School Entry Point Registration

Creating a user account and requesting access.

Introduction

School Entry Point (SEP) is an online portal for schools and educational institutions to manage data collections and applications relating to funding under Department of Education and Training programs. To gain access to the portal, you will need to both register for an account and request access to the entity you represent. This guide will assist you through these steps.

Note that the Department individually reviews the validity of each request for access. This is to ensure the security of each entity's data. As a result, each request may take up to three days to process.

Step 1

Navigate to SEP (https://schools.education.gov.au/) and click on the register button. This is located on the right side of the screen, underneath the login fields.

Step 2

Enter your email address into the specified field, then read through and accept the terms and conditions. Click on the checkbox labelled "I'm not a robot" (you may be prompted to complete a reCAPTCHA image test), and then submit.

Registration

To use School Entry Point you will need a verified account. If you do not have an existing account submit this page and a confirmation email will immediately be sent to you. You must **activate your account** by responding to this email **within 30 working days**. This allows us to verify your email address for future correspondence.

*Indicates a required field

Email address:*   example@email.com

☑ I accept the Terms and Conditions of Use of School Entry Point (SEP) website. *

Security Code

[ ] I'm not a robot   reCAPTCHA
Privacy - Terms

Cancel   **Submit**

Step 3

You should receive an email at the address specified in step 2 with the subject "Complete this step to confirm your user registration for School Entry Point". Within this email, there will be a link within a blue box titled "Activate you registration by clicking here". Click on the link to proceed.

The link will take you through to the registration screen, which consists of three main sections; Personal Information, Request for Access Details, and Login Details.

Step 4

In the Personal Information screen, enter your name, date of birth, and contact number into the respective fields. Your contact number should be the best number to reach you during work hours. Fill out the 'Title' and 'Alternative Contact Number' fields if necessary, and then proceed to the next step.

Step 5

In the Request for Access Details section, you will first be asked 'Do you wish to proceed to request for access?'. Unless you are representing a new school that has not yet been approved for funding by the Department, select yes. If you are representing a new school, select no, then skip to step 9

Next, select yes to the question 'Are you requesting access to represent a client?'. Here, a client refers to any school, organisation, system office, or other entity. If you select no to either question, you will not be able to proceed to request access.

Step 6

In the search client form (pictured above), search for the client you require access to. For the most reliable results, enter only the AGEID into the top field and then click on search.

Step 7

If your search is successful, your client will appear below the search fields (pictured below). Click on 'Select' to continue.

Step 8

Depending on your client type, you will now be able to select from a number of available roles. The roles, and the SEP modules they give you access to, are listed in the table below.

Role name	School level access	Approved Authority (AA) level access
Data Reporting	You can enter data into the Census, Student Attendance, and Socio-Economic Status for the school and any campuses.	You can enter data into the Census, Student Attendance, and Socio-Economic Status collections for any school represented by the AA.
Finance Contact – *Funding under the Australian Education Act*	You can enter data into the Compliance Certificate and Financial Questionnaire for the school and any campuses.	You can enter data into the Compliance Certificate and Financial Questionnaire for any school represented by the AA. You can also access payment advice documents and the online funding estimator.
Finance Contact – *Capital Grants Program*	Available to apply, but automatically rejected for school users. The Capital Grants Program is only accessible to Block Grant Authorities.	Available to apply, but automatically rejected for AA users. The Capital Grant Program is only accessible to Block Grant Authorities

Role name	School level access	Approved Authority (AA) level access
Reporting Authority – *Trades Training Centres in Schools*	Not available	Available at the system and state department levels. You will be able to find and start reports relating to Trades Training Centres in Schools funding.
Qualified Accountant	Not available	You can complete the Financial Acquittal for the AA.
Approved Authority Representative	Not available	Users can access all Data Reporting and Finance Contact functions for each school represented by the AA. They can also notify the Department of changes through the AAA Form, and declare data for all collections. To be eligible for the access, you must be an existing Approved Authority Representative for your AA.

Be sure to select a program underneath each role you are requesting. Unless otherwise instructed, only choose 'Funding under the Australian Education ACT 2013'.

Step 9

In the login details section, you will need to create a username, password, and security question.

Your SEP username is not case sensitive. However, it must:

- Be between 8-20 characters
- Not contain spaces
- Not contain special characters

We recommended that your username does not identify the school or organisation you are requesting access to. The account you create will be yours, and remain yours even if you move to another school.

Step 10

Your SEP password is case sensitive, and must:

- Be between 10-14 characters in length
- Not contain your name or username
- Not contain any special characters
- Contact at least:
    - one capital letter;
    - one lower case letter; and
    - one number.

Finally, choose from one of the available security questions and type the answer into the "Your answer" field. The security answer must be between 4 and 50 characters in length, and is case sensitive.

Step 10

Tick the box labelled "I declare that the information I have provided is correct", and then complete the reCAPTCHA. Finally, click on Submit.
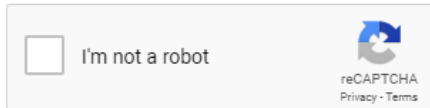

If any further steps are required before your access request is approved, you will receive an email from the Department informing you of what is needed.

If you have any questions about this process, or run into any technical issues, please give Schools IT Support a call on 1800 677 027 (using option 1), or email the team at schools@education.gov.au.