STATE SCHOOLS' RELIEF

School Portal User Guide

Access

https://schoolportal.stateschoolsrelief.org.au/

Select '**Victorian Education Department**' to use your education.vic.gov.au account to gain access:

Enter your @education.vic.gov.au account and password.

The Header

The header shows the current user details which includes their School, Campus and Role.

All Users

Home Page

The home page displays the application dashboard and navigation via the drop-down menus or on-screen buttons.

State Schools' Relief | 1/8 Johnston Court, Dandenong South VIC 3175 | contact@ssr.net.au | 03 8769 8400 | stateschoolsrelief.org.au

Menu Navigation

The menu can be used to navigate the site.

Home	New application	Applications ▾	Management ▾		Set school	Sign out

Home: Navigates to home page.

New Application: Navigates to new application form.

Applications > Draft | Open | Released | Submitted. View Applications in various statuses.

Management > School profile | Retailer profile | Uniform profile | User management. Navigate to the administration areas.

Set School: Amend the school linked to your login.

Sign out: Signs out of the portal.

General functionality

Each list of records in the portal allows the following functions:

1) **Record Search**
   a. Enter search terms to search all data columns
2) **Clear Filters**
   a. Resets all search filters
3) **Entries per page**
   a. Adjust how many records are show per page
4) **Column Searching**
   a. Enter search terms to search on that column
5) **Column Sorting**
   a. Change the sorting direction
6) **Row Count**
   a. Number of records on the page and total number
7) **Page Count**
   a. Number of pages and navigation between pages

School Admin & SSR Admin User

User Management

Navigate to **User Management.**

Functionality:

- Edit User
- Remove User
- Add User

Edit User

Select the edit icon and update the details:

Click **Save**.

Remove User

Select the trash can icon and confirm the deletion:

Click **Delete**.

Add User

Select the Add new user button and specify the details:

Click **Save**.

The user can now access the portal using that email address and their Microsoft365 logon.

PLEASE NOTE: A user can be added to multiple schools. The role and school list displayed will depend on what access the admin user has been granted.

School profile

Functionality:

- View Campus
- Edit Campus
- Remove Campus
- Add Campus

View Campus

Select the View icon to see the full details of the campus:

Click **Close**.

Edit Campus

Select the edit icon and update the details:

Edit

Campus code*

1476-CAMP

Campus name*

Beveridge Primary School - Ambrosia

Campus email*

beveridge.ps@education.vic.gov.au

Phone*

92163400

Mobile

Enter a mobile

Address

Street address*

30 Ambrosia Way

Suburb*	State*	Postcode*
Beveridge	VIC	3753

Save   Cancel

Click **Save**.

Remove Campus

Select the trash can icon and confirm the deletion:

Delete
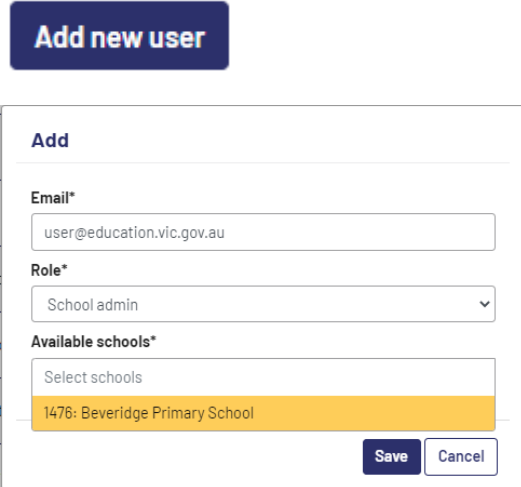
Are you sure you wish to delete the following campus?

Campus: Beveridge Primary School - Ambrosia
Email: beveridge.ps@education.vic.gov.au

Delete   Cancel

Click **Delete**.

Add Campus

Select the Add campus button and specify the details:

Add campus

Click **Save**.

PLEASE NOTE: Ensure any required fields are populated:

Retailer profile

Functionality:

- Edit Retailer
- Remove Retailer
- Add Retailer

Edit Retailer

Select the edit icon and select a retailer.

Click **Save**.

PLEASE NOTE: This retailer will be applied to all Items that have that retailer specified against it.

