

# Using EMU

INTERNET ACCESS & EMAIL

FEBRUARY, 2007

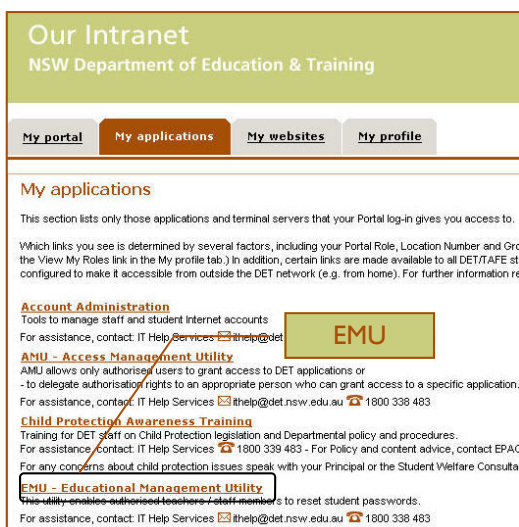
EMU (the Educational Management Utility) is an application that enables staff to reset student passwords both individually and in bulk.

To be able to use the EMU tool, staff need to be delegated the permission to do so. The principal is able to do this through AMU (the Access Management Utility).

Both applications will be found under the My applications tab in the DET Portal

**To reset a password in bulk follow the steps below:**

1. Access the *DET Portal*.
2. Select the *My Applications* tab.
3. Select *EMU—Educational Management Utility* from the list of applications.



4. Click on *User Management*



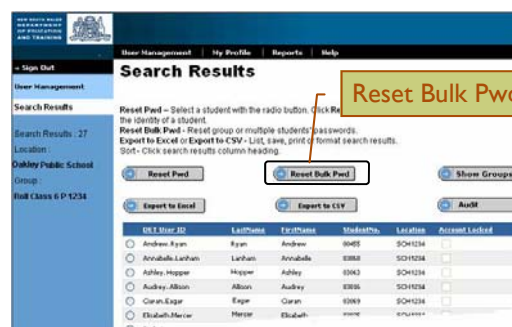
5. Your school will be listed in the *Location Name* box.
6. Click on the down arrow at the right hand side of the box to display a list of school groups including Roll Call classes and Scholastic Year groups.

7. Choose the group that requires passwords to be reset. Then click *Search*.



8. The students in the group will be listed in the *Search Results* page.

9. To reset passwords for more than one student in the group, click *Reset Bulk Pwd*.



DET User ID	Lastname	Firstname	Middleinitials	Location	Account Locked	
<input type="radio"/>	Andrew	Ryan	Andrew	80405	SCH1234	<input type="checkbox"/>
<input type="radio"/>	Annabelle	Larham	Annabelle	83888	SCH1234	<input type="checkbox"/>
<input type="radio"/>	Ashley	Hopper	Ashley	83043	SCH1234	<input type="checkbox"/>
<input type="radio"/>	Audrey	Alison	Audrey	83036	SCH1234	<input type="checkbox"/>
<input type="radio"/>	Caran	Eagar	Caran	83989	SCH1234	<input type="checkbox"/>
<input type="radio"/>	Elizabeth	Mercer	Elizabeth	83989	SCH1234	<input type="checkbox"/>

10. Once the Bulk Password screen displays, the students who need to have passwords reset can be selected either individually or as part of a whole group.

11. To select individuals, click in the check boxes adjacent to the appropriate names.

12. To select all of a group, click in the



## Notes

- The applications under the *My applications* tab may vary from user to user.
- Applications are listed in alphabetical order.
- EMU will be effective when more than one student at a time needs a password reset.
- Sometimes it will be appropriate to reset the password of each student in a class. For example, in a Year 1 class at the beginning of a new year.
- Once students passwords are reset they must be given the opportunity to change their password to one only they know. This will ensure their account details remain confidential.
- Students can change their own password from within the DET Student Portal or Kidspace.

check box in the top left of the table.

DET User	FirstName	StudentNo.	Location	
<input checked="" type="checkbox"/> Andrew	Andrew	00455	SCH1234	
<input type="checkbox"/> Annabelle.Lanham	Lanham	Annabelle	03068	SCH1234
<input type="checkbox"/> Ashley.Hopper	Hopper	Ashley	03063	SCH1234
<input type="checkbox"/> Audrey.Allison	Allison	Audrey	03016	SCH1234
<input type="checkbox"/> Ciaran.Eagar	Eagar	Ciaran	03069	SCH1234
<input type="checkbox"/> Elizabeth				
<input type="checkbox"/> Eric				

13. Enter the new password and then click *Submit*

**Password Reset**

Enter a new password in the **New Password** field below, or use the default value, and click **Submit**.

New Password


14. The password reset is complete when 'password reset was successful' is displayed at the bottom of the page.

## Export Functions

It is possible to export the student details as an Excel file or a .csv (comma separated values) file.

The value of this is that student details can be displayed, printed, saved or formatted from within a spreadsheet application like Microsoft Excel.

To export the student details to Excel:

1. Click on 
2. When given the option, choose to open the file.
3. This will present the student details in a Microsoft Excel spreadsheet, with each field in a different column.
4. Once in the spreadsheet, the data can be manipulated, sorted, filtered, and reformatted as appropriate. For more information about this, refer to the Help files within Excel
5. These details could be used:
  - to create a reference list of student names and DETUserIDs
  - to create a class "mark book"
  - to create a data file for a mail merge
6. Before closing the Excel application save the document.

Exporting to a .csv file provides the same possibilities, but in a format that is not limited to use by Microsoft Excel.

## Notes

- A default password is supplied, complying with the appropriate password rules, by the system.
- The default password does not have to be used, but all passwords must comply with the student password rules
- Password Rules:
  - K to Yr 6:** 1 character minimum
  - Yr 7 to Yr 12:** 4 characters minimum
  - Letters (upper and lower case), numerals, and special characters can be used. Spaces will not be accepted.
- More detailed information regarding the use of EMU can be found within the *Help* link on the EMU home-page.