

RESETTING A STUDENT'S PASSWORD IN EMU

A Guide for TAFE Western Staff

To access online learning materials in platforms, like Moodle, a student must have a fully provisioned account with an active password. EMU serves a couple of functions for you.

- Checks whether a student has a provisioned account – if they are not in EMU their account may not be provisioned through EBS yet.
- Allows you to reset student passwords, either individually or for multiple students, or for a group of students. It can also be used to display lists of student usernames.

To gain access to EMU you must complete the online corporate [Corporate Systems Account Form](#)

- ✧ Enter your User ID, then follow the prompts to supply all required information.
- ✧ If you know of a comparable DET user (that is, a staff member who has the same access you require) you can nominate that person's user ID, you will then be granted the same access as that user.

Or ...

- ✧ You will need to indicate in the required level of access by listing the locations you require or by listing institute wide.
- ✧ Complete the Approving Manager and submit the request.
- ✧ Approval and access can take approximately 24-48 hours to come through.

1. Provide details of the staff member for the request, and select their Location type and Site.
2. Select an Action, System, and optionally provide a comparable user with the level of access required. You can also give details of the access level required either by adding them to the "Level of Access" field or attaching a document with the details of the access required.
3. Add an attachment to the request (optional). Only one attachment per request can be added.

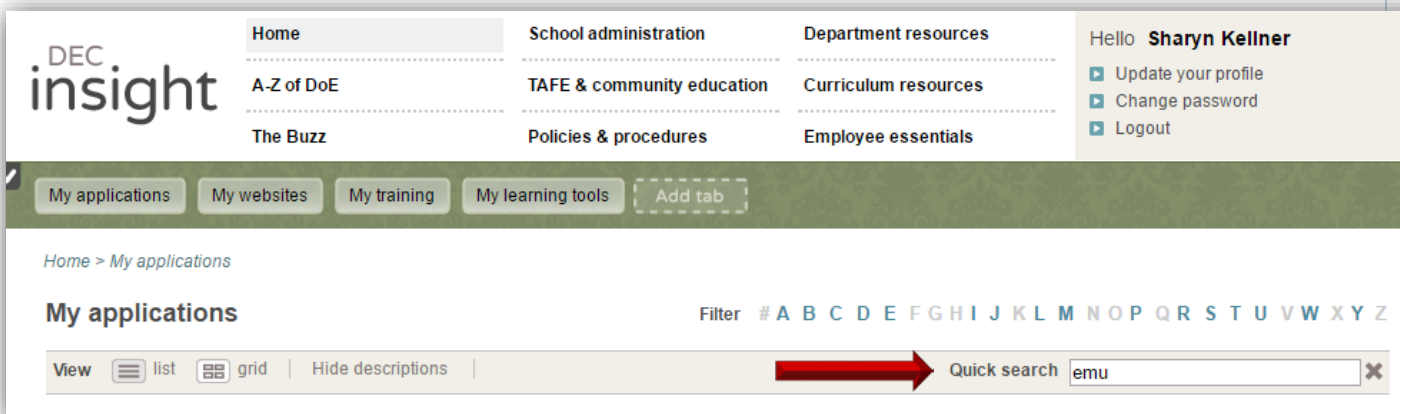
Application details

This request is for	*	<input type="text"/>	▼
Location type	*	<input type="text"/>	▼
Action	*	Add Access	▼
System	*	EMU (Educational Management Utility)	▼
Comparable DET User ID	*	No comparable user	▼
Indicate required access level	*	If details of the required access level are in an attachment please note that here.	

❖ Once you have access to EMU, Log into the [Staff Portal](#)

