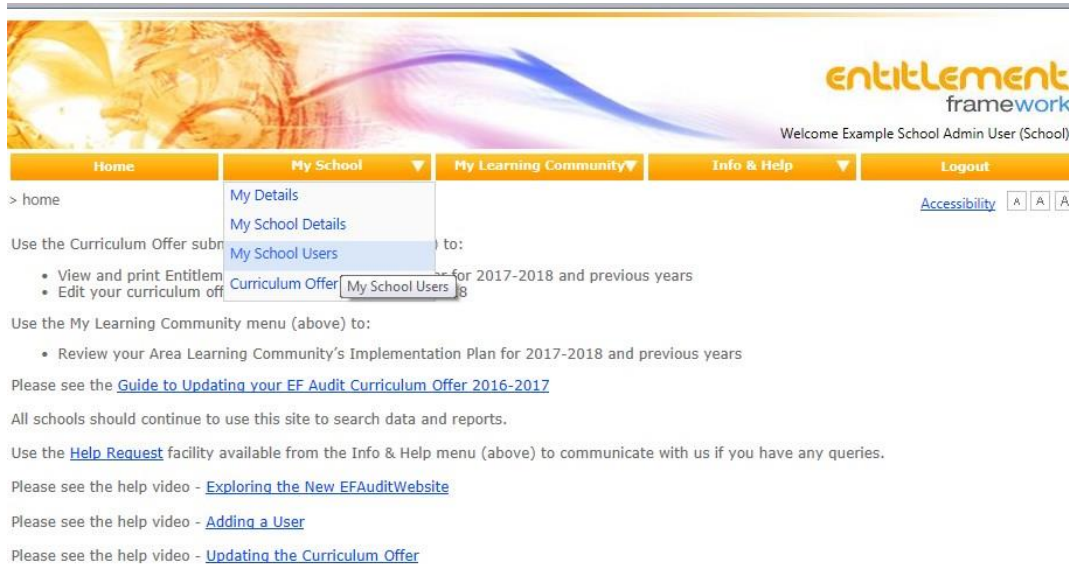


Updating School Users on EFAudit

Log in to the EFAudit website using your School Administrator username and password.

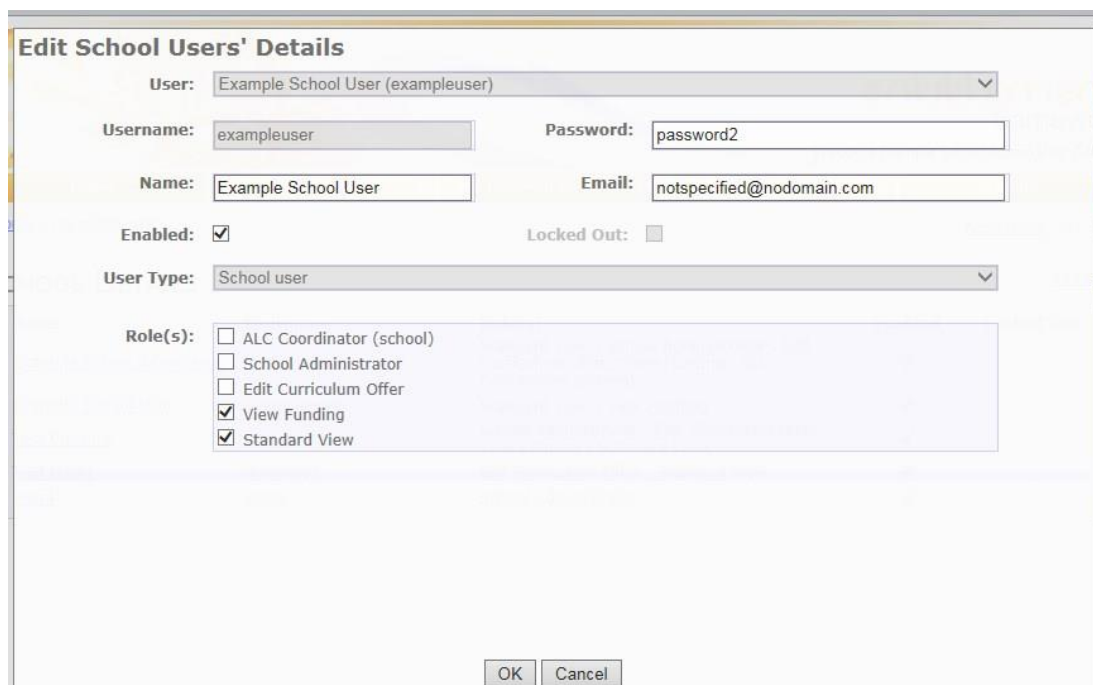
From the **My School** menu, go to **My School Users**



