

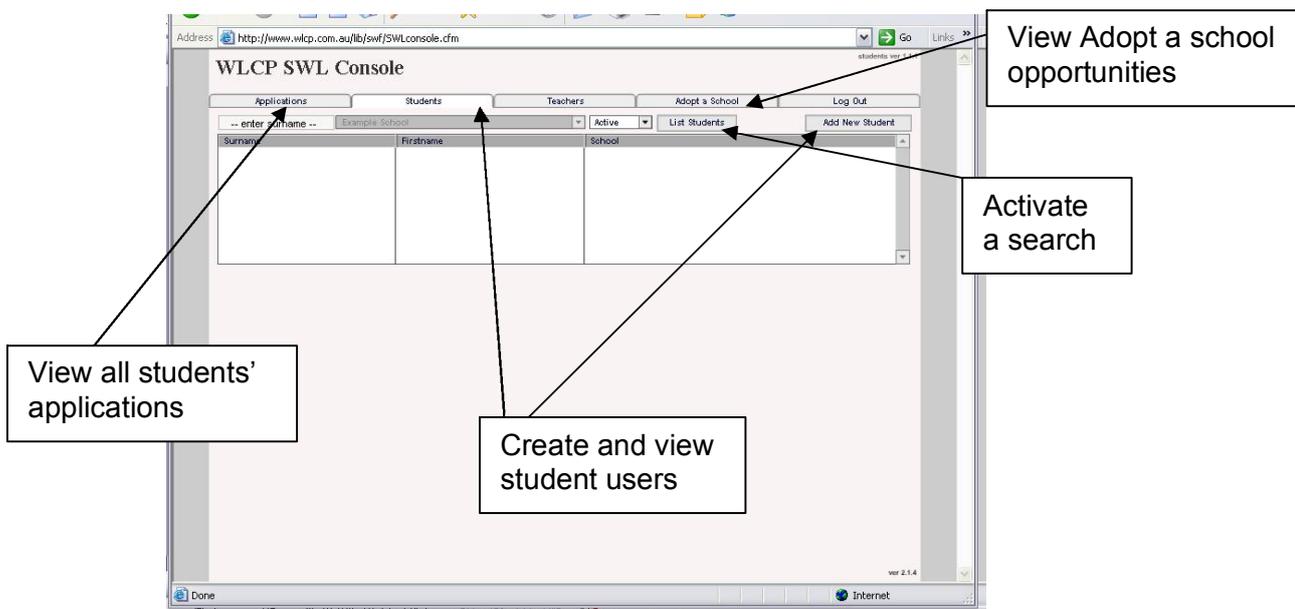
## The YouthNow Website School Administrator

### Administrator Access

YouthNow has created a user name and password for the person who will enter the basic details of teachers and students to create new users of the website. This person may also be responsible for approving student applications.

Go to [www.YouthNow.org.au](http://www.YouthNow.org.au) and locate the login box under the menu on the left hand side of the home page.

Login to the workplace website using the administrator's username that you have been allocated. i.e.: **your school name\_admin** (eg lilydale\_admin) Enter the allocated password: **your school name plus a number** (e.g.lilydale70) and the following screen appears



