

UAC

# Schools Recommendation Program

A GUIDE FOR PRINCIPALS

UNIVERSITY of  
TASMANIA 

# Contents

<b>1</b>	<b>Introduction</b>	<b>2</b>
1.1	Activity Flow	2
1.1.1	Student	2
1.1.2	Principal	2
1.1.3	Rater	2
<b>2</b>	<b>Using SRP for Principals</b>	<b>3</b>
2.1	Initial login	3
2.2	Dashboard	4
2.3	View and edit your details and change your password	4
2.4	View, create, and delete a Rater	5
2.5	View all students and edit report settings	9
2.6	Session timeout	10
2.7	System Correspondence	10

# 1. Introduction

The University of Tasmania runs the Schools Recommendation Program (SRP), which allows current year 12 students to apply and receive offers much earlier in the year for a range of exciting, diverse courses. The program encourages year 12 students to apply for up to five eligible courses.

SRP applications are assessed based on the student's school's recommendation and year 11 results rather than their ATAR, although certain courses may be conditional upon ATAR results.

Applications are accepted from the end of June through to early October, with offers being made, in three rounds, from the end of August through to early November.

## Key dates for principals and schools



View the [\(SRP timeline\)](#)

## 1.1 Activity Flow

The process is initiated by a year 12 student submitting an online admissions application with the University of Tasmania. After creating an account, selecting up to five courses that they are interested in and submitting their admissions application, the student can opt to be considered for the SRP. The student's school then completes an online assessment of the student on seven criteria: including their aptitude in several key areas and their suitability for tertiary study.

The University then reviews applications and school assessments and makes conditional or unconditional offers as deemed appropriate.

### 1.1.1 Student

Students apply for the Schools Recommendation Program at the end of their admissions application. They can upload their year 11 school report as part of the SRP application process.

### 1.1.2 Principal

School Principals use the SRP Principal and Rater portal to update the account for the Rater at their school. They can also view and edit their own details and generate reports on their students.

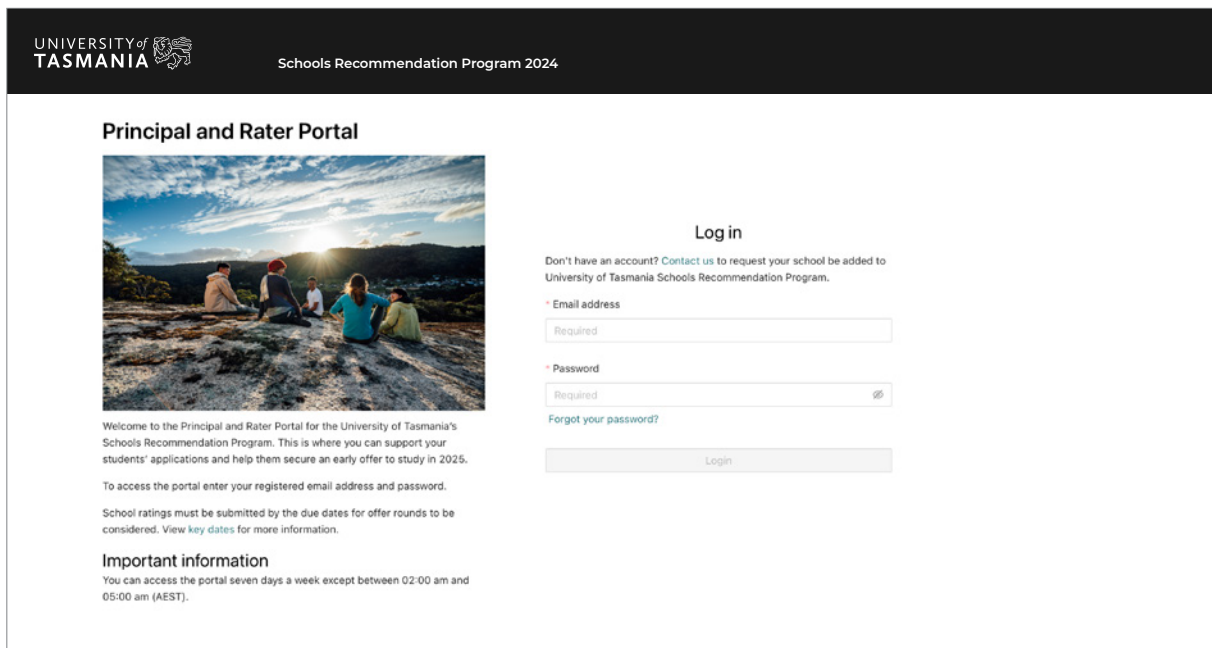
### 1.1.3 Rater

Raters view and rate students who have applied for SRP on the seven specified criteria. They can also upload a student's year 11 results and provide additional information about the student in a free text field.

