NSW Department of Education –
Transition to School Digital Statement

User guide
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Introduction

The Transition to School Digital Statement (TTSDS) provides a snapshot of a child’s learning, development and background as they move from an early childhood education service to school. It is a digital service that replaces the previous paper process for the statement. The statement can be accessed, completed, edited and submitted online.

Educators should complete a Transition to School Digital Statement for each child. This statement will pass on important information about that child to their prospective school, and enable children to receive the individual support they need as they move into their new school environment.

Before logging into the Digital Statement, the Principal Authority needs to complete some set up steps. They must have set up their myGovID, linked their business and provided access to their educators through RAM. This needs to happen prior to the educator logging in.

For an educator to access TTSDS, an educator must have set up their own myGovID and must have been linked to the relevant business on RAM (by the Principal Authority).

This guide has been divided into two sections depending on your role:

<table>
<thead>
<tr>
<th>Section 1: Principal Authority</th>
<th>Section 2: General User</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Business owner)</td>
<td>(Early childhood educator)</td>
</tr>
</tbody>
</table>

The Principal Authority section should be used by the person responsible for the business, who has access to the business’s Relationship Authorisation Manager (RAM) account.

The General User section of the guide should be used by educators/administrators responsible for creating a child’s digital statement.

System Requirements

A stable internet connection is required for the efficient use of the TTSDS. The performance of the TTSDS website will be impacted by the reliability and performance of your service’s internet connection and network.

Minimum browser requirements

The TTSDS works best on:

- Google Chrome 64+
- Mozilla Firefox 58+
- Microsoft Edge 42+
- Opera 50+
- Safari 12+

Version number

The version number of the TTSDS can be found in the lower right corner of the screen. The format is v1.0.0. This number should be quoted if you need to report any technical issues.
Section 1: Guide for the Principal Authority

The Principal Authority must nominate educators within their service to be authorised to login to and use the Transition to School Statement.

This section explains what needs to be completed by the Principal Authority before educators can use the Transition to School Digital Statement. If this step has not been completed, educators will not be able to login to the Statement.

A Principal Authority is the person responsible for the business, such as:

- a sole trader
- an eligible individual associate listed on an Australian business number (ABN) in the Australian Business Register (ABR), for example a:
  - Trustee
  - Director
  - public officer
  - partner
  - an office bearer of a club or association

Setting up your myGovID

The Principal Authority will need to have a myGovID before they start. MyGovID is a digital identity which lets you prove who you are online - like the 100 point ID check but on your smartphone/device. It can be used to log into select government online services.

If you don’t already have a myGovID you can visit the myGovID website for detailed instructions on how to get set up.

Please note: MyGovID is different to the MyGov portal.

Setting up your business and educators using the Relationship Authorisation Manager (RAM)

What is RAM?

Relationship Authorisation Manager (RAM) is an authorisation service which allows you to manage who can access government online services for your business, such as the Transition to School Digital Statement. You may already use RAM to manage who can access other government online services for your business, such as the Early Childhood Contract Management System (ECCMS) or the ATO Business Portal.

You must add your educators in RAM before they can log into the Transition to School Digital Statement.

Link your business

To access the Transition to School Digital Statement, you need to link your myGovID to your business using RAM.

If you have not used RAM before you will need to identify yourself as the business owner and link your business. To do this you will need to be the person responsible for the business, such as:

- a sole trader
- an eligible individual associate listed on an Australian business number (ABN) in the Australian Business Register (ABR), for example a:
  - Trustee
  - Director
  - Public officer
  - Partner
  - an office bearer of a club or association
Click [here](#) to log into RAM.

For detailed instructions on how to link your business, please visit the [RAM website](#). A video instruction guide is available [here](#). Alternatively, you can phone the myGovID support line on 1300 287 539 (select option 2 for myGovID enquiries).

### Add your educators in RAM

You will need to link your educator(s) in RAM before they can access the Digital Statement through their myGovID.

