

How to onboard a Pre-service Teacher through eCPC and AMU/MSA

Quick Reference Guide

Commencing 17 June 2024

This guide provides schools with step-by-step instructions for onboarding Pre-service Teachers (PSTs) through eCPC and AMU (or MSA) from 17 June 2024.

Note: PSTs should have already completed the [PST registration process](#) prior to day 1 of placement, as instructed by their Initial Teacher Education provider (ITEP), e.g. University or College.

When PST arrives at school for placement on day one (or in the week prior if requested by the school):

Step 1 Ask PST for [identification \(ID\)](#), proof of completion of [mandatory training](#) and signed copy of [PST Acknowledgement Form](#).

Step 2 Log into eCPC – accessed via the [Staff Portal](#).

Step 3 Select 'Person Search' from left-hand side menu.



Step 4 Search for the PST by surname and first name.

Person Search

Prior to engaging new staff you must determine if they have previously been engaged or applied to work with DoE. This function searches DoE Personnel record from the search result list it will check the associated Teaching Approval, WWC, SASS Screening and NOT TO BE EMPLOYED status.

(For name searches you must use full surname and at least the first letter of the first name)

Surname	<input type="text"/>	First Name	<input type="text"/>
Peps/Ceps id	<input type="text"/>	Nesa Id	<input type="text"/>
<input type="button" value="Search"/>			

You can search by either:

- Surname + Firstname (tip - no abbreviations, no nick names, no middle names); or
- Employee Id (Permanent or Casual); or

Step 5 Select the correct PST by checking DOB on their identification. If there are multiple entries with the same name and DOB select the one listed as 'PST' in the 'source' column by clicking the relevant Peps Id.

Surname	First Name	Birth Date	Peps Id	Ceps Id	Source
					ceps
					pers
					PST

PST details will then be displayed in one of two ways, both of which are acceptable:

If ID **has not** previously been checked at a school **OR** If ID **has** previously been checked at a school

School Access - No School Access until confirmation of ID

WWC Number WWC0 [redacted] -- 27-Sep-2024

Student Access - No child related access

ID - Confirmation of ID required

School Access - Allowed (NTBE Clear)

WWC Number WWC0 [redacted] -- 27-Sep-2024

Community volunteer or contractor

Identity has been verified by [redacted] at Probity Unit 20-May-2024

Step 6 Select **confirm placement** from the lower section of this screen.

If ID **has not** previously been checked at a school

Audit History

Action	Type	Change Date	User	Location
Submitted		04-Jun-2024 07:57:53	Applicant	

Confirm Placement

Back

If ID **has** previously been checked at a school

Audit History

Action	Type	Change Date	User	Location
Confirmed	Child-related	24-May-2024 12:21:14	[redacted]	Probity Unit
Confirmed	Non Child-related	07-May-2024 15:45:23	[redacted]	Uralla Central School
Submitted		07-May-2024 15:34:46	Applicant	

Confirm Placement

Back

Step 7 Enter the details requested (see 'Placement details' screen below) then select 'submit'.

Placement details

Name:

A government issued photo ID has been sighted
(this can include a NSW Digital Drivers Licence)

Evidence that relevant mandatory training has been completed

Professional Experience Start Date (dd/mm/yyyy)

Professional Experience End Date (dd/mm/yyyy)

Submit Back

- i) Tick box for ID
- ii) Tick box for completion of mandatory training
- iii) Enter placement start and end dates (refer to PST Acknowledgment form)
- iv) Select 'submit'

Step 8 When "Identity has been verified" is displayed and boxes (below) appear in green, PST is ready to commence placement.



Identity has been verified

Person screening Details

The information contained on this page is classified OFFICIAL - Sensitive (Personal). You must keep this information confidential.

Name PST Test
DOB 01/01/2001
Email Address test@gmail.com
Mobile Number 0401 100 100

School Access - Allowed (NTBE Clear)

NTBE = Not to be employed

WWC Number WWC [REDACTED] -- 27-Sep-2024

Community volunteer or contractor

Identity has been verified by : [REDACTED] at Probity Unit 20-May-2024

Step 9 Access to the department's IT systems (i.e. 'Staff Portal') will be activated overnight and will remain active until the final day of placement as entered in step 7 above.