## 2. Using SRP for Principals

### 2.1 Initial Login

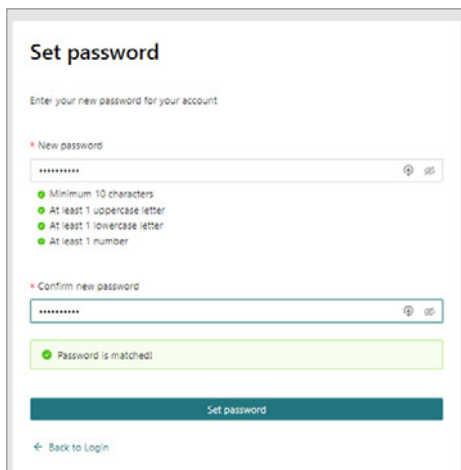
You will be sent an email from the University of Tasmania inviting you to log in to the SRP Principal and Rater Portal with an account and temporary password.



The screenshot shows the 'Principal and Rater Portal' login page. At the top, it says 'UNIVERSITY of TASMANIA' and 'Schools Recommendation Program 2024'. The main heading is 'Principal and Rater Portal'. Below this is a photograph of people sitting on a rocky outcrop overlooking a landscape. To the right of the photo is a 'Log in' section with the following text: 'Don't have an account? Contact us to request your school be added to University of Tasmania Schools Recommendation Program.' Below this are two input fields: '\* Email address' and '\* Password', both marked as 'Required'. There is a 'Forgot your password?' link and a 'Login' button. On the left side of the page, there is a welcome message: 'Welcome to the Principal and Rater Portal for the University of Tasmania's Schools Recommendation Program. This is where you can support your students' applications and help them secure an early offer to study in 2025.' Below this is a note: 'To access the portal enter your registered email address and password.' Another note states: 'School ratings must be submitted by the due dates for offer rounds to be considered. View key dates for more information.' At the bottom left, there is an 'Important information' section: 'You can access the portal seven days a week except between 02:00 am and 05:00 am (AEST).'

**Note** that if you use a password manager, such as LastPass, and use it to paste your username and password into the form you may need to position the cursor in the Email field and tab away from it to be able to progress.

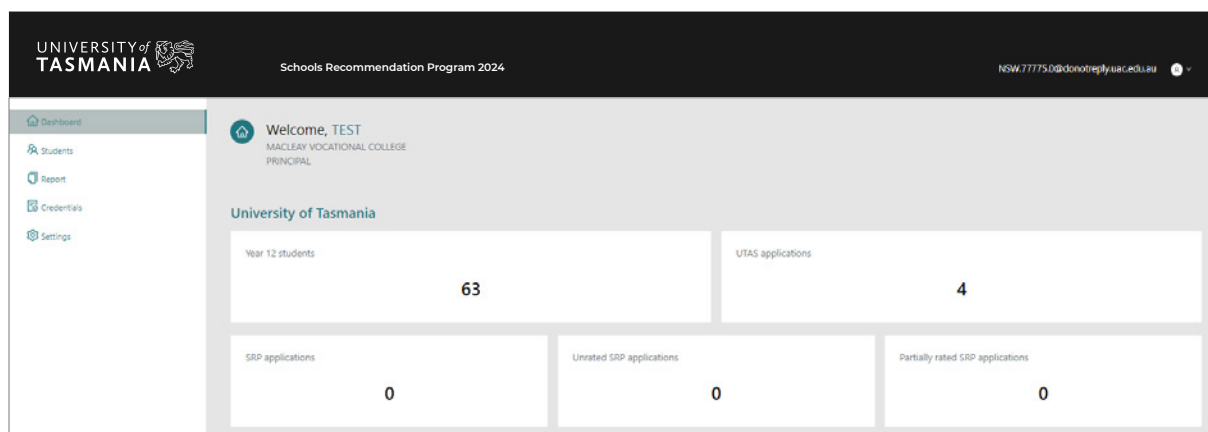
The first time you log in you will be forced to change your password.