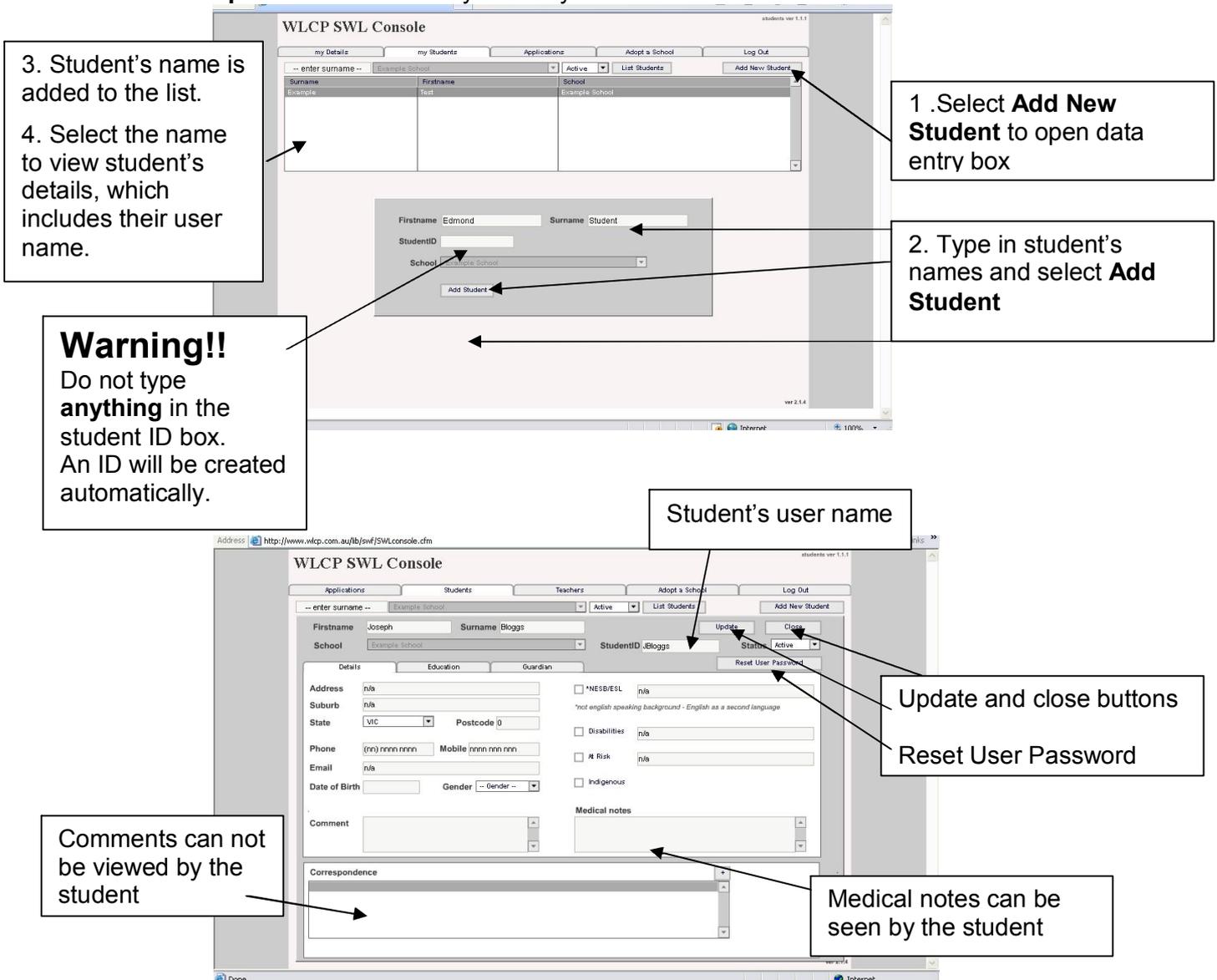
There are five tabs at the top of the screen; **Applications, Students, Teachers, Adopt a School** and **Log out**.

### Students

Select the **Students** tab to view a list of students or create a new Student user.

1. A comprehensive list of students who have had user names created for them and can use the site can be viewed by selecting **List Students**.
2. To narrow your search to a particular student nominate the student in the **--enter surname--** box and then select **List Students** to activate the search.
  - a. If the student's name appears their details can be viewed by clicking on their name.
  - b. If no name appears you can create a user name for them by selecting **Add New Student**.

- c. In the data entry box that appears type in the student's names and select **Add student**.
  - d. The student's name will now be added to the list above. Click on the student's name in the list to view their details screen.
3. The student's user name will be the first letter of their first name and then their surname e.g. Joseph Bloggs has the user name JBloggs.
  4. Their first password will be the school's generic password usually part of the name of the school (e.g lilydale). The student is asked to change the password at their first login.
  5. Only after the student has logged in and entered their details you can enter any additional relevant information to a student's record. Information entered in the **Medical notes** box can be viewed by the student however information added to the **Comments** box is not displayed to students. Always remember to select the **update** button to save your entry.



