VETDSSS – Schools Portal Instructions

Contents

Sign In:

Here is the URL to access the VETDSSS School's Portal:

https://vetdsss.powerappsportals.com/Signin

The VETDSSS team will create and email the School their password, portal link and the PDF on how to use the VETDSSS Portal.

The School will enter their 'User Name' and 'Password' to sign in.

Sign in with a local account

* User name

* Password

☐ Remember me?

Sign in   Forgot your password?

NOTE: You can change the password once you are in the portal. There are no password restrictions when you create your new password. Eg; length or special characters.
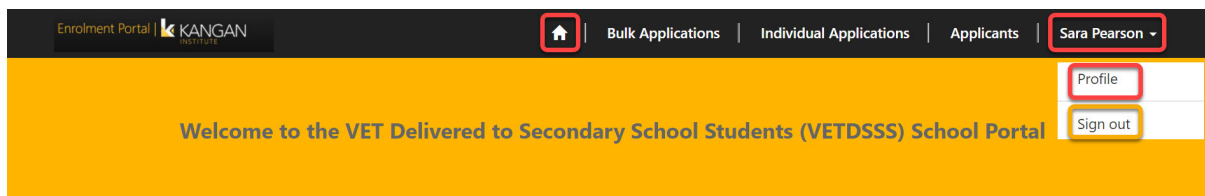
Home Page:

The VETDSSS School's Portal Home page has helpful information along with the course guide and an instructional pdf.

Clicking the 'Home' button in the Navigation Bar will take you back to the Home page.

To 'Sign Out', click on the School's Name in the Navigation Bar.

The first task a new School MUST do is go into the Profile page and update contact information for the school, by clicking on their 'Name' in the Navigation Bar and selecting 'Profile'.
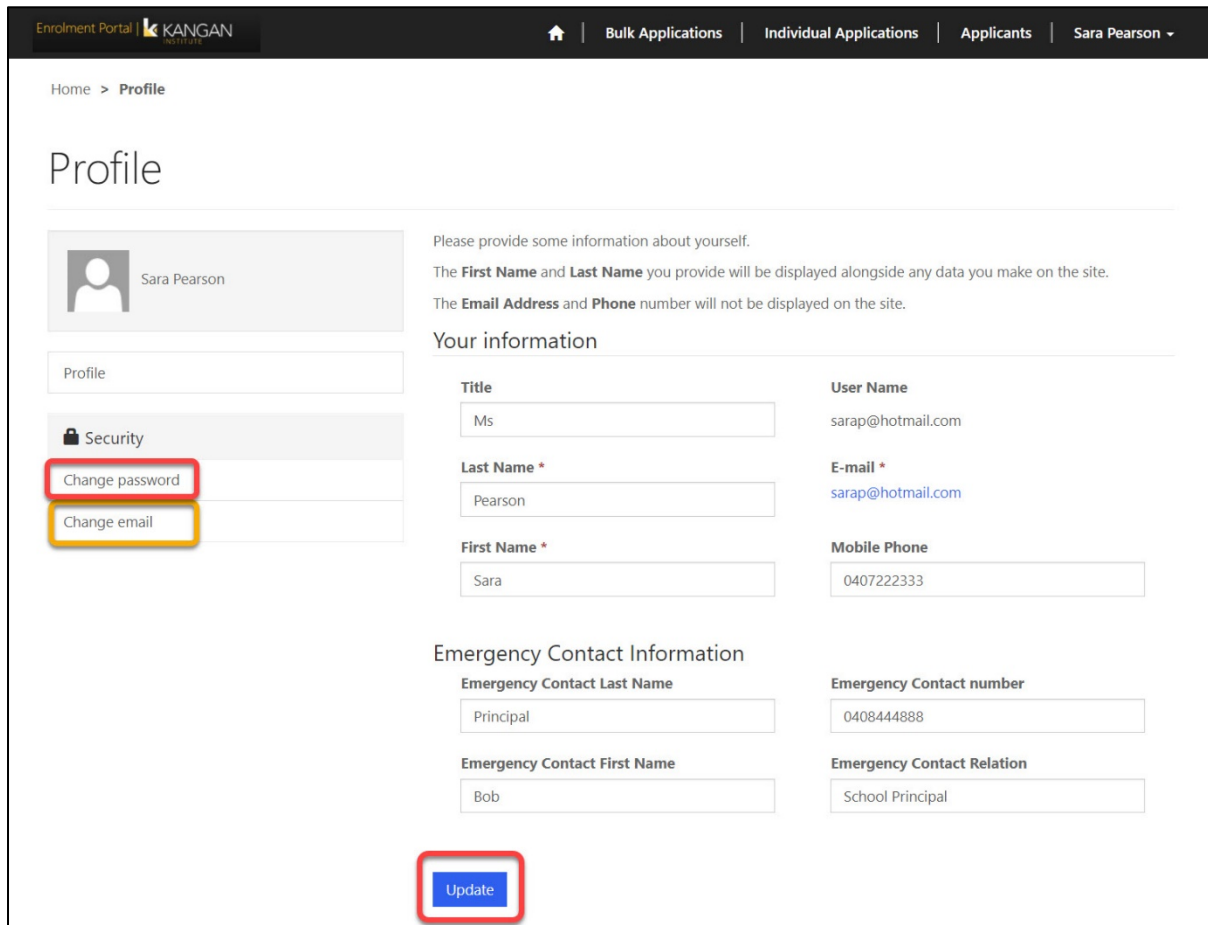
Profile:

