

2021 Instructions for schools on how to use the Principals' Portal

My School[®]

myschool.edu.au

Please note, hyperlinks in these instructions on the first click in each session will be met by a 'terms of use' page. Please scroll to the bottom to accept these terms. After acceptance of the terms, hyperlinks in these instructions will work as expected.

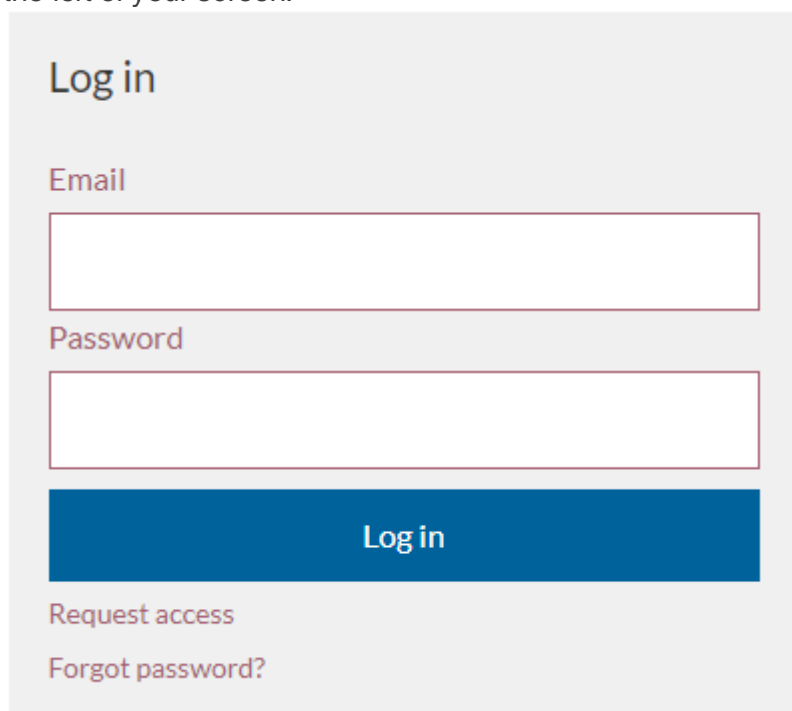
The principals' preview period begins at 1 pm AEDST on Thursday 25 February and ends at close of business Friday 12 March 2021.

All updates to school comments etc., received during the principals' preview period, will also appear on the public-facing *My School* website upon approval. To ensure your updates are approved before the public release of data, please submit these before close of business Friday 12 March 2021.

Logging in

To access the *My School* Principals' Portal, go to:

<https://www.myschool.edu.au/principals/login> and you will see the following 'Log in' box on the left of your screen:



Log in

Email

Password

Log in

[Request access](#)

[Forgot password?](#)

Figure 1. Log-in box of Principals' Portal

Once you have successfully logged in to your Principals' Portal account, you will see a page similar to the one shown in figure 2:

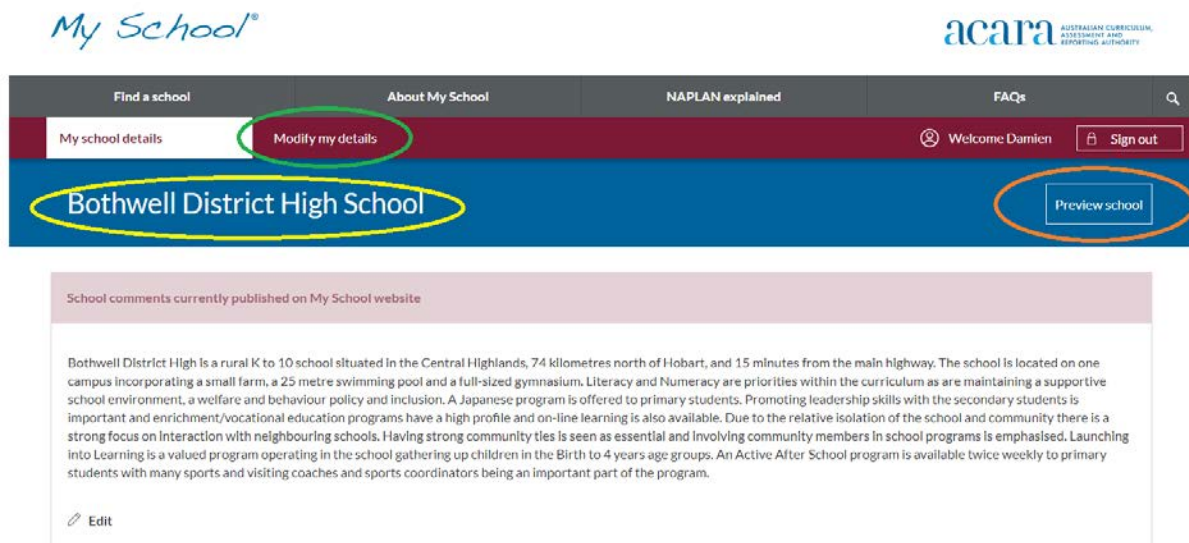


Figure 2. View after successful log-in

If you cannot log in, please try [resetting your password](#) or [requesting access](#). If neither of these works, it may be because your account has been locked from too many access attempts. Therefore, please contact [portal support](#) to resolve.

