How to Update Student DER Details

Overview

This Quick Reference Guide shows how to update the Student’s DER details in RMU after the student’s consent forms have been returned to school.

Before devices can be distributed to students, a Device User Charter (i.e. consent form) must be completed and signed by the student and a parent/carer. The TSO must then logon and update RMU before a student is assigned a device to commission.

Work Instructions

To update the Student’s DER details in RMU, follow the process below:

2. Click the DET Staff Portal link in the ‘Related Information’ section.
3. Login to the Portal with your DET Portal login name and password.
4. Click the DER Details tab in the Device Management menu

5. Search for the student/s by selecting the relevant option from the Student Group field (e.g. Harrison) and click Search.
Note: There are some easy ways to search for students for example:

- **Student Name**;
- **Scholastic Year**; or
- **Student Group** (most commonly used if processing a number of consent forms at once).

6. Refer to the students consent form and check the applicable Consent box (e.g. Yes).

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Year/ Roll</th>
<th>SWN</th>
<th>Student Registration</th>
<th>Consent Parent Yes</th>
<th>Disability Consent Yes</th>
<th>Loan Charter Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Note: You must only check one of the three Consent boxes (for year 9 student to have a laptop);

- **Yes** - The student can have a device and bring it home;
- **Partial** - Student can only use the device at school; or
- **No** - The student CANNOT have a device (note they can still be loaned one at school but the device can never go home and when they leave year 12 they won't be able to keep a device.

Or

Note: You must only check one of the two Loan Charter boxes (for every year except year 9 to have a laptop);

- **Yes** – The student can loan a device
- **No** – The student can not loan a device

An online copy of the Loan Charter (for students not in the 1:1 program) can be found here: https://www.det.nsw.edu.au/policies/technology/computers/14l/loan_charter.doc
See section 5.7 in the Implementation Procedures: 
https://www.det.nsw.edu.au/policies/technology/computers/l4l/Proc.doc for more details on the DER procedures associated to this change.

Once a device has been loaned (via on Device Assignment) it is then possible, via the Device Assignment page to set a Return Date (and indeed time for a loaned device).

7. Select the appropriate box according to the consent form and select **Save**.

8. The student’s details are now successfully updated in RMU. The student is now able to commission a device.