The screenshot shows the 'Set password' form. The heading is 'Set password' and the instruction is 'Enter your new password for your account'. There are two input fields: '\* New password' and '\* Confirm new password', both marked as 'Required'. Below the first field are three password requirements: 'Minimum 10 characters', 'At least 1 uppercase letter', and 'At least 1 number', each with a green checkmark. Below the second field is a green message: 'Password is matched!'. At the bottom is a 'Set password' button and a 'Back to Login' link.

## 2.2 Dashboard

Once you have logged in you are taken to the Dashboard. The main screen of the dashboard displays headline information about student numbers from your school, including how many students have applied to the University of Tasmania, how many have also applied to the Schools Recommendation Program and how many of those are still unrated.

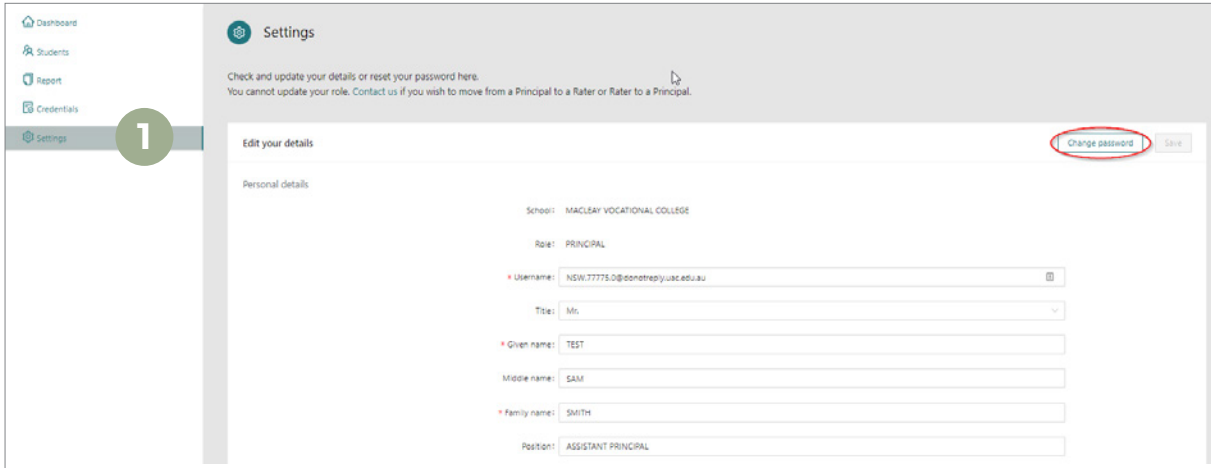


The dashboard has several menu options for Principals including: Dashboard, Students, Report, Credentials, Settings.

Exit the application using the 'Log out' function, this is available all the time in the header. It is the preferred way to log out, although closing the browser will work.

## 2.3 View and edit your details and change your password

The 'Settings' menu option (Number 1) will navigate to a page that allows you to check and update your own details and change your password.

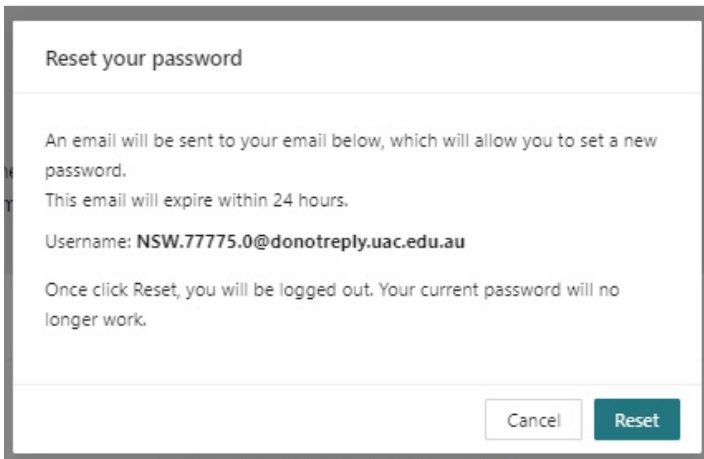


The screenshot shows the 'Settings' page. On the left sidebar, the 'Settings' option is highlighted with a green circle containing the number '1'. The main content area is titled 'Settings' and includes a sub-section 'Edit your details'. In the top right corner of this section, the 'Change password' button is circled in red. Below this, there is a 'Personal details' section with the following information:

- School: MACLEAY VOCATIONAL COLLEGE
- Role: PRINCIPAL
- Username: NSW.77775.0@donotreply.uac.edu.au
- Title: Mrs
- Given name: TEST
- Middle name: SAM
- Family name: SMITH
- Position: ASSISTANT PRINCIPAL

Ensure that all the required fields (marked with an asterisk) are filled in correctly and click on 'Save'.