Login to RAM [here](#) and select “Manage authorisations”, select your business and click “add new user”.

You can authorise someone as an:

- **Authorised administrator** - a user who can create and manage authorisations for your business. Use this role for any staff you want to give authority to add educators on your behalf, e.g. a service director. (See next section for more detail)
- **Authorised user** - a user who can work on behalf of your business. Use this role for educators you want to use the TTSDS, but to have no additional authority in RAM.

To get full and detailed instructions on how to set up authorisations [click here](#). Alternatively, you can phone the myGovID support line on 1300 287 539 (select option 2 for myGovID enquiries).

Once you have added the educator on RAM, they will receive an authorisation request via email containing a code.

The user must accept or decline the authorisation request within seven days or the code will expire and a new request will need to be sent.

### Add your administrators in RAM

This section explains how to manage authorisations in RAM if you a **Principal Authority** and manage **multiple services** in RAM.

If you are a Principal Authority and manage many services in RAM, you can choose to add **Authorised administrator(s)** for your business. An **Authorised administrator** is a user who can create and manage authorisations for your business in RAM.

To set up these authorisations you need to log in to RAM [here](#) and select “Manage authorisation”.

To get full and detailed instructions on how to set up authorisations [click here](#). Alternatively, you can phone the myGovID support line on 1300 287 539 (select option 2 for myGovID enquiries).

### Setting up administrators in the Transition to School Digital Statement

You will only need to complete this step if you manage multiple services under one ABN. Make sure you have linked your business and staff in RAM before you complete this step.

If you are a Principal Authority and manage multiple services under one ABN, you will need to nominate a **service administrator** for each service. The administrator will need to complete some set up steps in the TTSDS before educators can login to see the service dashboard.

Each service can have only one administrator.

The nominated **service administrator** for each service will need to:

- Registering to be the administrator of their service
- Add all educators in their service as “users” in the Transition to School Digital Statement
- Manage the users in TTSDS ongoingly, e.g. remove an educator if they finish working at the service
Login to Transition to School Digital Statement

This section explains what needs to be done by the service administrator in the Transition to School Statement before educators can access the statement.

Once the administrator has set up their myGovID, and been linked to the business on RAM by the PA, they should visit the Transition to School Digital Statement webpage.

Click on the “Login with myGovID” button. Login occurs via the myGovID authentication page using your myGovID credentials.

• Enter the email address used to set up your MyGovID and click “Login”.
• Open the myGovID application on your smart device and accept or enter your code.

Register your service

The first time you access the digital statement, the nominated administrator will need to register as an “administrator” for their service(s). Each service can have only one administrator.

• Click on the “Register” button
● Enter your Service Approval Number (SE-XXXXXXXX)

Register as the administrator
The statement will search for your Service, and if the service is found (Service Approval Number is correct), you will be able to register as the Service Administrator. Each service can have only one administrator.

● Click “Register as Service Administrator”

● You will be successfully added as the administrator

● If you are the administrator of more than one service, click back and you can repeat this process
If you do not need to register to be the administrator of another service, the next step is to add educators for each service.

Add educators for each service
Once you have registered as the administrator, you are required to individually add each educator as a “user” to the service.

Your educators will not be able to see your service dashboard until you have added them as a “user”.

- Select the service that you want to access
- Click on “Next”

On the homepage, click on the menu on the top right and select “Users”
Manage users
On this page you can add or remove educators associated with this service. Adding educators will enable them to create and manage statements.

You’ll first need to add the educator to RAM. Refer to the “Add your administrators in RAM” section on page 5. Once that is done:

- Select “New User+” to add an educator
- Enter the email associated with their MyGovID account

You can remove educators as users at any time by clicking ‘Delete User’. You should delete educators when they are no longer working at the service.
Section 2: Guide for General Users (Educators)

The General User section of the guide should be used by educators/administrators responsible for creating a child’s digital statement.