Remove Retailer

Select the trash can icon and confirm the deletion:

Click **Delete**.

PLEASE NOTE: If the retailer is applied against an Item, the retailer cannot be deleted:
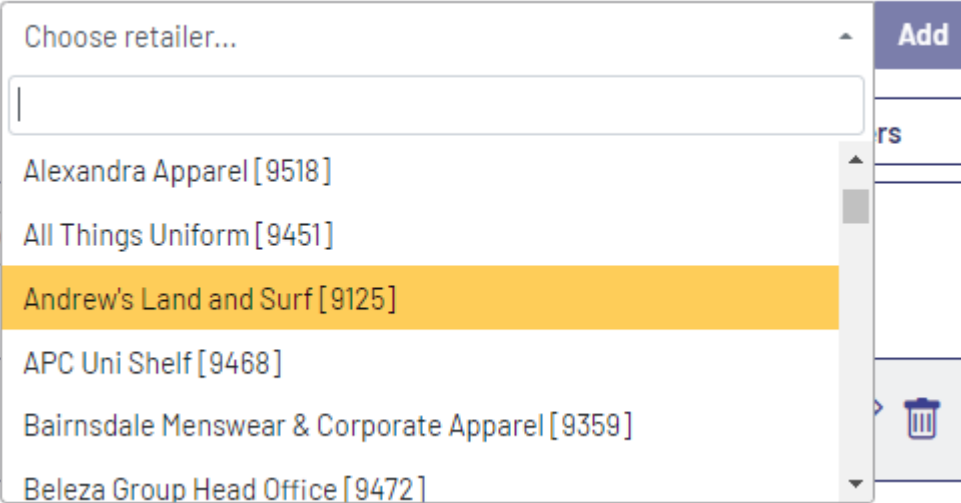
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Add Retailer

Select the Retailer in the '**Choose retailer…**' drop down and click **Add**:

The Retailer will be added to the retailer list.

Uniform profile

Functionality:

- Edit Items
- Remove Items
- Add Items

Edit Item

Select the edit icon and update the details:

Click **Save**.

PLEASE NOTE: Only Voucher items can be edited, and a retailer specified.

Remove Items

Select the trash can icon and confirm the deletion:

Click **Delete**.

Add Item

Select the Add item button and select the items to be added by clicking '+':

Add items to uniform profile

Items

Show [10 ▾] entries   [🔍]   [Clear filters]

Code	Item	Retailer	Colour	Item category	Style	Size	
[🔍]	[🔍]	All ▾	All ▾	All ▾	All ▾	All ▾	
BJ01B10NA-MELTSS	Bomber Jacket Size 10 Navy Melton SDS		Navy	BOMBER JACKET	Neutral	10	[+]
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	[+]
BJ01B10NA/SK-BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	[+] Add

The selected items will be shown in the Selected items list:

Selected items

Show [10 ▾] entries   [🔍]   [Clear filters]

Code	Item	Retailer	Colour	Item category	Style	Size	
[🔍]	[🔍]	All ▾	All ▾	All ▾	All ▾	All ▾	
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	[−]
BJ01B10NA/SK-BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	[−]
BJ01B10RE/BL	Bomber Jacket Size 10 Red/ Black		Red/Black	BOMBER JACKET	Neutral	10	[−]

Showing 1 to 3 of 3 entries   ‹ **1** ›

[Save]

Click **Save**.

PLEASE NOTE: To removed selected items, click the '-' before saving.

School User

Applications

Functionality:

- Set School
- Create Application
- Add Items to Application
- Remove Items from Application
- Submit Application
- View Application
- Remove Draft Applications
- Sign Out

Set School

To set or change the school that applications will be lodged against, click the Set school menu, and select the School from the drop down.

Set school

Access to additional schools

If you have been granted access to multiple schools then you can change what your active school is below.

The School can be changed at anytime on the Set school page.

School*

| 1476: Beveridge Primary School | ▾ |

Save

Click **Save**.

Create Application

Select New application from the menu or dashboard.

Enter Applicant details:

New application

Applicant details

First name*

Enter a first name

Last name*

Enter a last name

Date of birth*

Enter a date of birth

Year level*

Select a year level

Application category*

Select a category

Style*

Select a style

School

1476: Beveridge Primary School

Campus*

Select a campus

Comments

[Save]

Click **Save.**

PLEASE NOTE: The date can be typed in (dd/mm/yyyy) rather than using the data selector.

