TSOs Supporting Multiple Sites (Travelling TSOs)

The principal has the ability to grant access to the RMU tool for staff both within and outside of their school. For those schools that do not have a TSO, the principal can grant access to RMU for their school for a TSO (or other user) from another school.

The result is that the selected person has access to the RMU console for that school and is also added into that schools TSO group gaining any assigned Active Directory permissions (eg managing Print Services). They will also retain their access at their first school.

Granting/Revoking access to a person outside of the school

1. From within the AMU application, select your school and tick the option RMU – Resource Management Utility and click Next

![Location and Application Selection](image)

2. Scroll to the bottom of the screen and click the link ‘Add person not in the list’

3. Enter in the person’s details (eg DETUserID) and click Search

![Staff Search](image)

4. From the results presented below the search, click on the correct name

5. The screen will return to the Resource Management Utility. Scroll to the bottom and the user will be listed under the heading – Staff Not at this site. Check the box as appropriate to add/remove access.
Accessing Multiple Schools in RMU

1. Within RMU, to manage devices from another school, click the magnifying glass next to the school field.

   ![Magnifying Glass](image1)

2. The search will present a list of schools that they have access too. Click on the school to select it and the data within RMU will now reflect the selected school.