

QRG – How to use My School page

My School page is used to define the school information, for example the school contacts, school addresses and the designated high school most students go to.

Click the **My School** option in the left menu.

The screenshot shows the 'Registration Offer Setup' form. On the left is a navigation menu with 'My School' selected. The main form area contains the following elements:

- School name:** Clenton Park Public School
- School print name:** Clenton Park Public School (26/128)
- Designated high school:** A dropdown menu showing options like Ashfield Boys High School, Beverly Hills Girls High School, Burwood Girls High School, and Canterbury Boys High School.
- School Updating section:**
 - To Leaving days:** 30 (2/6)
 - Dossier Review days:** 0 (1/6)
 - School Year Period Type:** CAL - One calendar year
 - Visa Expiry:** 0 (1/6)
 - After how many days of inactivity auto withdraw registrations:** 20 (2/6)
 - How many days after the start of the year list students not enrolled:** 10 (2/6)
- Maintain Address:** Represented by an envelope icon.
- Maintain Logo:** Represented by a crest icon.
- Maintain Contact:** Represented by a telephone icon.
- Tracking Sheet Fed To:**
- Tracking Sheet Fed From:**
- Buttons:** Cancel, Save, Save and exit.
- Footnote:** *Indicates mandatory field.

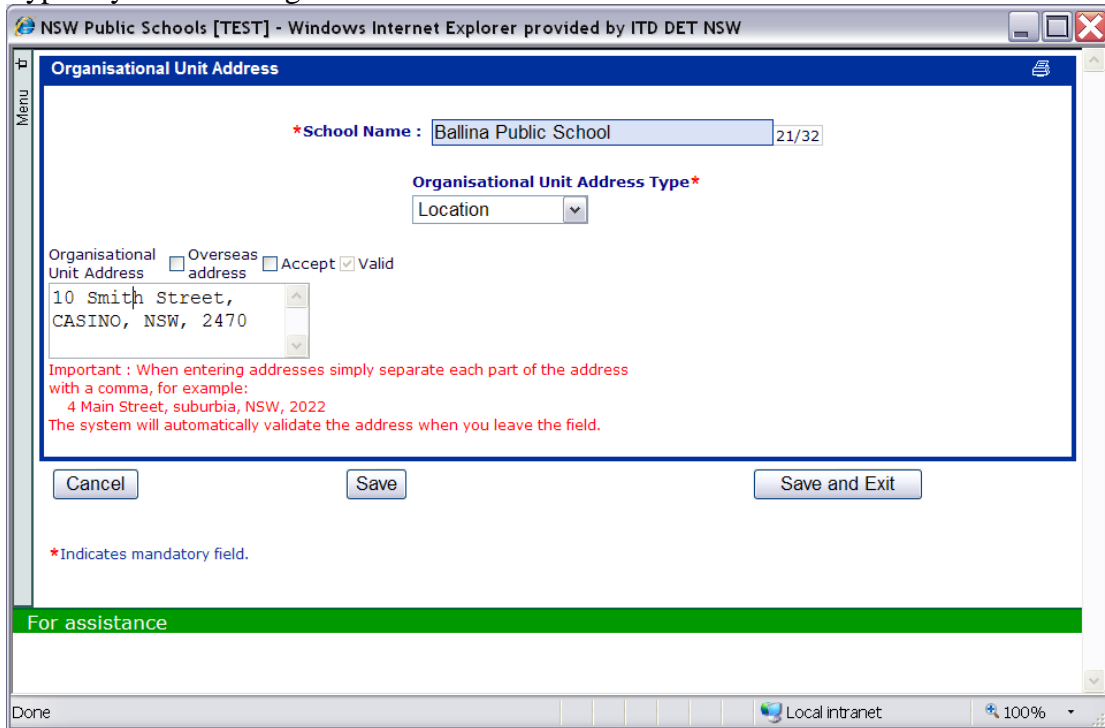
Address Maintenance

To create or modify an Address for a school click on the envelope symbol. The Address maintenance screen will appear. The user may select from the dropdown which type of Address they are maintaining.

