Giving Staff Access to ERN Maintain EAL/D Page

The following process will allow how the Principal can activate the Maintain ESL menu in ERN for approved users. This process is undertaken using AMU (Access Management Utility) under My Applications in the DET Portal.

1. Login to the DET 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.

To give access to the Maintain EAL/D module in ERN the Principal should click the ESL Manager box for the approved staff member to provide access.

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

ESL Manager access will give the approved staff member access to just Maintain EAL/D screen.

By default all staff having Student Administration access will see the Maintain EAL/D menu in the left hand menu.