Use the 'Change password' button in the **top right hand corner** to update your password.



The 'Reset your password' dialog box contains the following text:

Reset your password

An email will be sent to your email below, which will allow you to set a new password.  
This email will expire within 24 hours.

Username: **NSW.77775.0@donotreply.uac.edu.au**

Once click Reset, you will be logged out. Your current password will no longer work.

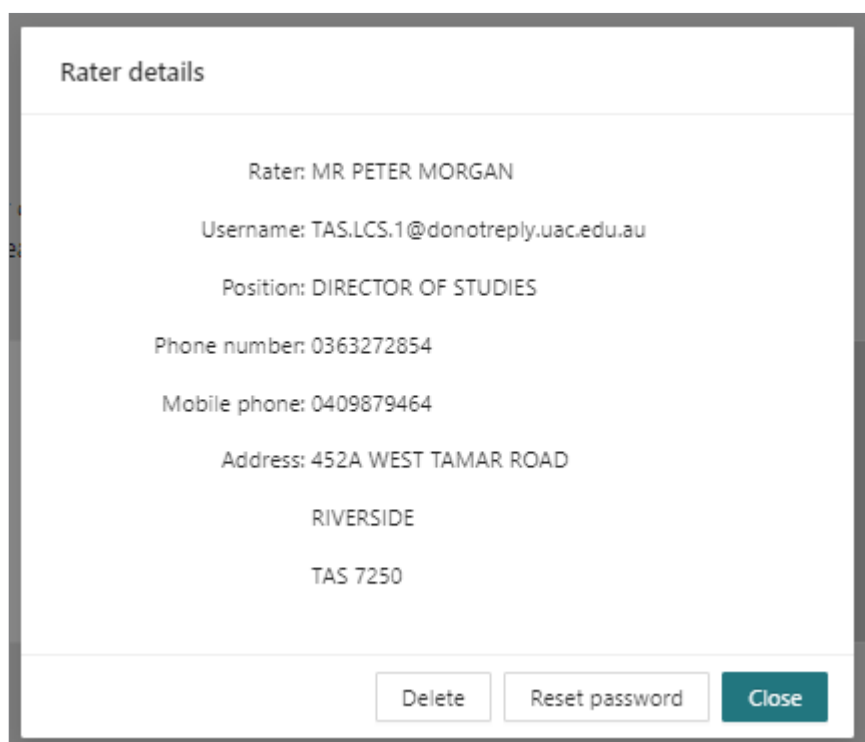
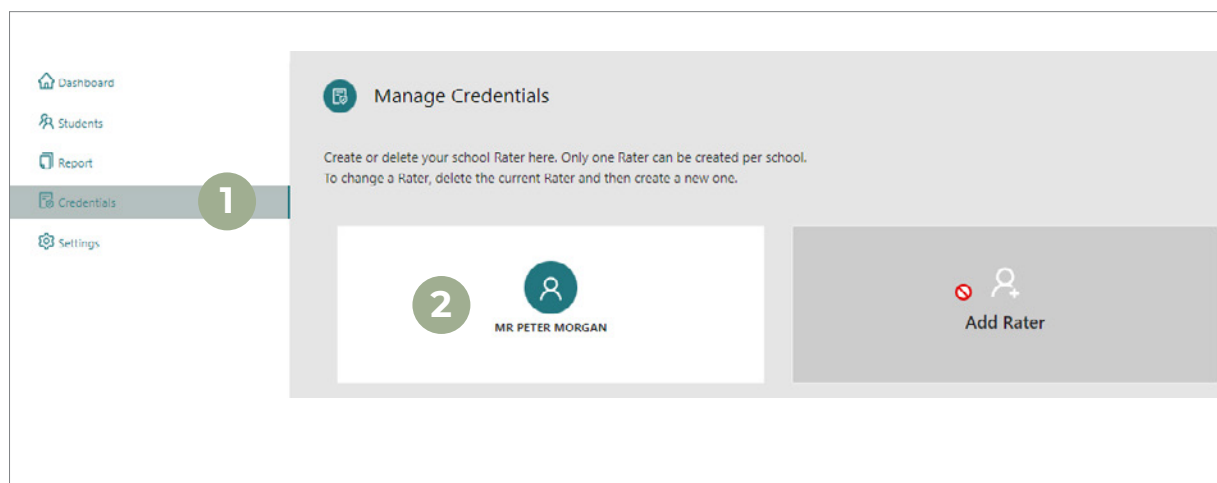
Buttons: Cancel, Reset

Clicking the 'Reset' button will trigger an email to be sent to your registered email address. The email will provide a link to reset your password. A copy of the email is provided in section 2.6.