PLEASE NOTE: Ensure any required fields are populated:

Style*

Select a style

Please select a style

Enter Items by adding the quantity required in the qty column.

Add items to application

Items

Code	Item	Retailer	Colour	Item category	Style	Size	Qty
BJ01B28NA/SK	Bomber Jacket S28 Navy/Sky		Navy/Sky	BOMBER JACKET	Neutral	28	☐
BJ01B10BO	Bomber Jacket Size 10 Bottle		Bottle	BOMBER JACKET	Neutral	10	☐
BJ01B10BO/RE	Bomber Jacket Size 10 Bottle/ Red		Bottle/Red	BOMBER JACKET	Neutral	10	☐
BJ01B10NA	Bomber Jacket Size 10 Navy		Navy	BOMBER JACKET	Neutral	10	☐
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	☐
BJ01B10NA/GO	Bomber Jacket Size 10 Navy/ Gold		Navy/Gold	BOMBER JACKET	Neutral	10	☐
BJ01B10NA/RE	Bomber Jacket Size 10 Navy/ Red		Navy/Red	BOMBER JACKET	Neutral	10	☐
BJ01B10NA/SK-BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	☐
BJ01B10RE/BL	Bomber Jacket Size 10 Red/ Black		Red/Black	BOMBER JACKET	Neutral	10	☐
BJ01B12BO	Bomber Jacket Size 12 Bottle		Bottle	BOMBER JACKET	Neutral	12	☐

Showing 1 to 10 of 218 entries   ‹ 1 2 3 4 5 … 22 ›

Save   Cancel

Click **Save.**

PLEASE NOTE: To view what has been added, sort by clicking on the 'Qty' column heading.

PLEASE NOTE: Some items are restricted based on the Application Category selected.

Add Items

Select Add Items from the Application form to add additional items:

Items

Click **Save**.

Remove Items

Select the trash can icon and confirm the deletion:

Delete

Are you sure you wish to delete the following item?
Code: BR01M_ZZS
Name: Briefs Voucher

[Delete] [Cancel]

Click **Delete**.

Submit Application

Select the Submit button on the application form and click Submit to confirm submission:

Submit

Submit application

Are you sure you wish to submit the following application?
Code: APPL200032
Student: jasmine white
Campus: Beveridge Primary School

Submit **Cancel**

Alternatively, select the Submit icon on the Draft application list to submit:

✓

PLEASE NOTE: You will not be able to submit the application if no items are added.

View Applications

Select the View icon to see the full details of the submitted applications:

View application: APPL200008

Applicant details

Application status		**Application date**	
Open		2021/03/17	
First name		**School**	
ANDI		1476: Beveridge Primary School	⌄
Last name		**Campus***	
RIGS		1476: Beveridge Primary School	⌄
Date of birth		**Comments**	
04/03/2011	📅		
Year level			
4	⌄		
Application category			
RETURN	⌄		
Style			
Girl	⌄		

Items

Show [10 ⌄] entries   [🔍] [Clear filters]

Code ▲	Item	Retailer	Colour	Item category	Style	Qty
[🔍]	[🔍]	[All ⌄]	[All ⌄]	[All ⌄]	[🔍]	
SO01AXXLNA	Socks Ankle Size 2XL Navy		Navy	SOCKS ANKLE	Neutral XXL	3
ST02S12BL	Shoes TBar Female Size 12		Black	SHOES TBAR	Girl 12	1
TP01S18NA	Trackpant Straight Leg Size 18 Navy		Navy	TRACKPANTS S-LEG	Neutral 18	1

Showing 1 to 3 of 3 entries   ‹ **1** ›

[Close]

Click **Close**.

Remove Application
Select the trash can icon and confirm the deletion:

🗑️

Delete

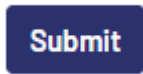Are you sure you wish to delete the following application?
Code: APPL200031
Student: Stuart White

[Delete] [Cancel]

Click **Delete**.

Sign Out

To sign out of the portal, please click Sign Out on the Menu:

Home

Signed out

You have successfully signed out.