The screenshot shows the 'School Address' form. It includes the following elements:

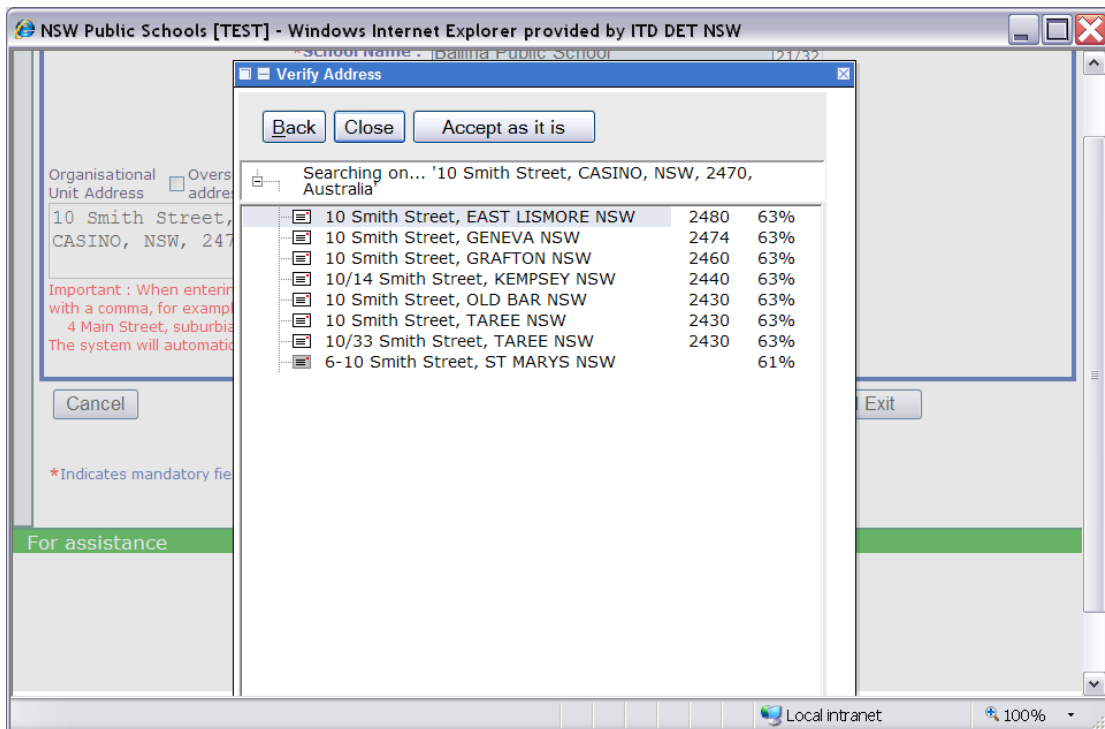
- School Name:** Ballina Public School (21/32)
- School Address Type:** A dropdown menu with options: Location, Residential, Correspondence, Business, Location (highlighted), Delivery, Secondary Location.
- Address Input:** 48 Crane St, Ballina, NSW, 2478
- Checkboxes:** Overseas address, Accept, Valid
- Important Note:** When entering addresses simply separate each part of the address with a comma, for example: 4 Main Street, suburbia, NSW, 2022. The system will automatically validate the address when you leave the field.
- Buttons:** Cancel, Save, Save and Exit.
- Footnote:** *Indicates mandatory field.

Type any text or changes into the Address text area



Then hit tab

If the Address typed in is not a valid known address, a popup Address Verification screen will appear providing a list of potential addresses. An address from this list may be selected or the user can choose to click Accept as it is which will retain the address they typed in.



Click **Save** to remain in the screen to maintain more than one Address Type, or **Save and Exit** to exist the address maintenance function.