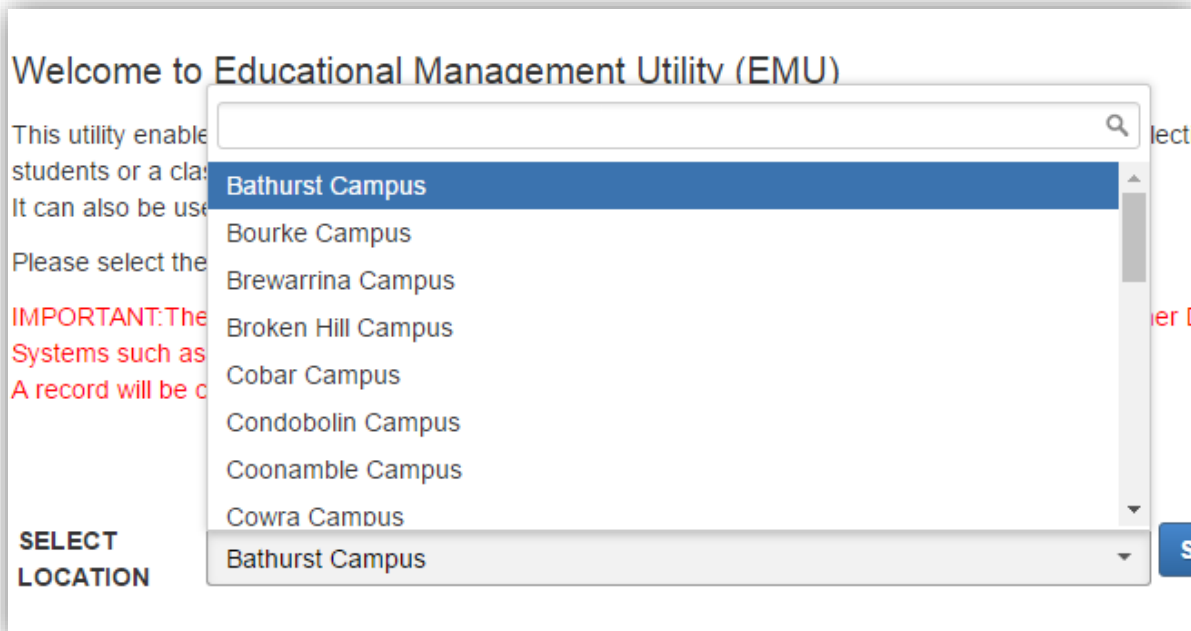
❖ Go to My Applications

❖ In the quick search box, type in EMU, which will provide a link to the program.



The screenshot shows the DEC insight staff portal. At the top, there is a navigation menu with links for Home, School administration, Department resources, A-Z of DoE, TAFE & community education, Curriculum resources, The Buzz, Policies & procedures, and Employee essentials. A user profile for Sharyn Kellner is visible in the top right corner with options to update profile, change password, and logout. Below the navigation is a tabbed interface with 'My applications' selected. The main content area shows 'My applications' with a filter and a search bar. A red arrow points to the search bar which contains the text 'emu'.

❖ EMU first requires you to enter the student's enrolment location.



The screenshot shows the 'Welcome to Educational Management Utility (EMU)' page. It features a search bar and a dropdown menu for selecting a campus location. The dropdown menu is open, showing a list of campuses: Bathurst Campus, Bourke Campus, Brewarrina Campus, Broken Hill Campus, Cobar Campus, Condobolin Campus, Coonamble Campus, and Cowra Campus. The 'Bathurst Campus' option is highlighted. Below the dropdown, there is a 'SELECT LOCATION' button.

❖ Enter the student number to search for the student.

You can search using first and last name, however you will need to you check the DEC User ID to ensure you have the correct student.

- ✦ **Next to your selected student you will see the groups they are part of, any restrictions on their account and a column with available actions.**
- ✦ **Choose the Actions button, then Reset Password**

DEC User ID	Last Name	First Name	Group	Restrictions	Actions
luke.kellner1	Kellner	Luke	Horticulture (General) 055 , Agriculture Livestk Prod Wool 033 , Dubbo Campus - TAFE.All.Students , Orange Campus - TAFE.All.Students	NONE	Actions ▾ Reset password

- ✦ **Enter the new password.** When you enter the new password remember to choose something simple or if possible contact the student to ask what a preferred password for them would be.

Reset password

Reset password

To reset a password, please enter a new password in the "New Password" and "Confirm Password" fields below and then click "Reset".

The password policy for **luke.kellner1** states :

- Password must consist of *at least* 6 characters

DEC User ID : luke.kellner1

New Password : *

Confirm Password : *

Please confirm the password by entering it again.

✧ **EMU will then advise of the success of the password change and check synchronisation for each domain.**

✔ Password reset request has been submitted for the user LUKE.KELLNER1.
New password might take up to 30 mins to become active.

Password Synchronisation		Group Memberships	
Domain	Date	Time	Status
FIBWIN	30/06/2016	11:44:56	SUCCESS
IDMWIN	30/06/2016	11:44:56	SUCCESS
DETNSW	30/06/2016	11:44:56	SUCCESS
EDU	30/06/2016	11:44:55	SUCCESS
FIBWIN	23/06/2016	15:02:48	SUCCESS
EDU	23/06/2016	15:02:47	SUCCESS
IDMWIN	23/06/2016	15:02:47	SUCCESS
DETNSW	23/06/2016	15:02:47	SUCCESS

✦ When you have reset the password ensure that you advise the student of the change as EMU will not automatically generate an email to the student

Additional Resources

Detailed help files relating to EMU	https://detwww.det.nsw.edu.au/idmhelp/emu/index.html
If you have any problems accessing EMU contact the ICT Service Desk	(02) 6885 7555, Option 4 servicedesk.western@tafensw.edu.au
For EBS support contact the EBS Team	(02) 68857555 (option 1); email ebssupportwestern@tafensw.edu.au