When the School clicks the 'Change Password' or 'Change Email' button, they will be directed to a new page.

The School must include all contact information.

All schools must include an **Emergency Contact** for the school. This needs to be someone who is able to be contacted afterhours or on school holidays should an emergency situation arise out of school hours. For example, this can be the Assistant Principal or Principals mobile number.

The School clicks 'Update' to finish.

Individual Applications - New Application:

A School needs to add a single student by clicking 'New Application' in the 'Individual Applications' section.
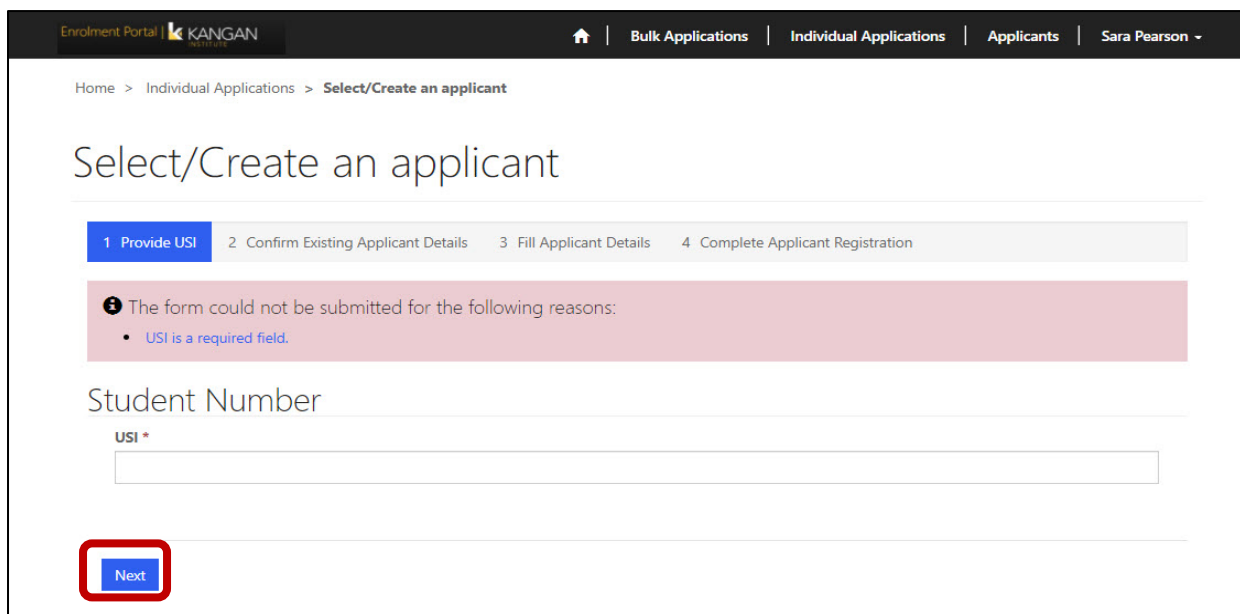
Create an Applicant - Provide USI:

NOTE: You can use your internet browsers 'Back' button if you need to re-do a Step.

The School enters the Applicant's USI number. You cannot add a student to the portal or to a course without a USI.

The USI must be 10 characters long, uppercase letters and cannot contain 1, i, 0, o. The School's Portal will give a warning if the USI doesn't follow these rules.

Click on 'Next' to continue.

Create an Applicant - Confirm Existing Applicant Details:

If the School's Portal finds a matching USI in the system, it will automatically load up the Applicant and some fields will already be filled in.

You will need to 'Confirm Applicant Details' to progress.