NSW Public Schools [TEST] - Windows Internet Explorer provided by ITD DET NSW

*School Name : Ballina Public School 21/32

Organisational Unit Address Type*

Location

Organisational Unit Address Overseas address Accept Valid

10 Smith Street,
EAST LISMORE, NSW,
2480

Important : When entering addresses simply separate each part of the address with a comma, for example:
4 Main Street, suburbia, NSW, 2022
The system will automatically validate the address when you leave the field.

Cancel Save Save and Exit

*Indicates mandatory field.

For assistance

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Logo Maintenance

To create or modify a Logo for a school click on the school shield symbol. The Logo maintenance screen will appear. The user may select from the dropdown which type of Logo they are maintaining.

NOTE: School Logo Small -120x120 pix is the preferred size for Best Start and SBSR and other applications.

School Image

*School Name : Ballina Public School 21/32

School Image Type*

School Logo (used by SBSR - small - 120x120 pix)

School Logo (used by SBSR - small - 120x120 pix)

School Logo (medium)

School Logo (watermark)

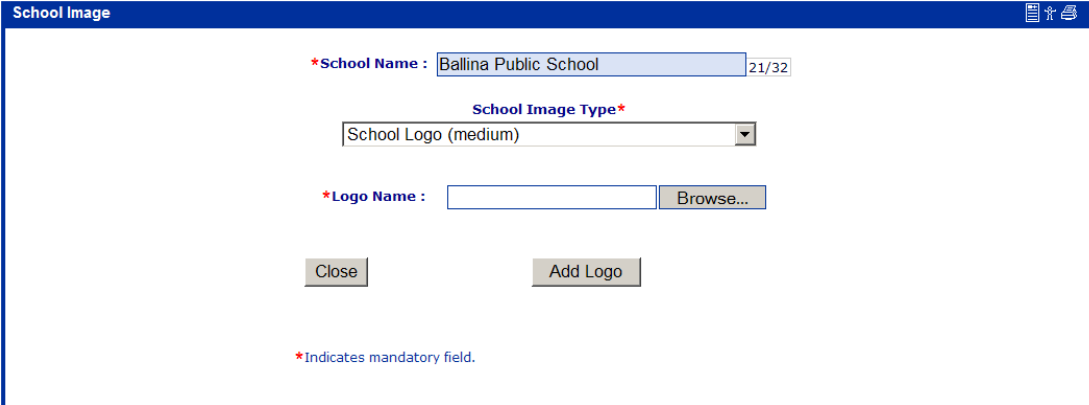
TRUTH HONOUR

*Logo Name : 1112.jpg

Close Remove Logo

*Indicates mandatory field.