## 2.4 View, create, and delete a Rater

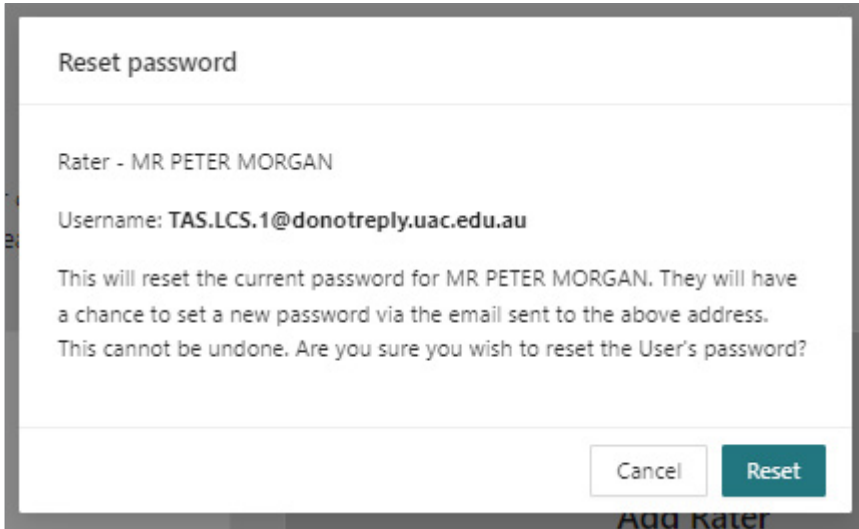
Currently a school can have one and only one Rater at a time.

Clicking the 'Credentials' menu option (Number 1) in the sidebar will open the Rater page.



Clicking anywhere in the Rater box (Number 2) will open a pop-up that displays the details about that Rater; it also has buttons to delete the Rater and reset their password.

## 2.4 View, create, and delete a Rater CONT.



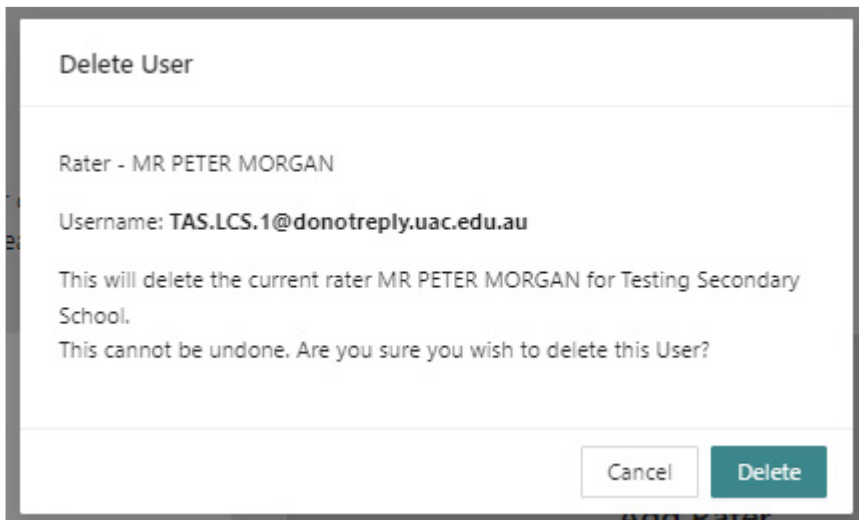
**Reset password**

Rater - MR PETER MORGAN

Username: **TAS.LCS.1@donotreply.uac.edu.au**

This will reset the current password for MR PETER MORGAN. They will have a chance to set a new password via the email sent to the above address. This cannot be undone. Are you sure you wish to reset the User's password?

Resetting the password will cause the Rater's current password to be invalidated and an email will be sent to the Rater.