3. Student's name is added to the list.

4. Select the name to view student's details, which includes their user name.

**Warning!!**  
Do not type **anything** in the student ID box. An ID will be created automatically.

1. Select **Add New Student** to open data entry box

2. Type in student's names and select **Add Student**

Student's user name

Update and close buttons

Reset User Password

Comments can not be viewed by the student

Medical notes can be seen by the student

6. You are also able to reset passwords for your school population. When you select the **Reset User Password** button the user's password reverts to the school's generic password which is the password students are given for their initial log in i.e. the name of the school. Users of a reset password are asked to change and confirm a new password when they next log in.

### Important note

Once a student has applied for a work placement opportunity YouthNow will only proceed with the application after it has been approved by a representative of the school. The school's WLC console administrator can approve applications however some schools allocate the task to the VET and VCAL coordinators or teachers. Therefore these teachers will also need access to the site.

### Teachers

Select the **Teachers** tab to view a list of teachers or create a new teacher user.

7. A comprehensive list of teachers who already have user names created for them can be viewed by selecting **List Teachers**.
8. To narrow your search to a particular teacher nominate the teacher in the **--enter surname--** box and then select **List Teachers** to activate the search.
  - a) If the teacher's name appears their details can be viewed by clicking on their name.
  - b) If no name appears you can create a user name for them by selecting **Add New Teacher**.
    - i) In the data entry box that appears type in the teacher's names and select **Add Teacher**.
    - ii) The teacher's name will now be added to the list above. Click on the teacher's name in the list to view their details screen.
9. The teacher's user name will be the first letter of their first name and then their surname e.g. Joseph Bloggs has the user name JBloggs.
10. Their first password will be the school's generic password usually the name of the school.

Teachers can add the rest of their details and change their password when they log in for the first time.

Repeat the process for each teacher who will be approving the student's placement applications as well as any other teachers who are interested in accessing the website.

11. **If a Cluster VET teacher (not from your school)** is authorising placement applications for students from your school, please create a username for them as well.

The Cluster teacher can be listed as a teacher at several schools but **MUST** use a different password at each school.

Perhaps the easiest way to remember which is which for this teacher is to choose the school name as part of the password. For example if JBloggs is approving applications for three schools in the Melton cluster he could use the same user name for each school but vary the passwords to: meltonpw, straughtonpw, and kurunjangpw to access the applications of students at those schools.

## Applications

12. Select the **Applications** tab to view a list of student applications.
13. A comprehensive list of students who have applied for a work placement opportunity can be viewed by selecting **List Applications**.
14. To narrow your search to a particular student nominate the student in the -- enter surname-- box and then select **List Applications** to activate the search.

Activate a search for applications. Search for one student's application.

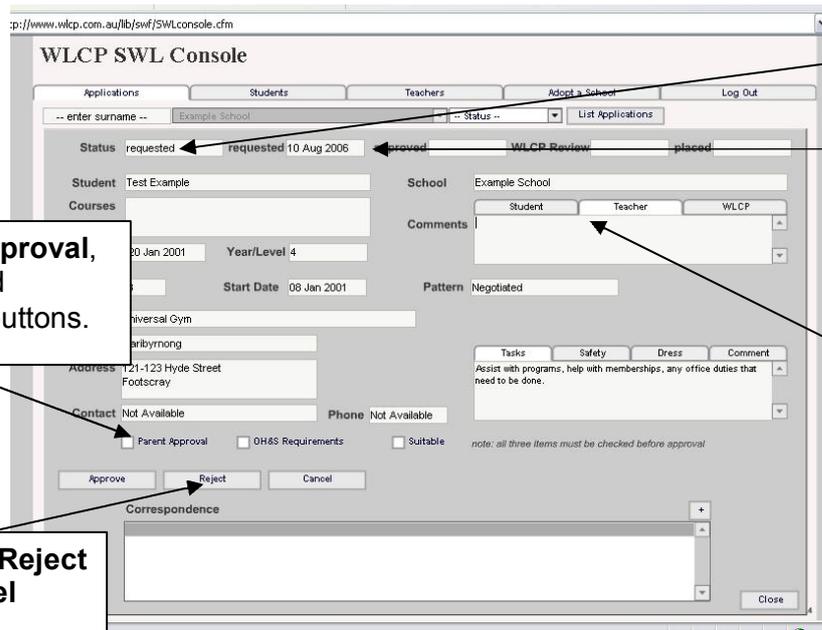
Status column shows the progress of applications