Click 'Next' to continue

Create an Applicant - Fill Applicant Details:
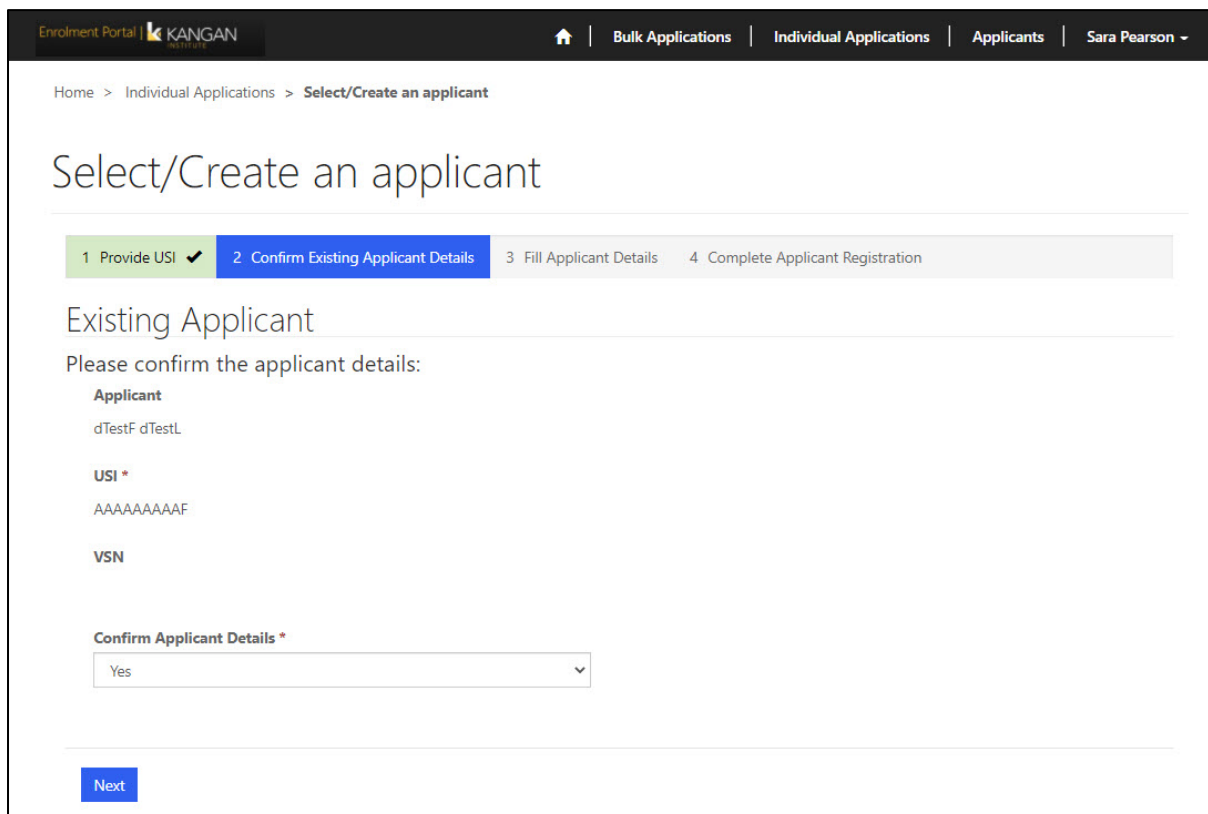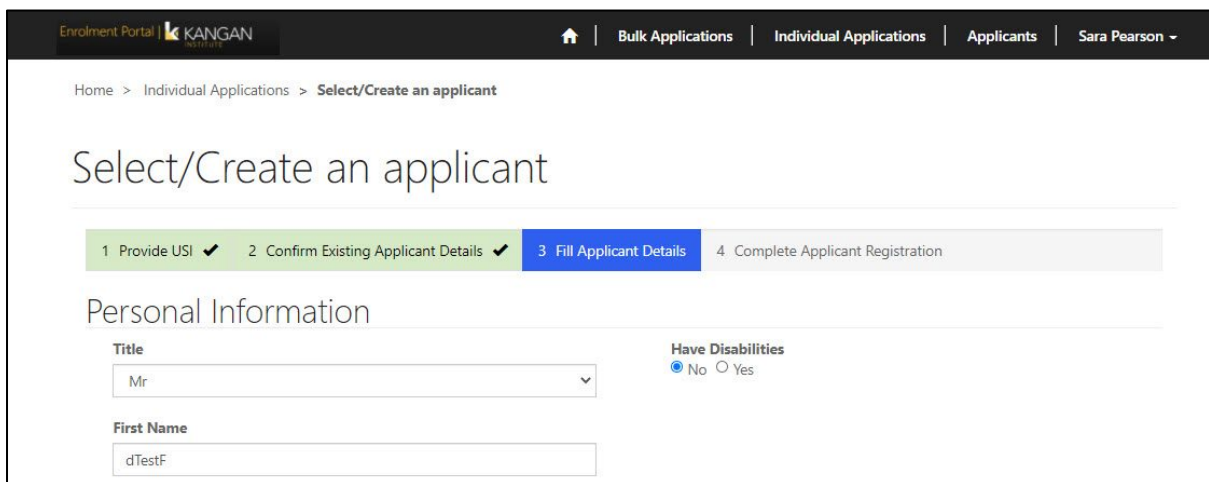
NOTE: This section will be Step 3 of 4 if you had to confirm an existing applicant's details.

