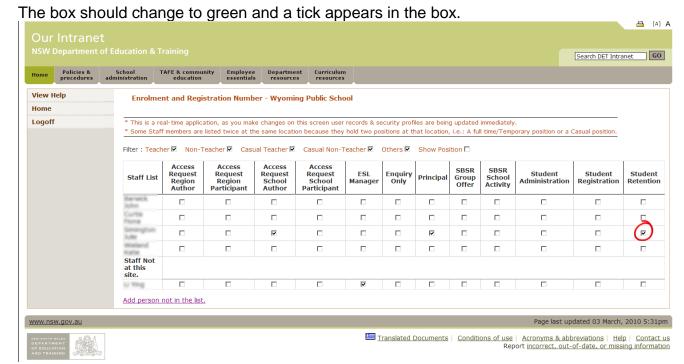
Updated: 18-Feb-2010

## **Giving Staff Access to ERN Student Retention**

The following process will allow the Principal to give access to the **Student Retention tab** for deputies or delegates. This process is undertaken using **AMU** (Access Management Utility) under **My Applications** in the DET Portal.

- 1. Login to Portal with your **DET Portal** login name and password.
- 2. Click on Accept for Acceptable Use Policy screen.
- 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 Retention** box to gain access.



Student Retention access will give you access to just Student Retention tab in Place Management.

By default all staff having **Student Administration** access will see the **Student Retention** tab in **Place Management**.

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