Requesting access

If this is your first time accessing the *My School* Principals' Portal, please request access by completing the [Principals' Portal request form](#).

The password you create must contain a minimum of 10 characters, including at least one upper-case letter, a lower-case letter, a number and one of the following symbols: @ \$! # % * ? & .

When you add your school, after a few keystrokes, a list will appear for you to select from:

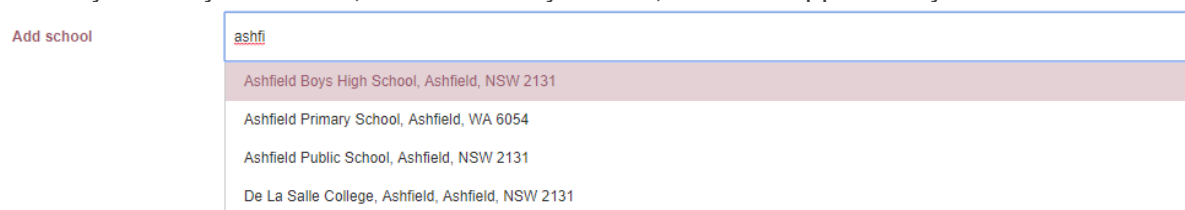


Figure 3. A drop-down menu you will see when adding your school

When you successfully submit your request, you will receive an automated email. If you do not receive this email within a minute, it is because you already have a *My School* Principals' Portal account. Therefore, you should try [resetting your password](#).

Before you log in, ACARA must authorise your request. This may involve contacting your school to confirm that you are the principal. You will receive another email when your request has been authorised and then you can log in (see [Logging in](#)). Please note, it may take ACARA up to 2 business days to approve your request for access to the Principals' Portal.

Resetting password

If you have a *My School* Principals' Portal account but have forgotten your password, please visit the ['Reset password' page](#).

When you click 'Submit', you will receive an automated email containing a link to reset your password. The password you create must contain a minimum of 10 characters, including at least one upper-case letter, a lower-case letter, a number and one of the following symbols: @\$!#%*?&.

Please note you only have 24 hours to click the link in this automated email before it expires. If you do not receive this automated email within a minute, it is because you do not have an account. Therefore, you should [request access](#).

Update your details

To update your details (including the school you are connected to), click the 'Modify my details' button (circled green in figure 2). You can update your first and last name and contact number.

You cannot update your email address as this is your user log-in name. Therefore, if your email address has changed, please email portalsupport@acara.edu.au and let us know what your email used to be and what it is now.

To add a school to your account, start typing the school name in the 'Add school' field and select from the drop-down menu. To delete a school, click on the cross next to that school in the 'My schools' field under the 'Remove' column.

Once you have updated all your details, click the 'Submit' button located underneath the 'My schools' field. Please note it may take ACARA up to two business days to approve new schools being added to your Principals' Portal account. You will receive an automated email once a new school has been approved.

Previewing your *My School* data

After a successful log-in, to preview your school, please click the 'Preview school' button (circled orange in figure 2). The school you are connected to will be displayed in the header of the page (circled yellow in figure 2). If this school is not correct, you will need to [update your details](#).

If you identify an issue within your school's data, please email [portal support](#).

Update your school comment

You are encouraged to prepare your school comment in a Word document or similar and then copy and paste this in. For security reasons, the site will log you out after 15 minutes of inactivity, which can result in losing work if you type directly into the 'Revised school comments' text box.

After a successful log-in, you will see the 'Edit' icon underneath the 'School comments currently published on *My School* website' (circled green in figure 4). When you click on this icon, a 'Revised school comments' text box appears for you to make an edit.

School comments currently published on My School website

Newcastle East Public School is situated in the heart of Newcastle city, and is housed in beautiful heritage-listed Gothic buildings. Established in 1816, it is the oldest continuously-operating school in Australia, and has a proud heritage of the provision of free education to all. Newcastle East Public School serves a diverse inner-city community in an area of rapidly increasing population. There is a significant group of overseas students and ESL classes are provided for these students. Academic levels are well above national averages. The school aims to foster and nurture development of the whole child by catering for physical, social, emotional, creative and academic needs. Our school ethos is encapsulated by the comment 'We are a country school in the heart of the city.' Special features of the school include various avenues of parental participation, including in legislative matters of school policy. There is a strong emphasis on student welfare and the school has adopted streaming for literacy and numeracy. The school has a very strong extra-curricular program which includes sports, French Language classes, musical instrument lessons, creative and performing arts, environmental education, debating and public speaking.


 Edit

Figure 4. Edit school comments section

When you have finished entering or pasting your revised school comment, tick the box that confirms that you have authority to make this update and click 'Submit for publication'.

Please note:

- a) It may take up to two business days for your new comment to get approved and published.
- b) A comment will be rejected if it is
 - longer than 5,000 characters
 - contains information that identifies an individual
 - contains content that can be seen as politically incorrect/inappropriate.

Updating other school information

You can update your school website address and school location. Independent schools can also update their school governing body. To do this, click 'Edit' underneath the area you wish to update (you may need to scroll down the page to see the icon), update the information and then click 'Submit for publication'.

Contacting portal support

If you have any questions or data concerns, please email these to [portal support](#).