Fill in all of the fields with the Applicant's information.

Some of the fields are hidden and will only appear when a certain answer is entered.

Eg: 'Disability details' will be blank if the answer is 'No'.

Click 'Next' to continue

NOTE: This section will be Step 2 of 3 if you didn't need to confirm an existing applicant's details.

Fill in all of the fields with the Applicant's information.

Some of the fields are hidden and will only appear when a certain answer is entered.

Eg: 'Disability details' will be blank if the answer is 'No'.

Click 'Next' to continue

Create an Applicant - Complete Applicant Registration:

The 'Organisation Intake' will show you a full listing of available Courses
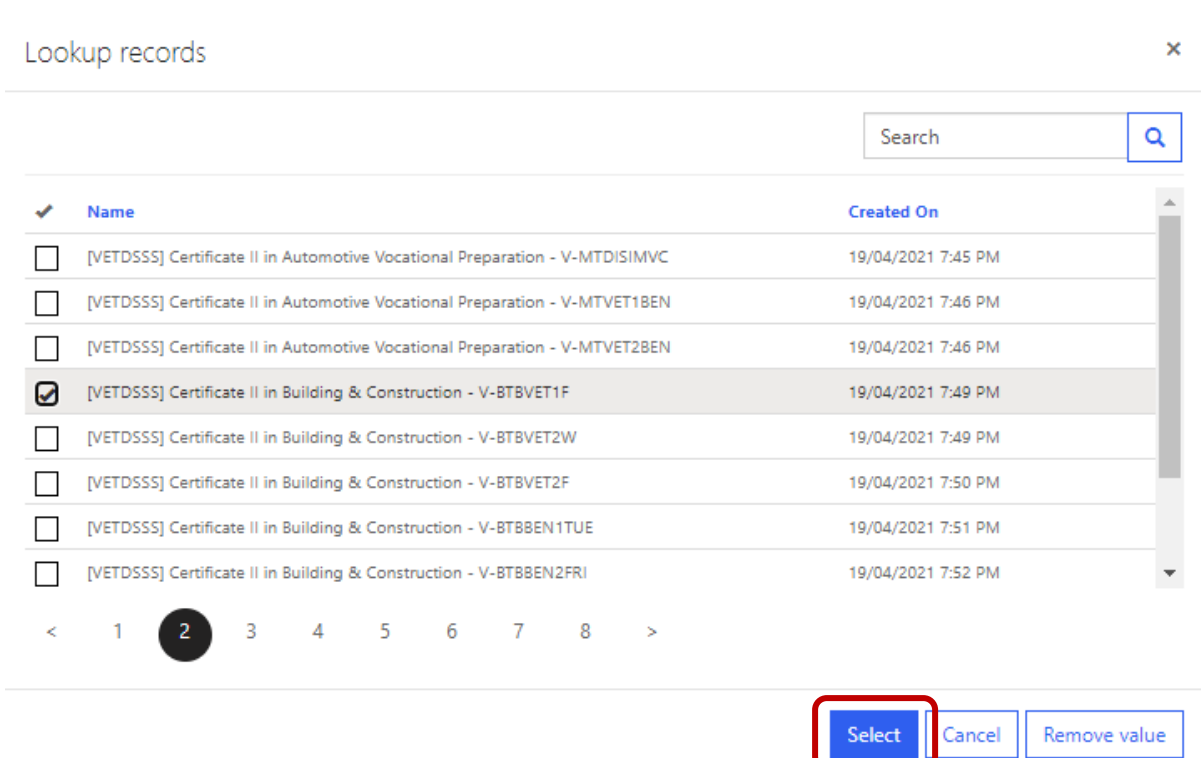
Tick the one you want to choose, and then click the 'Select' button.

Note: you can use the search function to search for a course.

Select the campus.

The course details will now be seen under the "Course Intake" section.

Complete the Application Details questions and agree to the "parental consent obtained" and "declaration.

Click 'Submit' to finish.

