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Logging into the DET Portal

1. Using any computer with internet access, open Internet Explorer by double-clicking the icon on your desktop, or selecting Internet Explorer from the Start menu.

2. In the Address field at the top of the browser, enter the following address which will take you to the DET Portal login page:

   http://portal.det.wa.edu.au

3. Click on the Log in button.

4. Enter your Single Sign-On User Name (this is your staff e-number and is not case sensitive).

   Enter your Single Sign-On Password (this will be provided to you and is case sensitive - if you currently access the HRMIS system then use that same password).

   Click Login.

5. If a Security Alert message appears, click Yes.
6. This will open your Portal home page. An **Application List** will be displayed on the lower-right side of the browser window.

   Click on **DET Account Manager (DAM)**.

   **NOTE:** If another security window pops up and prompts you to accept a security certificate, click **OK**.

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**DET Account Manager (DAM)**

The **DET Account Manager** window is now displayed.

Click on **Maintain Staff Account**.

**Staff Account Management**

The **Maintain Staff Accounts** window is displayed.

For a quicker search, enter a User ID, Given Name or Surname before clicking the **Search** button.

You can select a user by clicking on their name (this highlights their details).

**NOTE:** Multiple users can be selected by holding down the **Ctrl** key whilst clicking on the names you wish to select.

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**Resetting a Password**

To reset a password, select a user from the list by clicking on their name. (this highlights their details)

Then type a new **Password** in the **Password Reset** box. **Confirm** it by typing it again, and
then click on **Reset Password**.
Advising the user to set up their User Validation Question

1. Once a user has had their password reset, you should have them log in to the Portal and set up their User Validation Question. This question (and answer) can be used by a user to do a password reset themselves.

Have the user log in to the Portal, using their User Name and new Password.

They can now select the Change User Validation Question link from the top right corner of the window.

2. This will open the Change User Validation Question window.

The user is required to enter their current User ID and Current Password to continue.

3. Once the user has successfully entered their User ID and Password, they can set up their User Validation Question and the corresponding Answer.
Editing/Disabling/Enabling a User’s DET Single Sign-On Account

1. A user’s access can be disabled by selecting (highlighting) the user, and then clicking on the Edit button.

<table>
<thead>
<tr>
<th>User Id</th>
<th>Name</th>
<th>Surname</th>
<th>Phone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000123</td>
<td>Sarah</td>
<td>Anderson</td>
<td></td>
<td>Teacher</td>
</tr>
<tr>
<td>0012345</td>
<td>John</td>
<td>Smith</td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>0056789</td>
<td>Jane</td>
<td>Johnson</td>
<td></td>
<td>Teacher</td>
</tr>
</tbody>
</table>

2. The Edit Staff Account window will popup.

Here you can edit the user’s details.

To disable the user’s account, tick the Disabled tickbox.

To enable a disabled account, simply untick the Disabled tickbox.

Unlocking a User’s DET Single Sign-On Account

Sometimes a user’s DET Single Sign-On account may be locked out by the system when too many unsuccessful attempts are made to log in.

In this case when you select the user’s account, you will able to click on the Unlock button to unlock their account.

Staff Password Reset link

You can also jump straight to the Maintain Staff window by expanding the DET Account Manager (DAM) link in the Applications List:

- Click on the small “+” symbol next to the DET Account Manager (DAM) link.

- Then click on the Staff Password Reset link.
**DAM Help**

Help for the DAM tool is available by clicking on the **Help** question mark icon in the top-right corner of window.

To return to the Portal home page close the window by clicking on the cross in the top right corner.

**Add Visitor account**

This function is used to create a school account for a person who is a DET staff member (has an e-number already), but is just visiting the school - or someone who is based at another school but also works occasionally at this school.

If the person you are trying to create an account for is not a DET staff member, use the **Create Local Account** function instead, as explained on page 7.

1. On the Maintain Staff screen, click on **Add Visitor**.

   The Add Visitor screen is displayed.
2. Enter full or partial search details for the staff member you are trying to locate and click **Search**.

3. Select the staff member which you wish to make a visitor at your school. (You can check the staff member’s details by clicking **View**, if required).

4. Click **Add Visitor**. This creates the staff member as a visitor at your school.

**NOTE:** The Add Visitor screen allows for partially typed names to be searched on, without entering wildcard characters.

### Create Local Account

On the Maintain Staff screen, click on **Create Local Account**.

Fill in the required fields **First Name**, **Last Name**, **Job Title**, and then click on **Create**.

This will create a local account for the user as **E1111SS**

Legend-

E: Enumber  
Numbers: Department Code  
Red Highlight: Initials

For more enquires regarding webmail and calendar provisioning services, please contact our Customer Service Centre at 9264 5555 or mail to **CSCInbox.CSC.CO@det.wa.edu.au**