

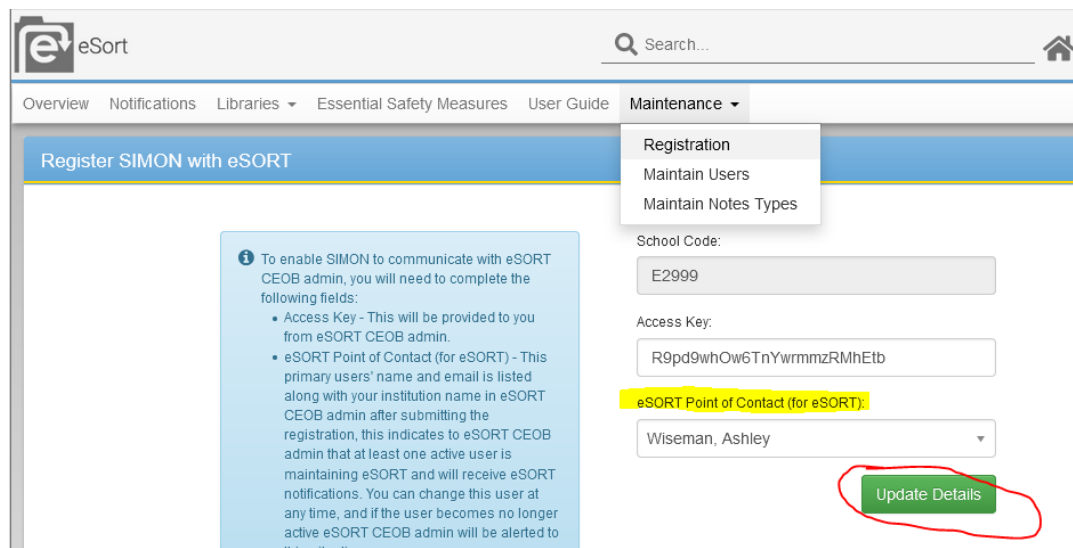
eSORT User Maintenance

As part of the smooth operation of eSORT schools should always ensure that users are correctly maintained to ensure they receive important information in relation to eSORT. The following two aspects should be checked periodically and updated if required.

1. Check/update your school's primary eSORT contact

To ensure that the relevant users are correct, your SIMON Administrator should go to: *eSORT > Maintenance > Registration* and check the primary contact user is set.

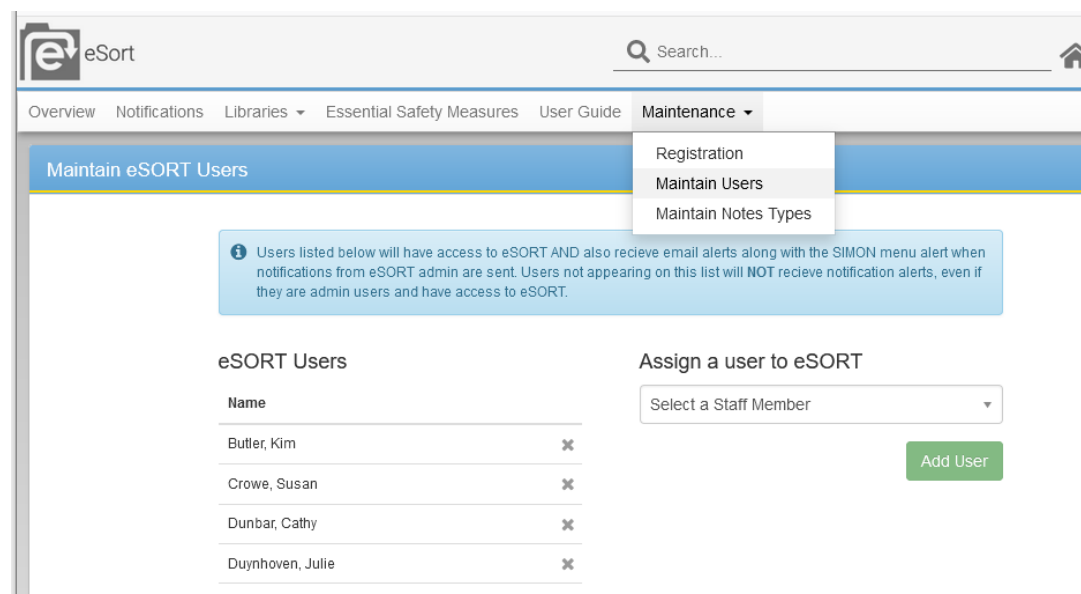
Consider whom this user should be, in order of precedence, for example, it could be a Compliance Officer or Principal.



The screenshot shows the eSORT Maintenance - Registration page. On the left, there is a blue box with information: "To enable SIMON to communicate with eSORT CEOB admin, you will need to complete the following fields: Access Key - This will be provided to you from eSORT CEOB admin. eSORT Point of Contact (for eSORT) - This primary users' name and email is listed along with your institution name in eSORT CEOB admin after submitting the registration, this indicates to eSORT CEOB admin that at least one active user is maintaining eSORT and will receive eSORT notifications. You can change this user at any time, and if the user becomes no longer active eSORT CEOB admin will be alerted to this situation." On the right, there are input fields for "School Code" (E2999), "Access Key" (R9pd9whOw6TnYwrmzmRMhEtb), and "eSORT Point of Contact (for eSORT)" (Wiseman, Ashley). A green "Update Details" button is highlighted with a red circle.

2. Check/update your school's eSORT users

Secondly, review the list of other users with access to eSORT. If there are new users for 2021 in compliance roles for example, they should be added via *eSORT > Maintenance > Maintain Users*.



The screenshot shows the eSORT Maintenance - Maintain Users page. On the left, there is a blue box with information: "Users listed below will have access to eSORT AND also receive email alerts along with the SIMON menu alert when notifications from eSORT admin are sent. Users not appearing on this list will NOT receive notification alerts, even if they are admin users and have access to eSORT." Below this is a table titled "eSORT Users" with columns "Name" and "X". The table lists: Butler, Kim; Crowe, Susan; Dunbar, Cathy; Duynhoven, Julie; and a partially visible "Dunbar, Cathy". On the right, there is a section titled "Assign a user to eSORT" with a dropdown menu "Select a Staff Member" and a green "Add User" button.