**Delete User**

Rater - MR PETER MORGAN

Username: **TAS.LCS.1@donotreply.uac.edu.au**

This will delete the current rater MR PETER MORGAN for Testing Secondary School. This cannot be undone. Are you sure you wish to delete this User?

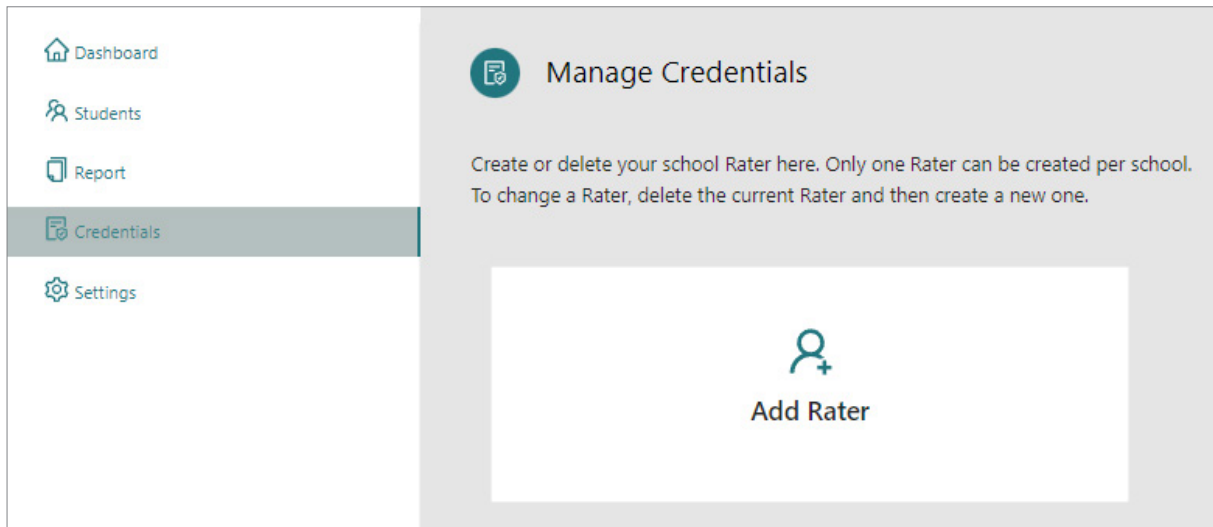
Because the portal only allows a school to have a single Rater, if it is necessary to change Raters for any reason it means deleting the current Rater first. This is a simple process from the Rater details page.

Clicking the 'Delete' button and confirming 'delete' in the pop-up will remove the current Rater.



## 2.4 View, create, and delete a Rater CONT.

The system is now prepared for creating a new Rater.



Click anywhere in the white 'Add Rater' square to launch a pop-up dialogue to enter the new Raters details and launch the creation process.

**Add Rater**

Create a login for your Rater by entering their email address as their Username.

\* Username (email):

\* Given name:

Middle name:

\* Family name:

Position:

Make sure you notify the Rater's login details to your school Rater. The new Rater will automatically be sent a reset password email.

**Add Rater**

The rater has been created. A set password email has been sent to **training@uac.edu.au**

Username (email): training@uac.edu.au

Given name: FRED

Middle name:

Family name: FROEBEL

Position: HEAD OF 12TH YEAR

The user will be able to update their own contact information and name.

Once you have created the Rater, the system will send an email to the new Rater at the address entered in the form asking them to set a password.

Principals must notify the Rater that they have been set up as the school's Rater for the University of Tasmania SRP.

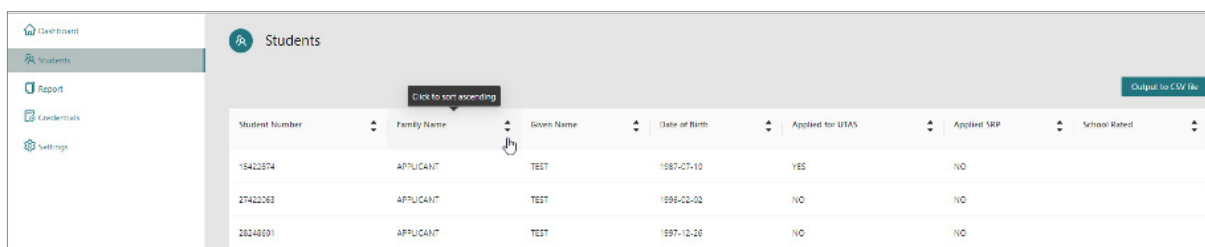
## 2.5 View all students and edit report settings

There are a number of notifications and reports available to keep you informed on the number of applications, as well as their status.