Summary of students and the employer they have requested

Surname	Firstname	School	Employer	Status
xamplestudent	Eeee	Example School	A.B. Electric	returned
xamplestudent	Eeee	Example School	Page One Clothing	returned
Example	Test	Example School	Grevillea Nursery	returned
Example	Test	Example School	Universal Gym	cancelled
Example	Test	Example School	Kealba Plaster	cancelled
Example	Test	Example School	Gateway Social Support Options	teacher approved
Example	Test	Example School	Kevin Dennis Motors	teacher approved
Example	Test	Example School	Universal Gym	requested

1. Returned = application not approved  
 2. Teacher approved application  
 3. Requested = not yet approved by teacher  
 4. Pending = YouthNow is processing the application

15. Student applications go through several stages during YouthNow's placement process. The progress of an application can be assessed by looking at the **status** column of your search results. To view a list of applicants at a particular stage select an option from the -- **status**-- drop down box and then search by clicking the **List Applications** button.
16. All applications with **requested** as their **Status** are awaiting approval by a school representative. To view the application of a particular student click on the student's name.



Status is indicated. When the application is **teacher approved** the date of approval is recorded

**Parent Approval, OH&S and Suitable** buttons.

The approving teacher is able provide a **comment** to the student to accompany their decision

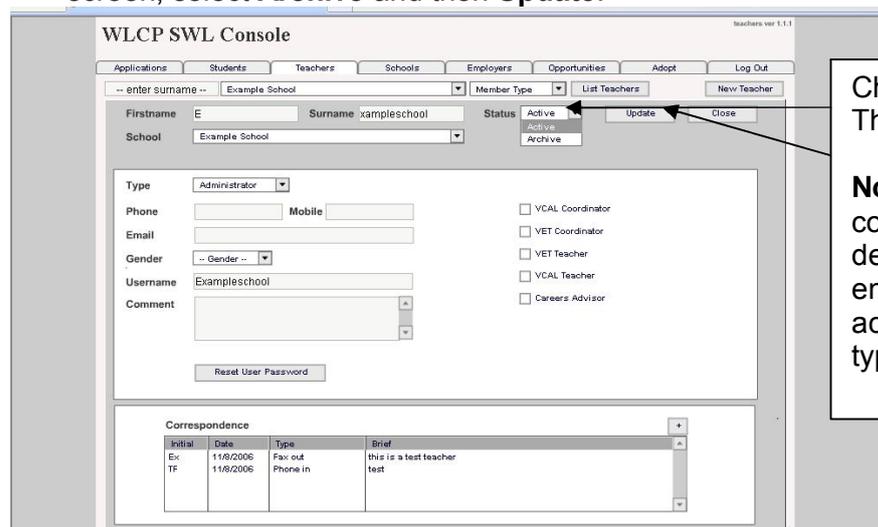
**Approve, Reject and Cancel** buttons

- After assessing a particular application and deeming it suitable the **Parent Approval, OH&S Requirements** and **Suitable** boxes should be ticked before selecting the **Approve** button. The status will change to **Teacher Approved** and the date of approval will also be recorded on the screen.
- If the application is not suitable the **Reject** button should be selected and a comment explaining the decision can be entered in the comments box for the student to view.
- You are also able to cancel the application by selecting the **Cancel** button. Cancelling an application without a valid reason after it has had the status of **teacher approved** will have an impact on future applications made by this student.

