

# SCHOOL PARTICIPATION - PRINCIPALS

1	You will receive an email from UAC each time an SRS application is received from your school. The email will contain a link for you to log in to 'SRS Principals'
2	Log in to 'SRS Principals' by entering your User ID and password.
3	You will be taken to the last section you viewed: <ul style="list-style-type: none"> <li>- School details</li> <li>- My students</li> <li>- Settings.</li> </ul> <p>Navigate between the sections using the tabs on the left-hand side of the page.</p>
4	<b>School details:</b> This section allows you to change details for your school's principal and/or rater. Overtyping any changes you wish to make.
5	<b>My students:</b> This section contains details of all Year 12 students enrolled at your school. It also indicates whether or not they have applied for admission through UAC and for SRS, and whether or not their SRS application has been rated by your school's rater.
6	<b>Settings:</b> This section allows you to set the frequency and timing of the SRS Summary Report that UAC will email to you. The report details whether or not your students have applied for undergraduate admission through UAC and for SRS, and whether or not their SRS application has been rated by your school's rater. It also indicates the specific rating values applicants have been assigned.
7	After you've completed any required changes to your school details or settings, you must inform your school's rater that there are SRS applications to be rated.
8	Raters can start rating applicants via 'SRS Raters' once notified by you (the Principal). UAC will send emails to relevant school principals each time one or more students submit an SRS application..
9	All SRS ratings must be finalised by midnight Wednesday 30 September.

# SCHOOL PARTICIPATION - RATERS

1	<p>Your school's principal will receive an email from UAC every time an SRS application is submitted by a student at your school. They should advise you when they receive each notification.</p> <p>Principals can view details of applications received through UAC as well as update rater details, if required.</p>
2	<p>Go to UAC's website at <a href="http://uac.edu.au/schools/srs-schools">uac.edu.au/schools/srs-schools</a> and log in to 'SRS Raters' by entering your User ID and password.</p> <p>You can reset your password, if required, after you enter your User ID.</p>
3	<p>You will be taken to the last section you viewed:</p> <ul style="list-style-type: none"> <li>– My details</li> <li>– Settings</li> <li>– Applicant selection</li> <li>– Applicant rating.</li> </ul> <p>Navigate between the sections using the tabs on the left-hand side of the page.</p>
4	<p><b>My details:</b> This section allows you to update your details, including changing your password. Overtyping any changes you wish to make.</p>
5	<p><b>Settings:</b> This section allows you to set the frequency and timing of the SRS Summary Report that UAC will email to you. The report details whether or not your students have applied for undergraduate admission through UAC and for SRS, and whether or not their SRS application has been rated. It also indicates the specific rating values applicants have been assigned.</p>
6	<p><b>Applicant selection:</b> This section allows you select specific applicants to rate.</p>
7	<p><b>Applicant rating:</b> This section allows you to enter specific rating values for applicants you have selected.</p>
8	<p>After you have entered your ratings for an applicant, you must save and submit your rating. Neither you nor your principal will be able to change these ratings after they have been submitted.</p>
9	<p>All SRS ratings must be finalised by midnight Wednesday 30 September.</p>