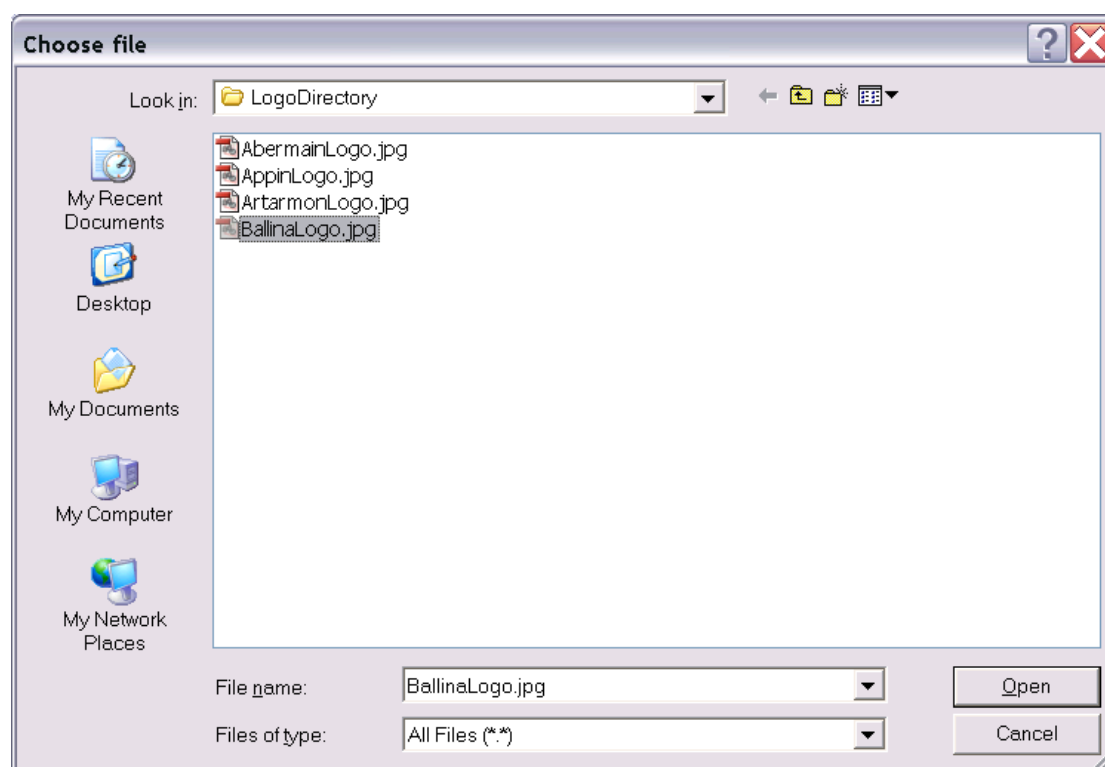
Select a different type of school logo to upload a new one, the screen below is presented



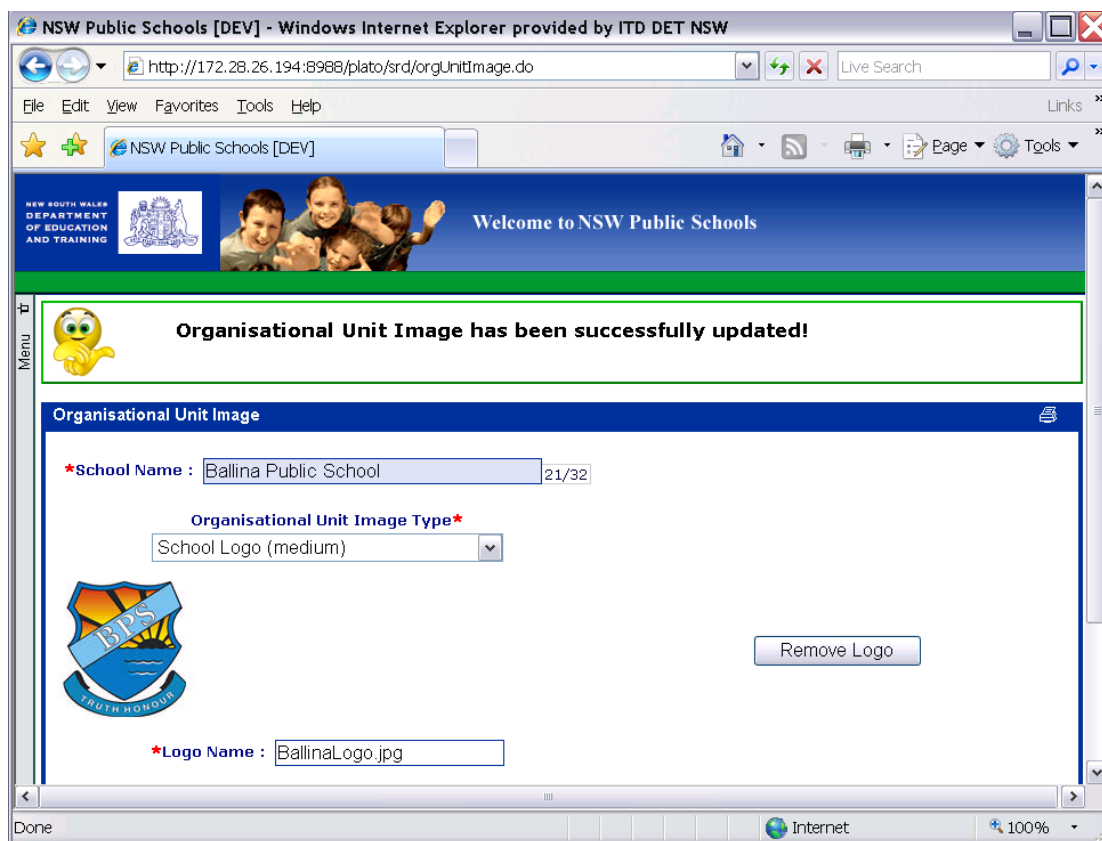
The screenshot shows a web form titled "School Image". It contains the following fields and controls:

- A text input field for "School Name" containing "Ballina Public School" with a character count "21/32".
- A dropdown menu for "School Image Type*" currently set to "School Logo (medium)".
- A text input field for "Logo Name" followed by a "Browse..." button.
- "Close" and "Add Logo" buttons.
- A note at the bottom: "*Indicates mandatory field."

Click the **Browse** button and select the desired Logo from your directory



Click the Add Logo button to add the selected Logo to the school
(It may subsequently be removed by clicking on the **Remove** button and repeating the **Add** process for a different Logo)



Contacts Maintenance

To maintain fax, phone numbers and email - click on the green telephone icon on the main School maintenance page. Some contact data has already been sourced.

The screenshot shows a 'School Contact' form with the following details:

- School Name: Ballina Public School (21/75)
- Table of Contact Data:

Contact Type	Contact Data
Phone (Business/Work)	6686 2205
Phone (Business/Work)	6686 2584
E-Mail	ballina-p.School@det.nsw.edu.au
Fax (Business/Work)	6686 0692

Buttons: Cancel, Create

To create a new entry click on the **Create** button
 Select the type of Contact (you can have more than one entry for each type)
 And Click **Save** or **Save and Exit**.

School Contact

School Name : 21/75

Contact Type	Contact Data
Phone (Business/Work)	6686 2205
Phone (Business/Work)	6686 2584
E-Mail	ballina-p.School@det.nsw.edu.au
Fax (Business/Work)	6686 0692

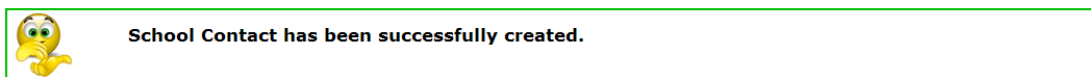
School Contact Details

Contact Type :

*School Contact Data :

*Indicates mandatory field.

Click the **Save** button to save



School Contact

School Name : 21/75

Contact Type	Contact Data
Phone (Business/Work)	6686 2205
Phone (Business/Work)	6686 2584
Phone (Business/Work)	6686 1234
E-Mail	ballina-p.School@det.nsw.edu.au
Fax (Business/Work)	6686 0692

To edit an existing Contact simply click on the entry in the contact table

School Contact

School Name : 21/75

Contact Type	Contact Data
Phone (Business/Work)	6686 2205
Phone (Business/Work)	6686 2584
Phone (Business/Work)	6686 1234
E-Mail	ballina-p.School@det.nsw.edu.au
Fax (Business/Work)	6686 0692

The user can then modify or delete the existing entry

School Contact

School Name : Ballina Public School 21/75

Contact Type	Contact Data
Phone (Business/Work)	6686 2205
Phone (Business/Work)	6686 2584
Phone (Business/Work)	6686 1234
E-Mail	ballina-p.School@det.nsw.edu.au
Fax (Business/Work)	6686 0692

School Contact Details

Contact Type : EMAIL - E-Mail

*School Contact Data : ballina-p.School@det.nsw.edu.au

Cancel Create Back Save Save & Exit Delete

*Indicates mandatory field.