When one or more students from your school have applied for the SRP the system sends an automated email to the registered email addresses of both the Principal and the Rater overnight to inform them that at least one new application has been made. Refer to example in section 2.6.

The Principal can also view a list of all students at their school showing which students have applied to University of Tasmania as well as which have applied for the SRP. You may wish to encourage those students that have applied to University of Tasmania but not SRP to do so.

Access the list by clicking the 'Students' menu item in the side menu.

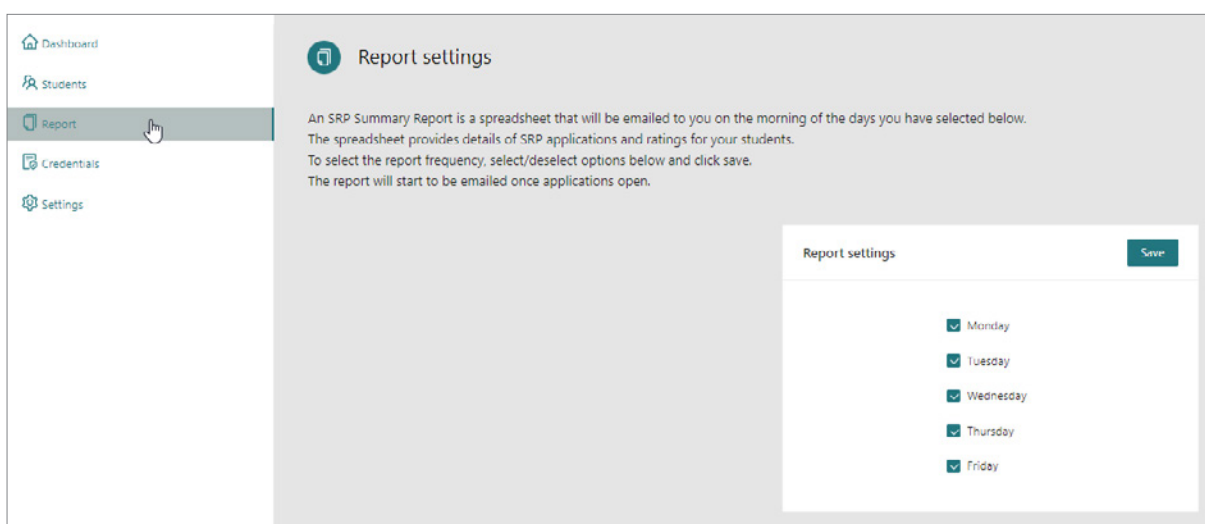


Student Number	Family Name	Given Name	Date of Birth	Applied for UTA5	Applied SRP	School Rating
15402874	APPLICANT	TEST	1987-07-10	YES	NO	
27402093	APPLICANT	TEST	1996-02-02	NO	NO	
20240091	APPLICANT	TEST	1997-12-26	NO	NO	

The list can be sorted on any column using the arrows next to the column titles. The list can also be exported to a CSV file where it could be manipulated in a spreadsheet, such as MS Excel.

The system also sends out routine reports detailing SRP applications and ratings for your students. From the 'Report' menu item, it is possible to control the frequency with which these reports are sent.

The screenshot below shows the default every workday. Once you update the frequency you must click 'Save'.



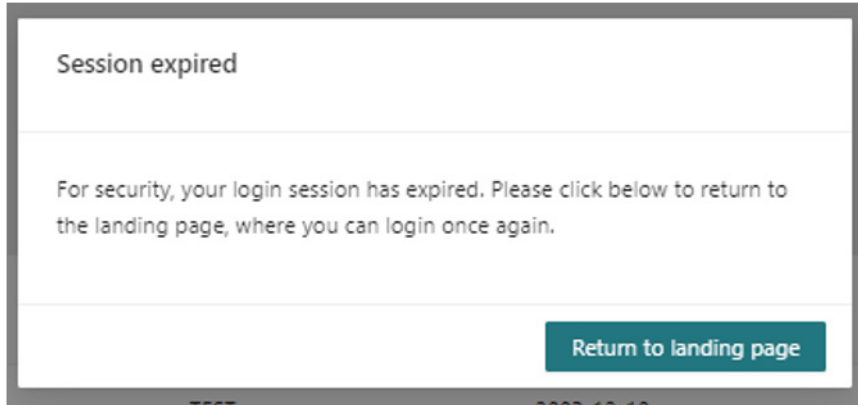
**Report settings** Save

An SRP Summary Report is a spreadsheet that will be emailed to you on the morning of the days you have selected below. The spreadsheet provides details of SRP applications and ratings for your students. To select the report frequency, select/deselect options below and click save. The report will start to be emailed once applications open.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

