Giving Staff Access to ERN Student Retention

This process will show how the Principal can activate the Tracking Sheet function in ERN for deputies or delegates. This process is undertaken using AMU (Access Management Utility) under My Applications in Portal.

1. Login to Portal with your DET Portal login name and password.

2. Click on Accept for Acceptable Use Policy screen.

3. Select My Applications tab and select the AMU link. Note: Unauthorised staff will not see AMU in My Applications.

4. From the Access Management Utility screen select ERN - Enrolment and Registration Number and click Next.

5. A screen will be displayed that lists all staff in the school. The purpose of this screen is to authorise or de-authorise access to ERN systems, i.e. Enquiry Only, Principal, Student Administration and Student Registration.

Staff that require access to the Student Retention module in ERN should click the Student Administration box to gain access.

The box should change to green and a tick appears in the box.

Student Administration access will give you access to Student Enquiry, Place Management and Report. By default all staff having Student Administration access will see the Student Retention tab in Place Management.

The Student Retention tab is the third tab in Place Management.