Adding an applicant but not assigned to a course:

Within the new VETDSSS portal you can now add students without assigning them to a course first.
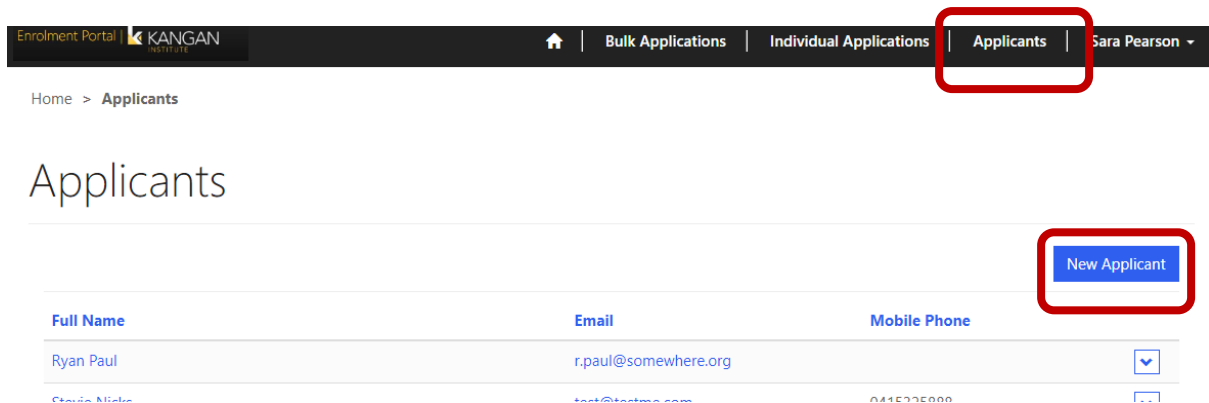
Go to the "Applicants" tab. Click the "New Applicant" button

The School enters the Applicant's USI number.

Click on 'Next' to continue.

When placing students as a 'new applicant', at this stage they are NOT assigned to a course

Follow prompts to add student's details into the portal.
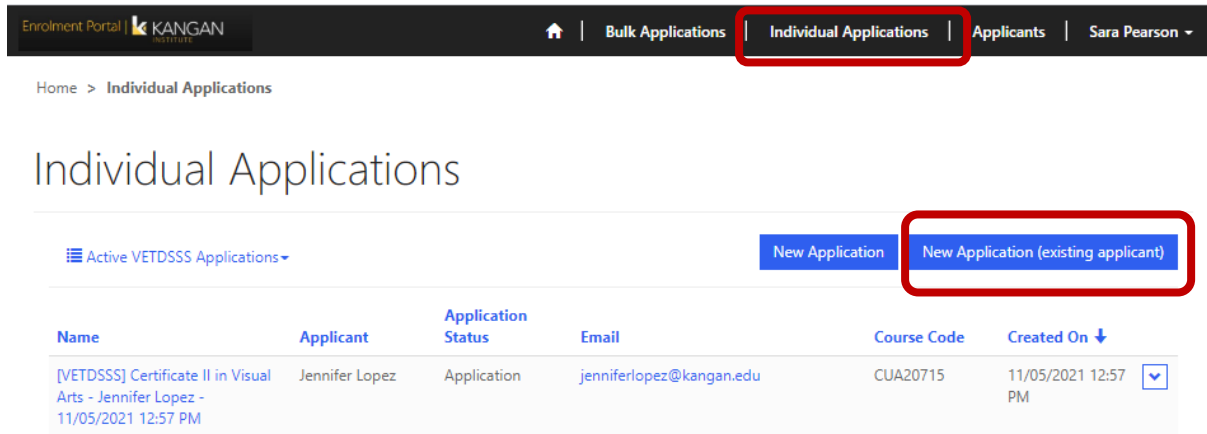
Applications - New Application (existing applicant):

If the School knows the Applicant already exists in the School's Portal (eg. a 2nd year student or one you already added), they can click on 'New Application (existing applicant)'.

Click on the 'magnifying glass' button to search for the Applicant.

NOTE: If you put an asterisk (*) at the start of the partial search, it will act as a Wildcard Character and filter the search results.

Select the student you want to proceed with. Click "Select".

You can now assign a course to this student as per the previous instructions.

