User Name: []
 - Password: []
 - Confirm Password: []
 - E-mail: []
- Code and School Name:**

Code	School Name
<input checked="" type="checkbox"/>	CDPC CDPC Melba Copland Secondary School
- Role Name:**

<input type="checkbox"/>	DataSync
<input type="checkbox"/>	TeachVET
<input checked="" type="checkbox"/>	Basic
<input type="checkbox"/>	SchoolVET
<input type="checkbox"/>	Edit
<input type="checkbox"/>	Transfer
<input type="checkbox"/>	FacultyHead

Enter in the required details as follows:

- User Name firstname_lastname
- Password minimum of 7 characters and 1 character that is not a letter or number
- E-mail address is optional
- Assign a role by clicking in the check boxes. All users need Basic role.
- You must select the appropriate responsibility roles to allow the desired user function. The screen below assigns an edit role to the user

The screenshot shows the 'Create User' form with the following details:

- User Details:**
 - User Name: Ljn_Mernagh
 - Password: []
 - Confirm Password: []
 - E-mail: []
- Code and School Name:**

Code	School Name
<input checked="" type="checkbox"/>	CDPC CDPC Melba Copland Secondary School
- Role Name:**

<input type="checkbox"/>	DataSync
<input type="checkbox"/>	TeachVET
<input type="checkbox"/>	Basic
<input type="checkbox"/>	SchoolVET
<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	Transfer
<input type="checkbox"/>	FacultyHead

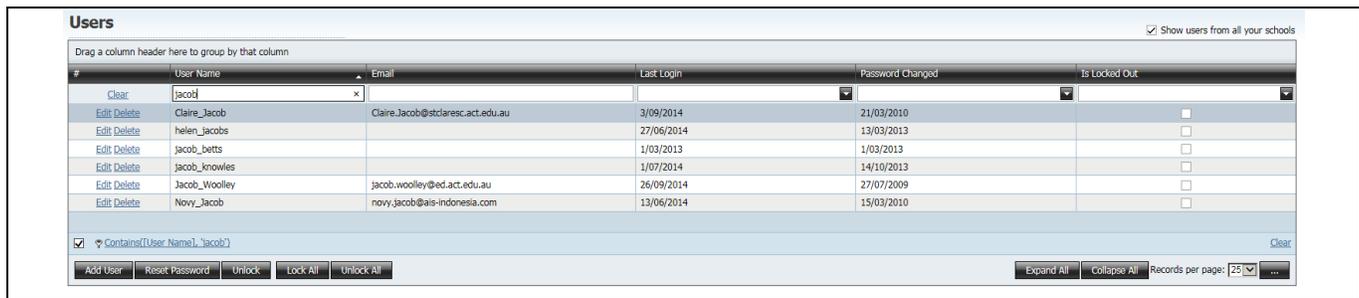
- Press save
- Should a User Name already exist in the database (all colleges) the following message will appear

Please enter a different user name. 

- If this happens check with the user if they already have an ACS account with that user name at a different college. If they do, contact the Technical Adviser to change their ACS school. Otherwise the preferred options are to include the middle initial or lengthen/shorten first name
- College access defaults to the User Control's college
- The new user will need to be notified of their user name and password

Users Screen

- From the menu select **Admin – Users** and the following screen will appear



Users ☑ Show users from all your schools

Drag a column header here to group by that column

#	User Name	Email	Last Login	Password Changed	Is Locked Out
1	Claire_Jacob	Claire.Jacob@stclare.sc.act.edu.au	3/09/2014	21/03/2010	<input type="checkbox"/>
2	helen_jacobs		27/06/2014	13/03/2013	<input type="checkbox"/>
3	jacob_betts		1/03/2013	1/03/2013	<input type="checkbox"/>
4	jacob_knowles		1/07/2014	14/10/2013	<input type="checkbox"/>
5	Jacob_Woolley	jacob.woolley@ed.act.edu.au	26/09/2014	27/07/2009	<input type="checkbox"/>
6	Novy_Jacob	novy.jacob@sis-indonesia.com	13/06/2014	15/03/2010	<input type="checkbox"/>

☑ Contains([User_Name], 'jacob') Clear

Records per page: 25

The five main action buttons on this screen are:

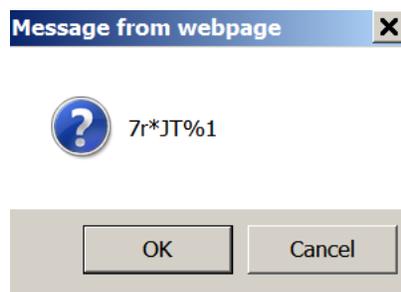
- Add User taken to **Create User** screen
- Reset Password
- Unlock
- Lock All
- Unlock All