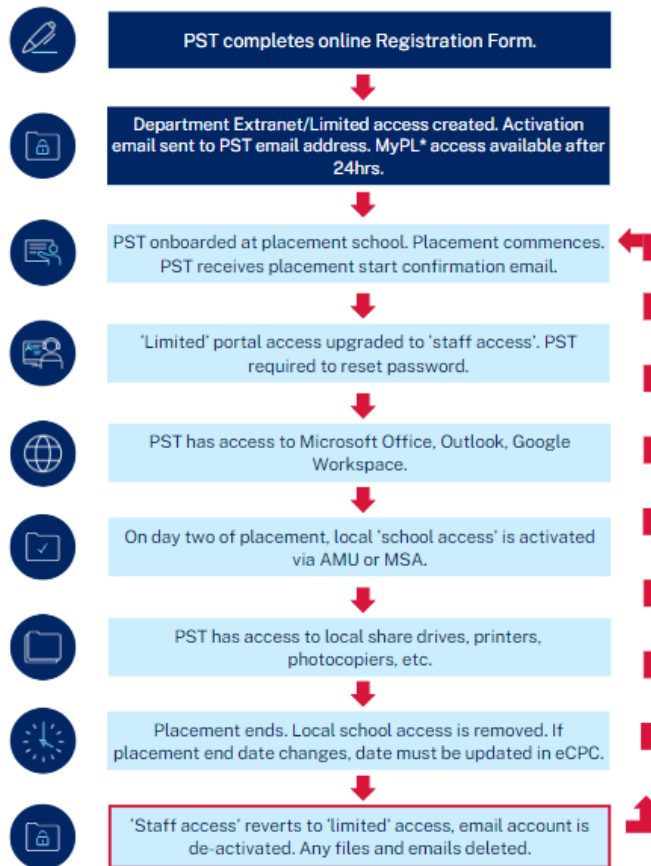
IMPORTANT:

The PSTs access to the department's IT systems will be **automatically deactivated** and **files and emails will be deleted** immediately after the specified placement end date.

It is therefore essential that if the PSTs placement end date changes, it is updated in eCPC (see step 12 below).



IT Systems Access for Pre-service Teachers



*MyPL provides access to Child Protection Awareness mandatory training modules



Step 10 The PST can then log on to the [department staff portal](#).

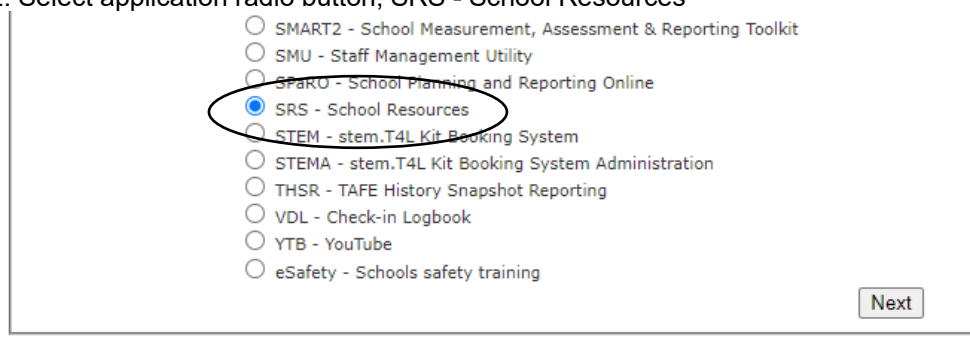
The PST can log on to school devices using their @det email address and Staff Portal password. The email address will be in the format [UserID@det.nsw.edu.au](#). The UserID can be found in the activation email sent to the pre-service teacher after completing the PST Registration online form.

If PST has difficulty logging into the Staff Portal the day after step 8 is completed, please advise them to re-set the password via the "Forgot my password" link on the Staff Portal login page at <https://portal.education.nsw.gov.au>.