Checking your Applications: Application, Offer and Enrolment Status

Click on 'Individual Applications' in the Navigation Bar to view all applications for your school. The School will be able to toggle between 'Active' and 'Finalised' Applications, or view both concurrently.
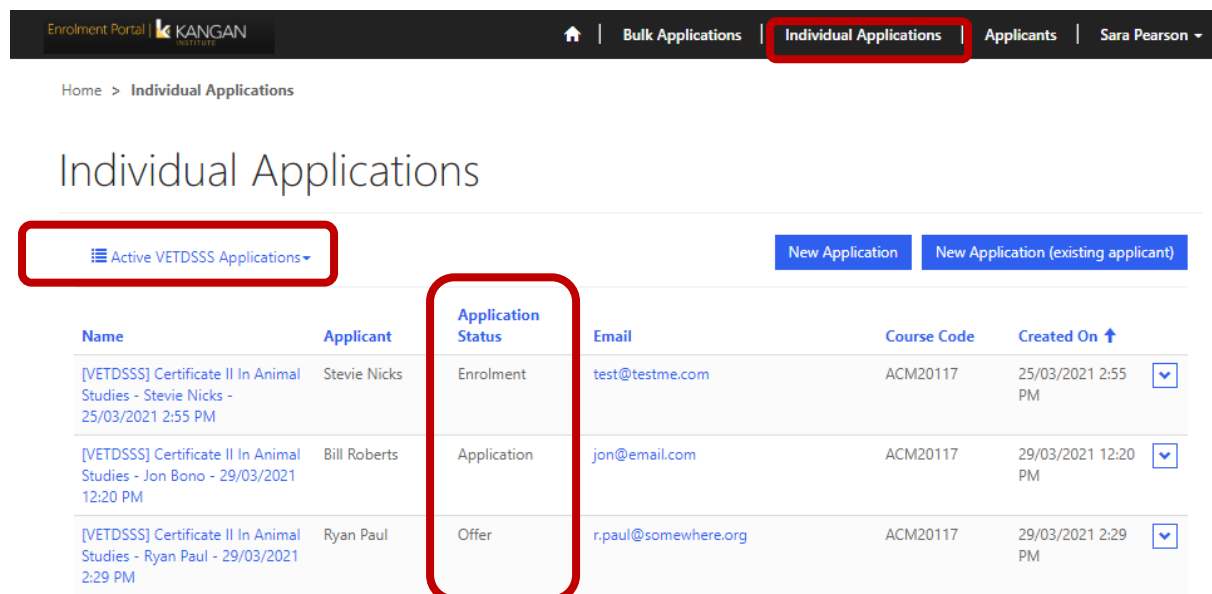
You can check the status of your enrolments in the "Active VETDSSS Applications"

All students when first placed on the Portal will appear as an "**Application**" which means that they are an EXPRESSION OF INTERERST only in that program.

Note: Placing a student on the portal does not mean that they have secured a place in that program.

Students who **have secured a place** in the program will be changed to "**Offer"**. This will mean that they have been accepted and are yet to be enrolled into the course.

Students who have "**Enrolment**" will have been accepted and are being processed by our student administration department.

Application =Expression of Interest only – Not yet accepted into the course

Offer = Accepted into the course – Not yet enrolled

Enrolment = Accepted and enrolment processing started

NOTE: The Portal does not have the ability to stop Applications (Expression of Interest) being entered. Your students will only have a place when they have moved to the 'Offer' stage.

Finalised Applications:
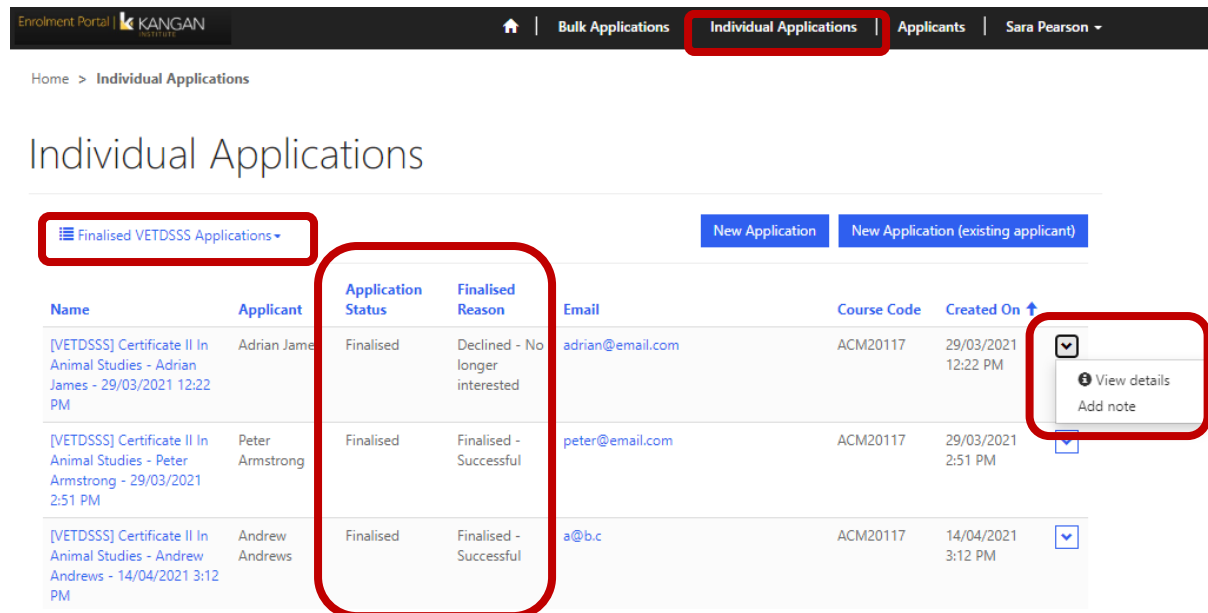
When an 'Application Status' is 'Finalised', the Application will automatically move into the 'Finalised VETDSSS Applications' view.

