How Principal Assigns an Additional Device Manager

Overview

This Quick Reference Guide shows how the Principal logs into RMU and assigns an additional Device Manager.

It’s used when the principal needs to delegate an additional staff member as a Device Manager in the event the TSO is unavailable.

Work Instructions

For the principle to delegate RMU access they need to follow the process below:


2. Click the DET Staff Portal link in the Related Information section.

3. Login to the Portal with their DET Portal login name and password.

   Note: If experience troubles logging into the DET Staff Portal link, contact:
   - ICT Service Desk;
   - Phone 1800 338 483.

4. Click on I Accept for Acceptable Use Policy screen.

5. Select the My Applications tab, then the AMU – Access Management Utility link, followed by the RMU – Resource Management Utility link.

   Note: Unauthorised staff will not see AMU or RMU link in My Applications tab. If you don’t have access to AMU or RMU, please contact the ICT Service Desk.
6. You have logged into RMU successfully if you see the following screen.

7. In the DER - NSW Device Manager list, check the box against the name of the staff member in the Staff List who has the role of Device Manager/TSO.