

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.

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.

Staff that require access to the **Student Retention** module in ERN should click the **Student Retention** box to gain access.

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

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Enrolment and Registration Number - Wyoming Public School

* This is a real-time application, as you make changes on this screen user records & security profiles are being updated immediately.
* Some Staff members are listed twice at the same location because they hold two positions at that location, i.e.: A full time/Temporary position or a Casual position.

Filter : Teacher ☒ Non-Teacher ☒ Casual Teacher ☒ Casual Non-Teacher ☒ Others ☒ Show Position ☐

Staff List	Access Request Region Author	Access Request Region Participant	Access Request School Author	Access Request School Participant	ESL Manager	Enquiry Only	Principal	SBSR Group Offer	SBSR School Activity	Student Administration	Student Registration	Student Retention
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Not at this site.												
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add person not in the list.](#)

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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**.