The screenshot shows the EFAudit website interface. At the top right, the logo for 'entitlement framework' is displayed, along with the text 'Welcome Example School Admin User (School)'. Below the logo is a navigation menu with five items: 'Home', 'My School', 'My Learning Community', 'Info & Help', and 'Logout'. The 'My School' menu is expanded, showing a dropdown list with three options: 'My Details', 'My School Details', and 'My School Users'. The 'My School Users' option is highlighted. Below the navigation menu, there is a section titled 'Use the Curriculum Offer submenu to:' with two bullet points: 'View and print Entitlement Curriculum Offer for 2017-2018 and previous years' and 'Edit your curriculum offer for 2017-2018 and previous years'. Below this, there is a section titled 'Use the My Learning Community menu (above) to:' with one bullet point: 'Review your Area Learning Community's Implementation Plan for 2017-2018 and previous years'. Below this, there is a section titled 'Please see the Guide to Updating your EF Audit Curriculum Offer 2016-2017'. Below this, there is a section titled 'All schools should continue to use this site to search data and reports.' Below this, there is a section titled 'Use the Help Request facility available from the Info & Help menu (above) to communicate with us if you have any queries.' Below this, there are three sections, each starting with 'Please see the help video -' followed by a link: 'Exploring the New EFAuditWebsite', 'Adding a User', and 'Updating the Curriculum Offer'.

Review each of your schools users. Your school can have a maximum of 5 users with various roles.

To update a User, click on the Name of the user to open the **Edit School Users' Details** window.



The screenshot shows the 'Edit School Users' Details window. The window has a title bar that says 'Edit School Users' Details'. Below the title bar, there are several fields and checkboxes. The 'User' field is a dropdown menu with 'Example School User (exampleuser)' selected. The 'Username' field is a text box with 'exampleuser' entered. The 'Password' field is a text box with 'password2' entered. The 'Name' field is a text box with 'Example School User' entered. The 'Email' field is a text box with 'notspecified@nodomain.com' entered. The 'Enabled' checkbox is checked. The 'Locked Out' checkbox is unchecked. The 'User Type' field is a dropdown menu with 'School user' selected. The 'Role(s)' field is a list of checkboxes: 'ALC Coordinator (school)', 'School Administrator', 'Edit Curriculum Offer', 'View Funding', and 'Standard View'. The 'View Funding' and 'Standard View' checkboxes are checked. At the bottom of the window, there are two buttons: 'OK' and 'Cancel'.

Change Password

Click in the Password box, delete the password displayed and enter a new password. Click on OK.

NOTE: The **use** of strong **passwords** is essential in order to protect your security and identity. ... Ensure you **use** strong **passwords**, and **do** not disclose them to anyone else.

A User is no Longer Required

Click on the Enabled box to remove the tick and click on OK.

Update Each User Roles by ticking or unticking the Role box

ALC Coordinator – only select this role if this user is responsible for the update of the ALC Implementation Plan

School Administrator – only select this role if the user is responsible for the creation and update of users for own school

Edit Curriculum Offer – only select this role if the user is responsible for the update of own school's curriculum offer and associated details

View Funding – only select this role if you wish the user to view own schools funding reports

Standard View – this basic user can view ALC report, view Implementation Plan, view own schools' curriculum offer

Click **Ok** to save any changes for this user and **repeat for all your schools users**.