When a Course Intakes 'Start Date' is in the past, it will automatically move into the 'Finalised VETDSSS Applications' view.

Students who have been enrolled successfully will be moved to the "Finalised" section and defined as "Finalised – Successful".

Students who are withdrawn will be moved to the "Finalised" section and defined as "Declined – No longer interested"

To view more information on an Application, you can either click on the 'Application Name' or use the 'Arrow' button, selecting 'View Details'.

Confirmation Email to the student:

A confirmation email will be sent to the student once the enrolment has been finalised successfully. The letter will outline what course they have been enrolled into, and the session details (day, time). This letter will be EMAILED to the student so please ensure that you have included a correct email address for them. We recommend that you use a school email for the student rather than a personal one.

Here is a sample email:

14/04/2021

Dear AB b,

Congratulations! We are pleased to inform you that you have been accepted into the VET Delivered to Secondary School students program at Bendigo TAFE.

Your school VET Co-ordinator has enrolled you in Advanced Diploma of Justice in the [bki_name] [bki_coursecode].

VET delivered to Secondary School Students starts on 14/04/2021 at the Broadmeadows Campus.

We will be letting your school know further information about where you need to meet on the first day. For any questions about your enrolment and information on fees you will need to speak with the VET Co-ordinator at your school.

We look forward to meeting you and welcoming you to Bendigo TAFE.

Kind regards

Anna Hedjes
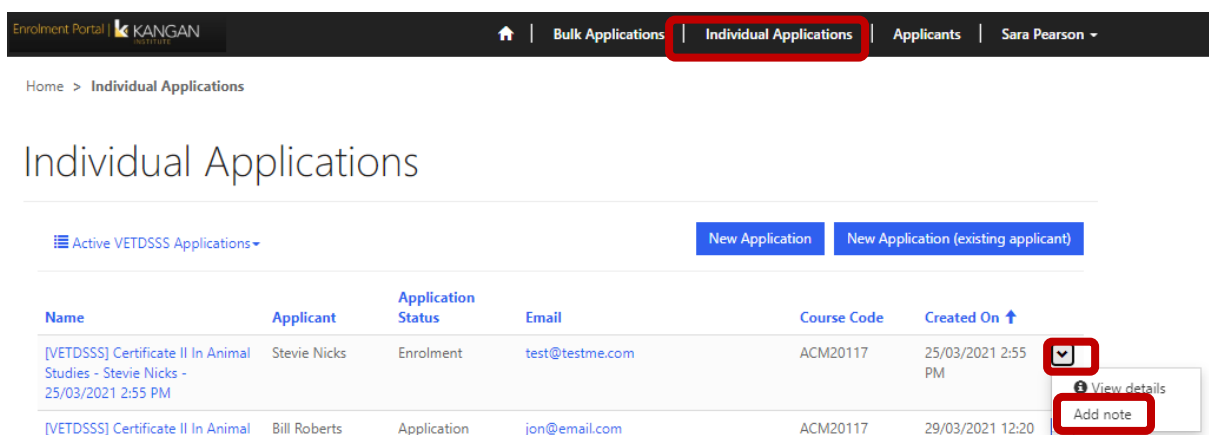VETDSSS Co-ordinator
Bendigo TAFE

Application Notes: Adding a withdrawal note

A School can leave Notes on an Application. This can include any information pertaining to the student, comments and all withdrawals.

Note: ALL withdrawals MUST be added to the notes of a student – include the word 'WITHDRAWAL' in the subject line. The VETDSSS team will monitor all notes and withdrawals that are made and their date to meet Census deadlines.

In the 'Individual Applications' tab, use the 'Arrow' button, selecting 'Add Note'.

Fill in the 'Subject' and 'Description'.

Click 'Submit' to finish your Note

<u>Or</u> to Cancel the Note, click on the 'X' button

To see any notes you have written on a student. Click on the "View details" on the student.

The Notes will be visible for the student under the 'Notes' section when you scroll to the bottom.

To see the full Note details, click on the 'Subject' OR the 'Arrow' button and select 'View Details'.

The 'Status' will inform you if the VETDSSS team have actioned the Note request.

You can also create more Notes by using the 'Add Note' button on the Application.

