Access Request Enhancements – February 2012

Re-assigning Responsibilities in Open and Validated Access Requests

When responsibilities are re-assigned, the online Access Request program automatically:

- generates an email informing the newly-assigned School Participant of the changes
- declines each section completed by the previous School Participant
- removes the previous School Participant's sign date in each section but does not delete the content
- adds 'new' next to each role that has been re-assigned and highlights these changes in pink on the Access Request Summary screen.

To see which screens need to be reviewed, click on the Access Request Summary icon. This is found on the right hand side of the light green menu bar and to the left of the student’s name on the Matching Students search result on the My Access Requests screen.

The newly-assigned School Participant is now responsible for the content provided by the previous School Participant. Consequently, it is essential that the newly-assigned School Participant reviews/amends/completes all the assigned sections before sign dating or ticking the check box in the pink banner at the top of the screen.
**Changing default emails**

The online Access Request program defaults to sending all notification emails. The principal of the school can now decide which of these will be used. It is important to remember that disabling any reminder emails will apply to all access requests raised by the school and could, therefore, slow down their completion.

To review the notification emails, go to *ERN School Enrolment*, select *My School* and then the *Access Request Email Administration* tab. Use the checkboxes to disable specific emails.

**Applied to enrol (risk-assessed)**

If a student has an ‘applied to enrol (risk-assessed)’ registration at another school, the principal of that school can now take responsibility for developing and submitting an access request.

This new feature is particularly useful for students making the transition from, for example, Year 6 to Year 7 or from an early intervention program to Kindergarten.

The principal of the school raising the access request can include staff from the student’s current school in the development of an access request. See pages 37-38 of the *Access Request User Guide* (March 2012) for how to include off-site staff using the school’s Access Management Utility.

If the student has an inactive access request, this can now be cloned by any staff member delegated as a School Author or a Principal at the school raising the access request. See pages 33-35 of the *Access Request User Guide* (March 2012) for detail on cloning.