## Archiving Students

Students who are no longer using the website can be archived to keep the lists to a manageable size.

- After locating the former student's details open the status drop down box on the screen, select **Archive** and then **Update**.



Choose Archive, Then update.

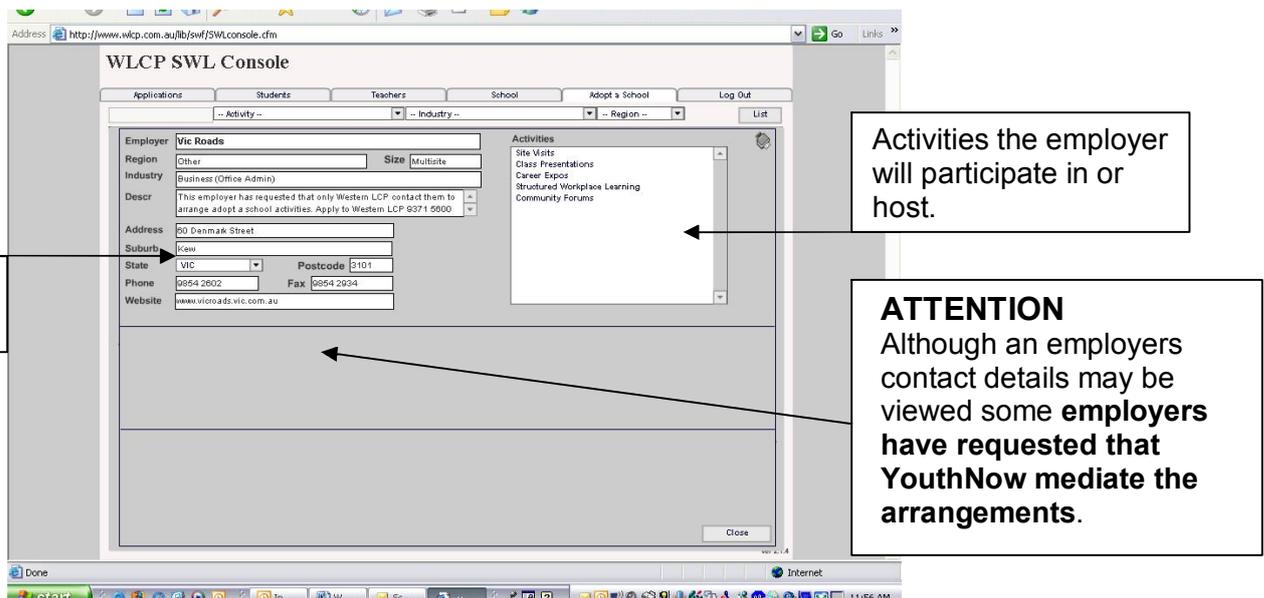
**Note:** if the student's contact and education details have never been entered the record will not archive until something is typed in all the fields.

## Adopt a School

By selecting the **Adopt a School** tab you will be able to view the activities that various employers have agreed to host or participate in. You are able to search using combinations of 4 search criteria. Employer's name, the type of **Activity**, the **Industry** type and the **Region**.

**21.** Without selecting any criteria click on the **List** button to activate your first search.

**22.** Click on an employer's name to view their record.



The screenshot shows the 'WLCP SWL Console' interface. The 'Adopt a School' tab is selected. The employer details for 'Vic Roads' are displayed, including contact information and a list of activities. A callout box on the left points to the 'Method of contact' field. A callout box on the right points to the 'Activities' list. A larger callout box at the bottom right contains an 'ATTENTION' note.

**Method of contact**

**Activities the employer will participate in or host.**

**ATTENTION**  
Although an employers contact details may be viewed some **employers have requested that YouthNow mediate the arrangements.**

## Help line

Tricia Fidler and Kamma Clarke are happy to help you with any problems you may have in the use of the console.

Please call 8311 5800 for assistance.

