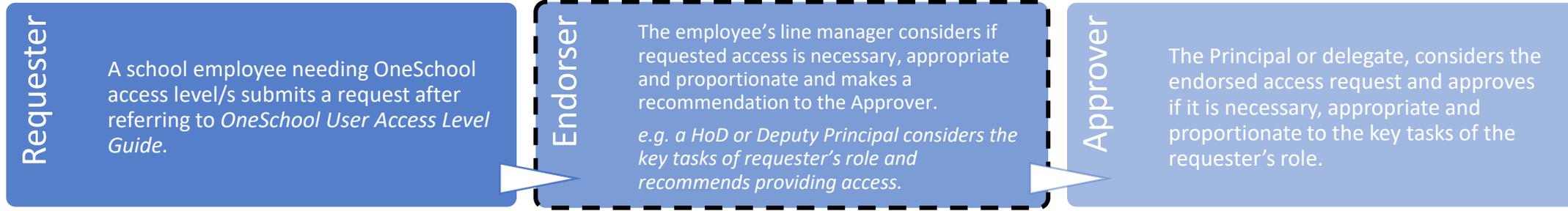


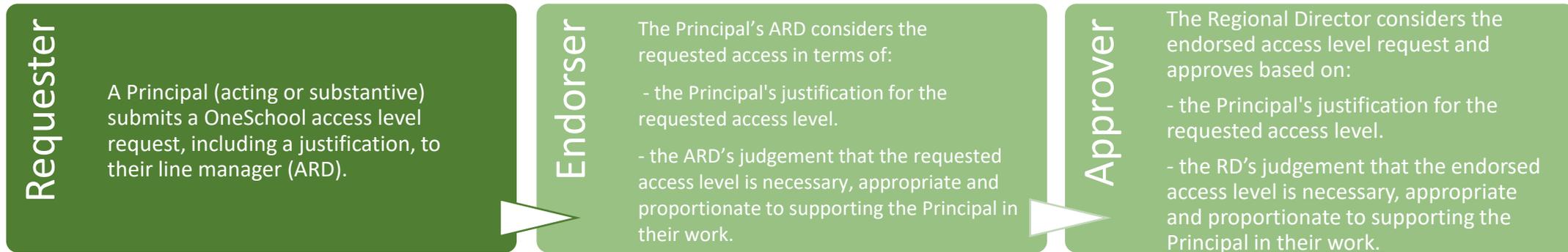
# OneSchool user access flowchart - Schools

Smaller schools may not require Endorsers as the Principal has direct line management.

## Scenario 1: Access requests by users other than the principal



## Scenario 2: Access requests for *User is the principal* access level



## Scenario 3: Access requests by the principal for levels other than *User is the principal*



## OneSchool user access flowchart – Regional Offices

### Scenario 1: Access requests by users other than the Regional Director

#### Requester

A Regional Office employee needing OneSchool level/s submits a request after referring to *OneSchool User Access Level Guide*.

#### Endorser

The employee's line manager considers if requested access is necessary, appropriate and proportionate and makes a recommendation to the Approver.  
*e.g. a Director or PAES considers the key tasks of requester's role and recommends providing access.*

#### Approver

The Regional Director considers the access request and approves only if identified as necessary, appropriate and proportionate to the key tasks of the requester's role.

### Scenario 2: Access requests by the Regional Director

#### Requester

A Regional Director needing OneSchool access requests access.

#### Approver

The Assistant Director-General, State Schools – DISS considers the requested access and approves where appropriate.

## OneSchool user access flowchart – Central Office

### Scenario 1: Access requests by users other than a Senior Accountable Officer (e.g. ADG, RD, etc.)

#### Requester

An employee needing Central Office OneSchool access level/s submits a request after referring to *OneSchool User Access Level Guide*.

#### Endorser

The employee's line manager considers if requested access is necessary, appropriate and proportionate and makes a recommendation to the Approver.

#### Approver

The Senior Accountable Officer of the employee's branch considers the endorsed access level request and approves only if identified as necessary, appropriate and proportionate to the key tasks of the requester's role.

### Scenario 2: Access requests by a Senior Accountable Officer

#### Requester

A Senior Accountable Officer needing OneSchool access requests access using Service Centre Online.

#### Approver

The Senior Accountable Officer's line manager considers the requested access and approves only if identified as necessary, appropriate and proportionate.