Add User

Select this button to move to the **Create User** screen

Reset Password

- Select the user by clicking on the User Name. The active row now has a blue background
- Click **Reset Password** button
- Confirm that the user's password is to be reset
- The screen below will appear. The user's password is displayed on the screen. In this case the new password is **7r*JT%1**



Unlock

- Use this button to unlock the selected user. A user is locked out if they have three unsuccessful attempts at logging in. A user who is locked out due to entering the wrong user name and/or password must be unlocked before they can access the database.

Lock All

At certain time during the year the BSSS Certification person may decide to lock out all users at their college from the accessing the database.

- Click on the button **Lock All** to lock all users from accessing the application
- This will lock out all users except those with User Control access

- If a 'locked-out user' tries to login to the system, a message "The system is unavailable as all school users have been locked out" will be displayed.

Unlock All

- To unlock all users click on the **Unlock All** button

Edit User Details

- Click on the hyperlink **Edit** and the screen below appears

Edit User Details

User Name: Email:

Comment:

Schools		Roles	
Code	School Name		Role Name
<input type="checkbox"/>		<input type="checkbox"/>	DataSync
<input type="checkbox"/>	BASS BASS Burgmann Anglican School	<input type="checkbox"/>	TeachVET
<input type="checkbox"/>	BBCC BBCC Brindabella Christian College	<input checked="" type="checkbox"/>	Basic
<input type="checkbox"/>	BMTS BMTS Black Mountain School	<input type="checkbox"/>	SchoolVET
<input checked="" type="checkbox"/>	CBJC CBJC Sekolah Cita Buana, Jakarta	<input type="checkbox"/>	Edit
<input type="checkbox"/>	CBRC CBRC the Canberra College	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	CGGS CGGS Canberra Girls' Grammar School	<input type="checkbox"/>	UserControl
<input type="checkbox"/>	CITC CITC Canberra Institute of Technology	<input type="checkbox"/>	Accred
<input type="checkbox"/>	COPC COPC Melba Copland Secondary School	<input type="checkbox"/>	VET
<input type="checkbox"/>	DARC DARC Daramalan College	<input type="checkbox"/>	AST
<input type="checkbox"/>	DCKC DCKC Dickson College	<input type="checkbox"/>	TechAdviser
		<input type="checkbox"/>	FacultyHead

Page 1 of 6 (58 items) << < 1 2 3 4 5 6 > >>

Select All Schools Unselect All Schools

Update Cancel

The user's role and/or email address can be changed in this screen
Click on the **Update** button to save changes

Edit Profile Details

- Click on the hyperlink **View Profile** and the screen below appears

Update Profile

* First name:

* Last name:

* Are you:

A teacher currently teaching year 11/12

A librarian

Other

* What is your work email address?

* What courses do you teach?

ADVANCED INDONESIAN

BIOLOGY

CHEMISTRY

ECONOMICS

ENGLISH

ENGLISH AS A SECOND LANGUAGE

GEOGRAPHY

MATHEMATICAL METHODS

* Which course will you be attending on Moderation Day this year?

Moderation training completed:

* Do you have any dietary requirements (for Moderation Day)? Yes No

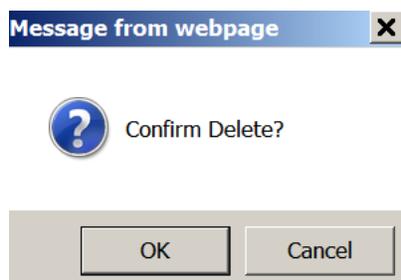
This shows personal details, including name and email address as well as what courses they can teach and what subject they will be attending on Moderation Day.

It is important that all teachers update this profile regularly. First and last names will be used on Moderation Day documentation, so please ensure that they are accurate, and not just initials.

If a staff member is on leave for Moderation Day please mark their status as “Other” and remove their subjects and Moderation Day subject attendance, so they do not appear on Moderation Day attendance lists.

Delete Users

- Click on the hyperlink **Delete** and the screen below appears



Click OK and the user will be deleted

As staff leave a college their account should be deleted.

ACS is a web system and if accounts remain for ex-staff they will still have access to your college's data anywhere at any time.

As there is only one database leaving 'out of date' users in the system will cause problems when creating log ins for new staff or when staff move colleges.

Note: Please do not delete OBSSS users from your school