Once the VETDSSS have actioned the request the status will change to 'Completed'.
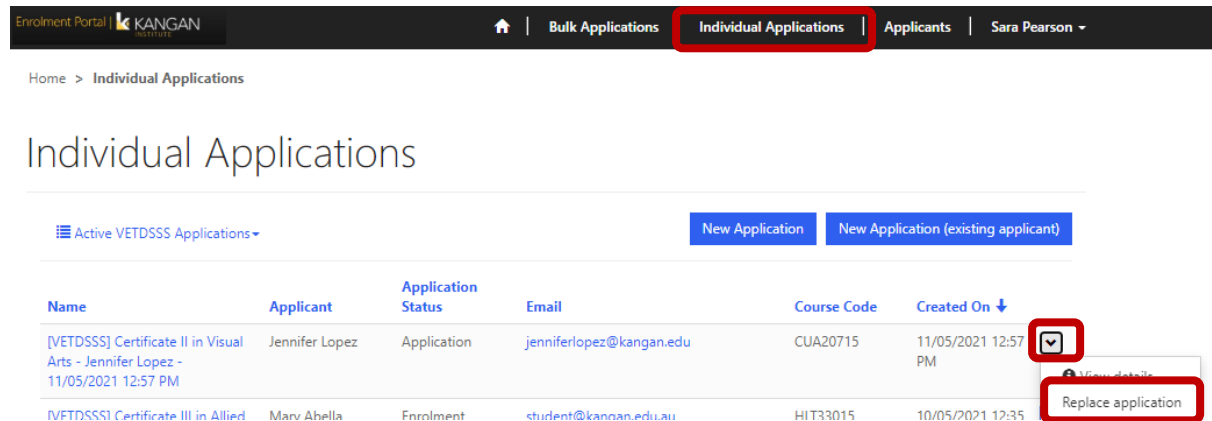
Replacing a course for a student:

You can send a Replace Application Note to the VETDSSS team by going into the 'Individual Applications' tab.

Then click the 'Arrow' button and select 'Replace Application'.

NOTE: The VETDSSS team will change the student's enrolment – this section is only a note to provide information about the change you want to make to the students course selection.

Fill in all of the information.

Click 'Submit' to finish.

The Replace Application Notes will be visible on the Application under the 'Replace Application Requests' section if you click on an individual student.

The 'Status' will inform you if the VETDSSS team have actioned the Replace Application Note request.

To see the full Request details, click on the 'Subject' OR the 'Arrow' button and select 'View Details'.

You can also create new Replace Application Requests by using the 'Replace Application' button on the Application.
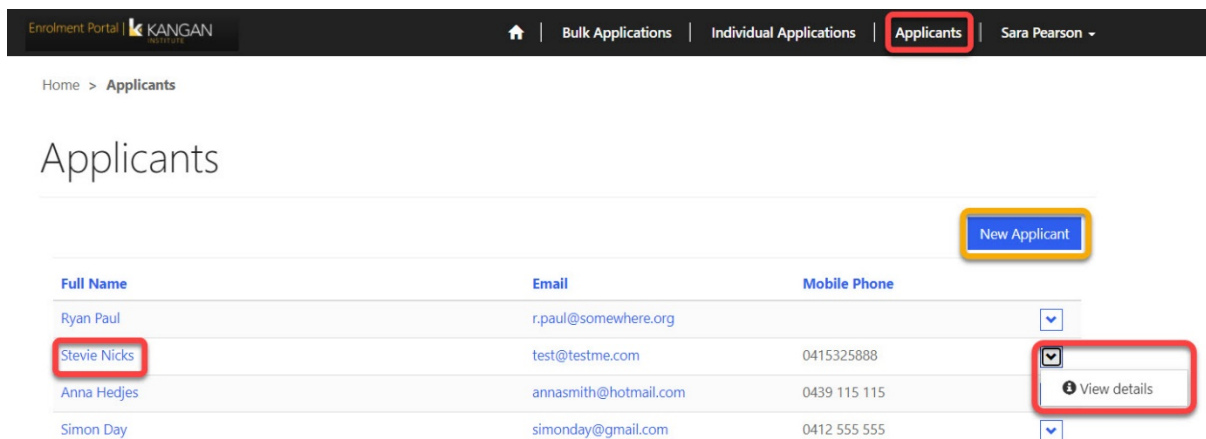
Seeing/Changing a student's information:

A School can see all Students they have placed on the portal by clicking on the 'Applicants' tab.

To see all of the details for a student, click on their 'Full Name' OR click on the 'Arrow' button and select 'View Details'.

NOTE: All of the information will be locked when you're viewing the student.

Contact the VETDSSS team if you need any information to be changed for the student such as their phone number, address etc. These changes cannot be made in the portal.