This section explains what needs to be done by the educator to login and use the Transition to School Digital Statement.

Note: To access the Digital Statement, a general user must have been linked to the relevant business on RAM by the Principal Authority of the business. Refer to the Guide for Principal Authority.

Set up myGovID

Before you start, you need to set up your own unique myGovID.

myGovID is a digital identity which makes it easier to prove who you are online - like the 100 point ID check but on your smartphone/device. It can be used to log into select government online services.

Important Note: myGovID is different to the myGov portal. myGovID should be set up using a personal email address and accessed on your personal device, as it is associated with you. Doing this will not link your personal data as myGovID and myGov are two separate systems. Once you’re logged in, all further action can then be completed using a work device – myGovID is simply your personalized login.

To set up your MyGovID, download the application

- myGovID on the App Store
- myGovID on Google Play

Enter your details – full name, date of birth, email address – and add your identity documents.

You can use the following Australian identity documents:

- Driver’s licence or learner’s permit
- Passport
- Birth certificate
- Medicare card
- Visa (if using a foreign passport).

Click here for detailed instructions to set up myGovID.

After setting up your myGovID you can start using the Transition to School Digital Statement.

Login to Transition to School Digital Statement

Once you have set up your myGovID and downloaded the myGovID app, visit the Transition to School Digital Statement webpage.

Click on the “Login with myGovID” button. Login occurs via the myGovID authentication page using your myGovID credentials.

- Enter the email address you used to set up your MyGovID and click “Login”.
- Open the myGovID application on your smart device and accept/enter your code.
Accessing your service

If you work at a Service that has an individual ABN, you will be taken directly to the dashboard.

If you work at a Service that sits under a provider ABN with multiple other Services, you’ll need to select the service you wish to access.

After logging in, you will be able to select any services that you have been granted access to.

- Select the service, and click “Next”
If no services are available
If no services are appearing, it is likely that you have not yet been granted access by your service. Please contact your Principal Authority or Director and ask them to set you up. Only register to be the administrator if you have the authority to do so.

Select your Service (if working in more than one Service)
If you work in more than one Service and you have been added to each of them:

- Click the dropdown option in the top right corner of the menu bar
- Select “Services”
You will be presented with a list of services associated with your account.

- Select the Service you would like to complete the statement for and click “next”

Dashboard
The dashboard is your Service’s homepage. From here, you can view the list of statements created by your Service. You can create a new statement or edit a statement that is already in progress. Once the statement has been completed, you can archive or download a PDF version.

Before any statements have been completed, your dashboard will appear as below:
Once statements have been created, your dashboard will have the list of statements in progress and their status:

Creating a new statement
Each child will require a new statement.

Important note on Parental Consent
You will need to upload a signed parent/carer consent form for each child before you can create a statement. The consent form can be [downloaded here](#).

- Click on “New Statement +”
- Enter the details of the child
- Upload a copy of the signed consent form
- Check the box to indicate you will act in accordance with authorisation and consent
- Click “Create”
Completing the statement

The digital statement has **three key sections** about the child.

The questions in these sections are not mandatory, so you can navigate freely through the statement. However, it is recommended that you check to ensure all relevant information has been included to assist the school before finalising a statement.

If you wish to save and come back later, click the “Save and Exit” button on the left-hand side. The statement will be saved and will be listed as “In progress” in the Service dashboard.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information collected</th>
<th>Completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. About the child</td>
<td>General information about the child.</td>
<td>ECEC educator</td>
</tr>
<tr>
<td></td>
<td><strong>Feelings about school</strong></td>
<td>Descriptions about the child’s feelings and expectations about school.</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

|   | **Child’s development**   | Descriptions of the child’s learning progress against the Early Years Learning Framework. | ECEC educator |

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**Transition to School Digital Statement**

**Alicia Testname**  
**Date of birth:** 10/10/2015  
**Save and exit**

**Feelings about school**

Use this section to capture a child’s feelings and expectations about school. This information will assist kindergarten teachers to create a learning environment where children feel safe and supported. This section needs to be completed with the child.

