



School Entry Point Registration

Creating a user account and requesting access

Introduction

School Entry Point (SEP) allows Clients to manage applications for funding under government programs administered by the Department of Education and Training.

The department is continuing to develop the SEP web site to enable it to become the single point of access for the full suite of Education programs and to support grants, funding and information collection arrangements.

To gain access to a Client within SEP, representatives must register and request access from the SEP login screen. All access requests must be authorised by department staff to verify the legitimacy of registered users. This check is required to ensure the security of Client data.



If you need any assistance with this process, contact the Schools IT Support Centre on 1800 677 027 (Option 1) or via email schools@education.gov.au.

Registration

1. Navigate to <https://schools.education.gov.au/schools> and select Register
2. Enter your email address then read and accept the Terms and Conditions of Use
3. Complete and verify the reCAPTCHA security code and click Submit

The screenshot shows a registration form with the following elements:

- Email address:** A text input field containing "sample@sample.com.au". A red asterisk indicates it is a required field.
- Terms and Conditions:** A checked checkbox next to the text "I accept the [Terms and Conditions of Use](#) of School Entry Point (SEP) website."
- Security Code:** A reCAPTCHA widget showing a green checkmark and the text "I'm not a robot".
- Buttons:** A blue "Cancel" button on the left and a blue "Submit" button on the right with a mouse cursor hovering over it.

4. You will receive a message in SEP advising that a confirmation email has been sent to the specified email address.
5. Open the confirmation email and click the activation link to be redirected to the Registration screen.



The Registration screen consists of three main sections—**Personal information**, **Request for Access Details**, and **Login Details**.

Personal information

This section is where you enter personal details—your name, date of birth and contact number. The email address will be prefilled with the email address you registered against. If the email is different to the one you registered with, please contact the [Support Centre](#) immediately.

Personal information

Title:

First name: *

Last name: *

Date of birth: *

Main Contact Number: *

Alternative Contact Number:

Email address:

Request for access details

This section is used for requesting access to a Client. Initially, the registration screen will display the following questions:

Request for Access Details

Do you wish to proceed to request for access? *

Yes No

Are you requesting access to represent a client (i.e. Approved Authority, Block Grant Authority)? *

Yes No

Most users registering for a SEP account will want access to an existing client. This is either an approved authority or a school that has already been approved by the Department for Commonwealth funding or data collections. If you want access for an existing client, you should select **Yes** for both questions.

If you are requesting access for a client that hasn't yet been approved or recognised by the Department, select **No** and then proceed to the **Login details** section.

Client search and access roles

To apply for access to an existing client, you need to identify the client by using the Australian Government Education ID (AGEID). If you don't know the ID, you can use the search boxes to find the client.

When selecting the correct client, four fields will be available to enter search details. We recommend that *either* the AGEID for the Client is entered into the top field, *or* a partial search can be completed using name, location or client type. If using the search fields, do not enter an AGEID.

AGEID	Client Name	Location	State	Client Type	
10000	SEP Example Authority Inc.	CANBERRA	ACT	Approved Authority	Select

Once the correct Client details have been found, click Select. The System will then display a list of access roles you can choose from.

Please select the roles you wish to apply: *

- Approved Authority Representative
 - Funding under the Australian Education Act 2013
- Data Reporting
 - Funding under the Australian Education Act 2013
- Finance Contact
 - Capital Grants Program for non-government schools
 - Funding under the Australian Education Act 2013
 - Recurrent Grants
- Qualified Accountant
 - Funding under the Australian Education Act 2013

Approve Authority Representative and Qualified Accountant roles will only be displayed if an Approved Authority client is selected.

The following table breaks down the new roles that appear in SEP and their associated functions:

Role Name	Who's it for?	What can the user see/do?
Approved Authority (AA) Representative	People at the AA who are responsible for the overall management and daily running of the school or group of schools. Only people with authority to act on behalf of the whole organisation and/or its group of schools should have this role.	<ol style="list-style-type: none"> 1. Access all functions for each school operated by the AA, including payment advice in SEP and all SSP reporting applications. 2. Notify the department of changes through the Approved Authority Application (AAA) form in SEP. 3. Use the SEP online Schools Estimator Tool (SET) to estimate funding.
Finance Contact	People who are in charge of the finances for the school or AA, and for people who will be completing the school's financial reporting requirements such as the Financial Questionnaire (FQ).	<p>This access can be held at the school level, or at the AA level.</p> <p>At the AA level, the user can access payment advice documents, use the SET to estimate funding, and access financial reporting applications such as FQ and Compliance Certificate for all schools under the AA in SEP.</p> <p>At the school level, the user can access the financial reporting applications in SEP but only for those schools for which the person has been granted access.</p>
Data Reporting	People who provide data to the department through various SSP reporting applications that schools must complete during the school year.	<p>The user can access and report to the following SSP reporting applications:</p> <ul style="list-style-type: none"> • Census on the Internet (COI) • Student Attendance (STATS) • NCCD Students with Disabilities (NCCD SWD) • SES Address Collection (SES) • Compliance Certificate (CC)
Qualified Accountant	People who undertake accounting certification roles associated with financial management obligations for school funding.	Access to the Financial Assurance application.

Tick the roles you wish to apply for and proceed to the login detail section.

Login details

Using the specified criteria (detailed below), create a username and password in the Login Details section.

Login details

Username:*

Password:*

Re-type password:*


Security question:*

Your answer:*

Declarations

I declare that the information I have provided is correct.

Security Code

I'm not a robot  reCAPTCHA
Privacy - Terms

Your username must:

- be between 8-20 characters.
- not contain spaces.
- not contain special characters.

Your username is not case sensitive.

Your **SEP username** is not case sensitive and must:

- be between 8-20 characters
- not contain spaces
- not contain special characters

It is recommended that your chosen username does not identify the school or organisation to which you will be requesting access against as SEP accounts belong to individuals and remain linked to the initially registered user. Accounts **must not be shared** and cannot be transferred to a different user.

Your **password** is case sensitive and must:

- be 10 - 14 characters in length
- not contain your name or username
- not contain any special characters
- contain at least:
 - one capital letter
 - one lower case letter
 - one number

The last information required in the login details is the **security question**. You need to select an appropriate security question from the drop down list and provide an answer in the Your Answer field. The security answer must be between 4 and 50 characters in length and is case sensitive.

When you have finished entering your details, check the box declaring the information, complete the reCAPTCHA security code and click **Submit**.

PLEASE NOTE: ACCESS REQUESTS MAY TAKE UP TO FIVE BUSINESS DAYS TO BE PROCESSED

THE DEPARTMENT WILL CONTACT YOU IF FURTHER INFORMATION IS REQUIRED