Scenario 1: Access requests by users other than the principal

Requester

A school employee needing 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.

e.g. a HoD or Deputy Principal considers the key tasks of requester's role and recommends providing access. Approver

The Principal or delegate, considers the endorsed access request and approves if it is necessary, appropriate and proportionate to the key tasks of the requester's role.

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

Requester

A Principal (acting or substantive) submits a OneSchool access level request, including a justification, to their line manager (ARD).

Endorser

The Principal's ARD considers the requested access in terms of:

- the Principal's justification for the requested access level.
- the ARD's judgement that the requested access level is necessary, appropriate and proportionate to supporting the Principal in their work.

Approver

The Regional Director considers the endorsed access level request and approves based on:

- the Principal's justification for the requested access level.
- the RD's judgement that the endorsed access level is necessary, appropriate and proportionate to supporting the Principal in their work.

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

Requester

A Principal submits a OneSchool access level request other than principal level, to their School OneSchool System Administrator.

Administrat

The School OneSchool System Administrator considers the request and actions all principal requests other than that of principal access level.

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

Reduester

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

equester

A Regional Director needing OneSchool access requests access.

Approve

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

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

adnester

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

Reduester

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

Approve

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