Has the child visited their new school?  
- Yes  
- No

**Questions to the child**

Please ask the child the questions below and then note their responses.

*How do you feel about your new school?*

Child’s response

*eg. I went to sit next to my friends*
Confirm answers

When you have completed the information, review your answers and click “Confirm”.

You will not be able to edit the statement once you click “Confirm”.

Sending the statement to a school

This is where you will add the school(s) the child may go to.

- Place your cursor inside the **School name(s) field**.
- Begin typing the name of the school the child will transition to.
- If the school name is found, select the school.
- If the school name is not found, you will have the option to add it and the email address.
- You can remove a school by clicking on the small “X” next to the school name.
- You can edit and review the child’s schools any time before the statement is sent.

*Important Note: A school will not receive your statement as soon as it is completed. Statements will be sent to schools in a batch before the end of Term 4.*
Log out – end your session

Please ensure you fully end your session each time you exit the platform.

- Click the dropdown option in the top right corner of the menu bar
- Click “Exit”
- To fully end your session, close every browser window AND log off from your user account on your device.
Where can I go or who can I talk to for additional support?

I have a question or have trouble with myGovID

The myGovID website has support materials to assist you.

If you would like to speak with someone from the myGovID team, you can phone the myGovID support line on 1300 287 539 (select option 2 for myGovID enquiries) between:

- 8.00am and 8.00pm (Monday to Friday)
- 10.00am and 4.00pm (Saturday and Sunday)

I have a question or have trouble with the TTSDS

Frequently Asked Questions

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Solution</th>
<th>Further contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ve logged in but can’t progress past the first page</td>
<td>It is likely that your access hasn’t been set up. Contact your Principal Authority (business owner) and ask them to set you up through the RAM website.</td>
<td>MyGovID Support line 1300 287 539</td>
</tr>
<tr>
<td>I have forgotten my myGovID login</td>
<td>Select “I forgot my password” on the myGovID app login screen. You’ll need to prove your identity again using the same email address and identity documents you used when you initially set up your myGovID.</td>
<td>MyGovID Support line 1300 287 539</td>
</tr>
<tr>
<td>How can I make changes to the statement?</td>
<td>Refer to the “Creating a new Statement” section of the User Guide. Once a statement has been “confirmed” you will no longer be able to make changes.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>Where can I find the consent form?</td>
<td>The consent form can be found here. You must use a document substantially in the form of the consent form.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Do I need to use the Department consent form?</td>
<td>Do I need to use the Department consent form? template provided. Or you may use your own consent documents which must use the same wording as set out in the template.</td>
<td></td>
</tr>
<tr>
<td>Can I share the statement with the child’s parent/guardian?</td>
<td>Yes. You can download and print the statement at any time. The statement contains sensitive child data and should only be shared with the child’s prospective school and their legal guardian.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>Can I send the statement to multiple schools?</td>
<td>Yes. You can assign multiple schools to a single statement if the child is unsure of where they will be transitioning to.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>Can I recall a sent statement?</td>
<td>No. Once a statement has been sent you cannot recall it.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>I can’t see a child’s record anymore</td>
<td>The child’s record may have been archived. You can access archived records using the “Archive” tab on your dashboard.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>When will the Statement be sent to schools?</td>
<td>The confirmed statements will be sent to the child’s school in Term 4.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
</tr>
<tr>
<td>The school the child will be attending next year does not appear in the drop down list</td>
<td>If the school is a NSW Government school, check the name of the school or the spelling of the school name. If the school is an independent or Catholic school, it may not automatically appear. You can manually enter the school’s email address. Refer to “Sending a statement to a school” section of the User Guide.</td>
<td>ECED Information and enquiries 1800 619 113 (toll free) or <a href="mailto:ececd@det.nsw.edu.au">ececd@det.nsw.edu.au</a>.</td>
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