

2024 Instructions for schools on how to use the Principals' Portal

My School[®]

myschool.edu.au

Please note, the hyperlinks in these instructions will initially be met with a 'terms of use' page. Please read and tick the box to accept the terms to access the sites.

The principals' preview period begins at 1pm AEDT on Tuesday 19 November 2024 and ends at 5pm AEDT on Friday 29 November 2024.

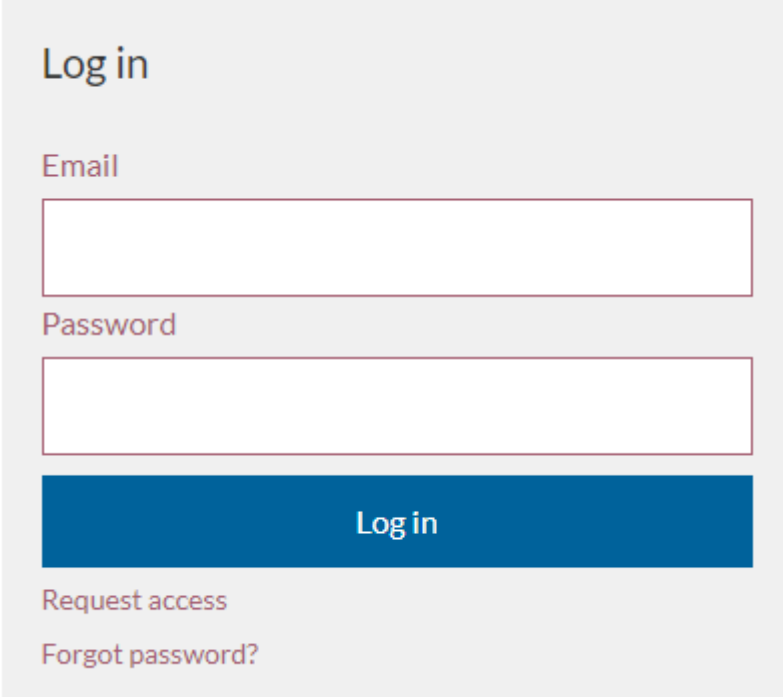
All updates received during the principals' preview period will appear on the public-facing My School website upon approval. To ensure your updates are approved before the public release of data, please submit before 5pm AEDT on Friday 29 November 2024.

Please note, the Principals' Portal site is open year-round for updates to school comments, with only brief closures prior to the release of My School.

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,



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, below:

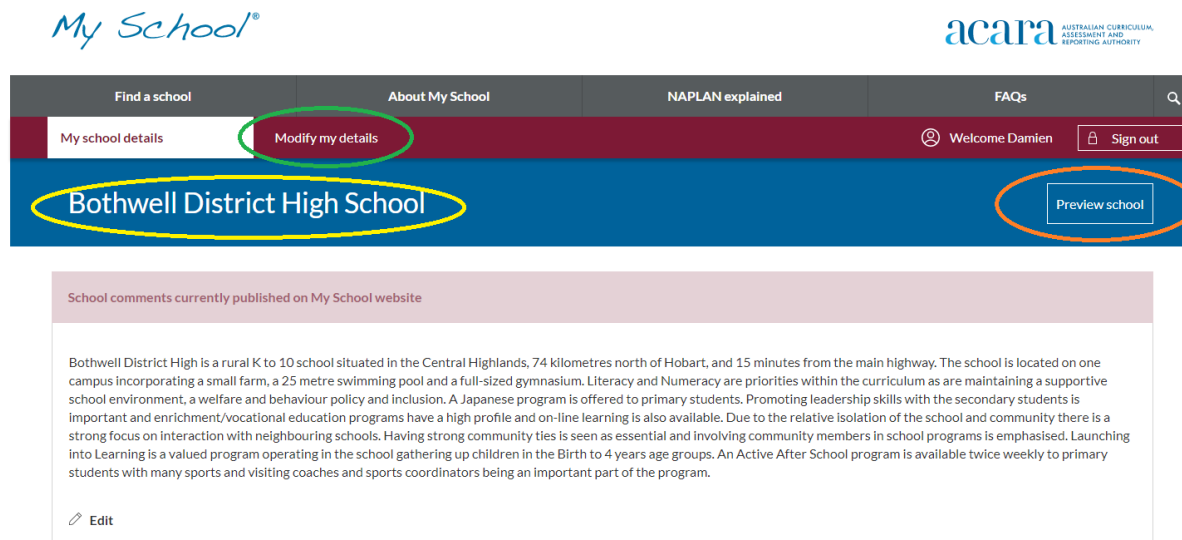


Figure 2. View after successful log in

If you cannot log in, try [requesting access](#) or [resetting your password](#). If your account has been locked after too many access attempts, please email portalsupportenquiries@acara.edu.au or call us on 1300 895 563 (press 2 for My School Principals' Portal).

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 the first few letters a list will appear for you to select from:

Add school

ashfi
Ashfield Boys High School, Ashfield, NSW 2131
Ashfield Primary School, Ashfield, WA 6054
Ashfield Public School, Ashfield, NSW 2131
De La Salle College, Ashfield, Ashfield, NSW 2131

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 likely because you already have a My School Principals' Portal account. Therefore, you should try [resetting your password](#).

Before you log in, ACARA must manually 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](#)).

Resetting your 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, you should [request access](#).

Updating your details

To update your details (including the school you are connected to), click the 'Modify my details' button (circled green in figure 2, above). 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 portalsupportenquiries@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.

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 portalsupportenquiries@acara.edu.au or call us on 02 9211 0281 (extension 2).

Updating your school comment

You are encouraged to prepare your school comment in an offline document and then copy it into the text editor, as 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 below). When you click on this icon, a 'Revised school comments' text box appears for you to 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 entered 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) All comments received before the deadline will be published ahead of the My School release.
- 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 portalsupportenquiries@acara.edu.au or call us on 1300 895 563 (press 2 for My School Principals' Portal).