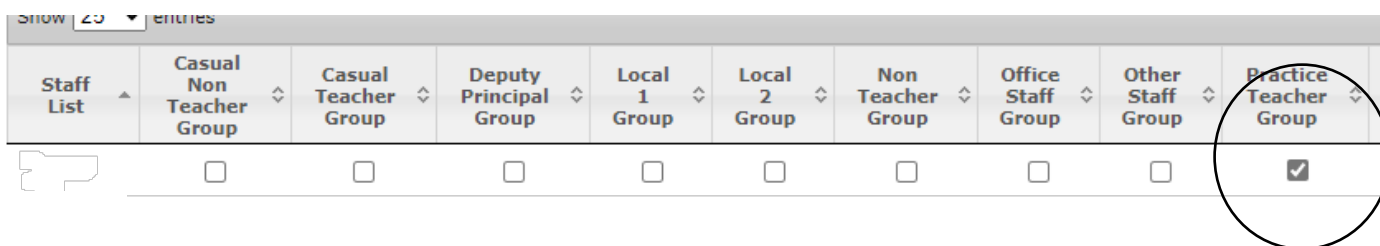
For information about how a PST completes the PST Registration online form please go to the [Mandatory pre-requisites for pre-service teachers](#) webpage.

Step 11 The following day after PST is onboarded via eCPC, local access to resources and technology can be provided via AMU or MSA.

1. Open AMU application from the Staff Portal
2. Select application radio button, SRS - School Resources



3. Click 'Next'
4. Find the user in the Staff List
5. Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives access and printing at your site.



OR

Application View

1. Open MSA Application
2. Select 'Provision' go to 'Application view'.
3. Select the application - SRS.
4. Select the user from the list.
5. Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives access and printing at your site.

OR

Staff View

1. Open MSA application.
2. Select 'Provision' go to 'Staff view'.
3. Select the name of the user.
4. Select the application- School Resources.
5. Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives access and printing at your site.

The PST can then log on to school devices.

Step 12 To modify the placement start or end date, follow steps 2 to 5 above, then select **modify placement**.

Audit History

Action	Type	Change Date	User	Location
Confirmed	Child-related	04-Jun-2024 10:12:55		Probity Unit
Submitted		04-Jun-2024 07:57:53	Applicant	

Enter the new start and/or end date and select **submit**.

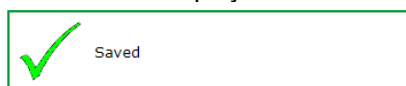
Placement details

Name
Photo ID matching the name and DoB has been verified
Mandatory Training Complete

Professional Experience Start Date (dd/mm/yyyy)

Professional Experience End Date (dd/mm/yyyy)

Confirmation that the new date has been saved will be displayed.



Troubleshooting and FAQs

If PST's name does not appear when completing Step 4, they will need to complete the [PST Registration Form](#). If they do this immediately, you will still be able to complete the eCPC onboarding processes the same day and hence activate their IT system access ready for day 2 of placement.

If PST is receiving 'invalid password' message when trying to log on to the Staff Portal, after eCPC 'confirm placement' steps have been completed, advise them to select 'Forgot my password' and re-set their password.

If a PST is a current employee of the department, do we still need to complete the PST onboarding process in eCPC? Yes, they must still be onboarded in eCPC as this provides us with information on who is doing placements in our schools. The PST must use their PST account while on placement, not their employee account. Each account will have a different username and password. Their PST identity must be selected, and 'Practice Teacher Group' allocated in AMU to provide them with local school access to technology and hardware (e.g. share drives, printers, photocopier etc.)

If a PST is a current employee of our school, do we still need to complete the PST onboarding process in eCPC? Yes, they must still be onboarded in eCPC as this provides us with information on who is doing placements in our schools. There is no requirement for the PST to use their PST account while on placement at the same school they are employed. They can continue to use their employee account.

For assistance with this process, please contact [EDConnect](#).