## SRS Information for Schools

### Registration

#### Principal

1. Go to UAC's website at www.uac.edu.au/srs/schools to access SRS Schools and click on 'SRS Principals' at the right hand side of the page.

2. If your school was previously registered for SRS; enter your User ID and temporary password (email sent by UAC on Wednesday 6 May for NSW schools and by 25 May for previously registered interstate schools).
   - If your school is new to SRS; enter your User ID and temporary password (scratch panel letter posted on 12 June).

3. Click ‘Login’ – this takes you to the ‘Change temporary password’ page.

4. Re-enter your temporary password and then choose and confirm a new password for your use. Passwords must be a minimum of 8 characters and contain at least one number and one upper case letter.

5. Click ‘Change password’. This will take you to the ‘Principal details’ page.

6. Check the details and make any necessary changes.

7. Click ‘Continue’. This will take you to the ‘School rater – details’ page.

8. Enter and/or confirm your rater's Personal details and Correspondence address. If you need to, overtype any pre-populated details.

9. On the same page, create a login for your school's rater using the instructions provided. Give these login details to your school's rater so they can complete the registration process.

10. Click ‘Continue’. This takes you to the ‘My Students’ page. From 5 August, this page will show your Year 12 students.

11. Click ‘Continue’. This takes you to the ‘SRS Summary Report settings’ page.
   - Choose the frequency of your SRS Summary Report emails.

12. Click ‘Save’ to complete your SRS Principal registration. You can now log out.

#### Rater

1. Go to UAC's website at www.uac.edu.au/srs/schools to access SRS Schools and click on ‘SRS Raters’ at the right hand side of the page.

2. Enter your User ID and password as given to you by your Principal.

3. Click ‘Login’ – this takes you to the ‘Change temporary password’ page.

4. Re-enter your password and then choose and confirm a new password for your use. Passwords must be a minimum of 8 characters and contain at least one number and one upper case letter.

5. Click ‘Change password’. This will take you to the ‘Rater details’ page.
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<td>6</td>
<td>Check the details and make any necessary changes, including changing your User ID and/or password.</td>
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<tr>
<td>7</td>
<td>Click ‘Continue’. This takes you to the ‘SRS Summary Report settings’ page. Choose the frequency of your SRS Summary Report emails.</td>
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<td>8</td>
<td>Click ‘Save’. This will take you to the ‘Applicant selection’ page. From 5 August, this page will show Year 12 students for you to rate.</td>
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<td>9</td>
<td>You have successfully completed your SRS rater registration and can now log out.</td>
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**Principals and raters will receive a confirmation email when your school's registration is complete.**