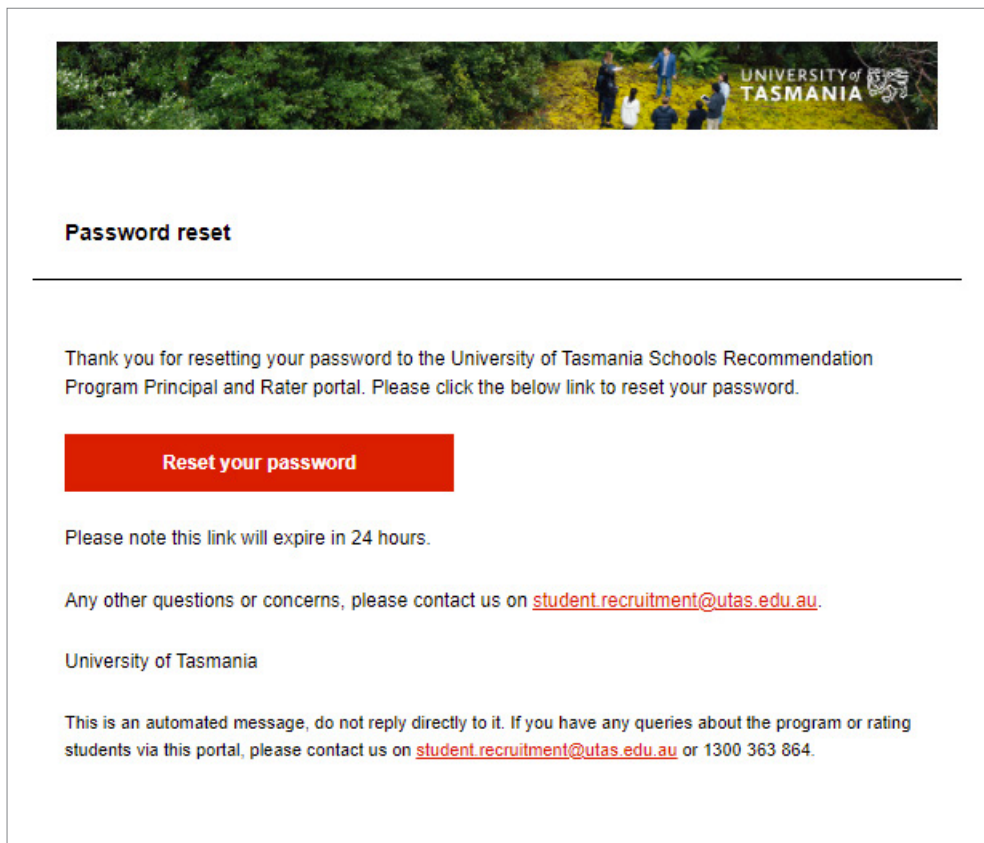
## 2.6 Session timeout

The application will timeout after a period of inactivity and a modal pop-up will be displayed to easily navigate back to the landing page.




## 2.7 System Correspondence

The password reset email (below) is sent on demand when you request to reset or change your password.



## 2.7 System Correspondence CONT.

Example of automated email sent to Principals and Raters overnight when one or more students have applied for SRP.



### New Schools Recommendation Program application

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Hi \${addressee},

One or more Year 12 students from your school (\${schoolName}) have applied to study at the University of Tasmania through our Schools Recommendation Program (SRP).

[Login to Schools Recommendation Program Principal and Rater portal](#) to view details of this and all other SRP applications from your school. You can also reset your password if required.

To rate your student/s please log in to the Schools Recommendation Program portal. If you have not nominated a person to rate your students, the Principal must register one via the portal.

[Principal and Rater portal](#)


If you need further information regarding SRP, please [visit the Schools Recommendation Program website](#).

You can email any queries to [student.recruitment@utas.edu.au](mailto:student.recruitment@utas.edu.au).

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