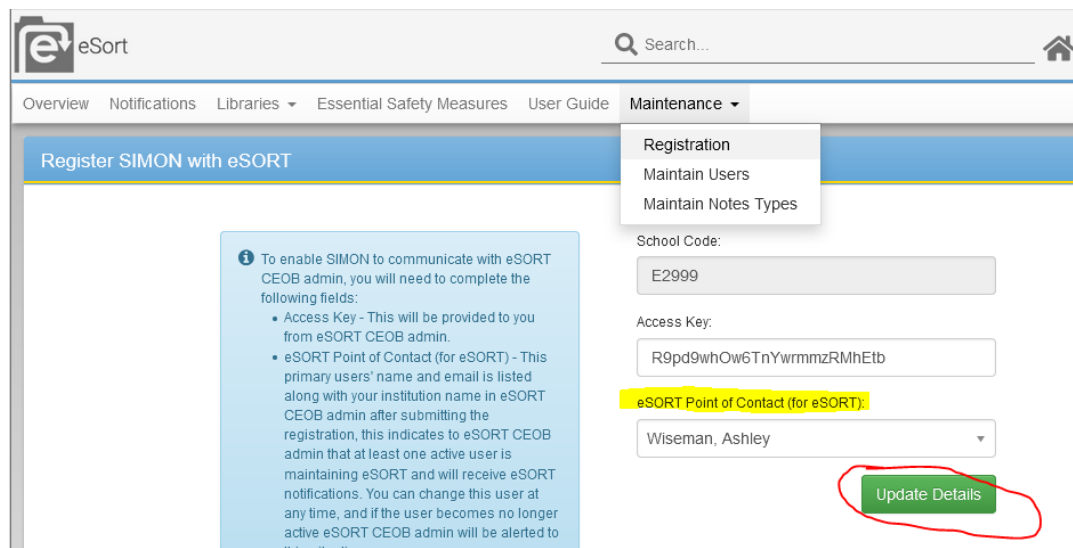# eSORT User Maintenance

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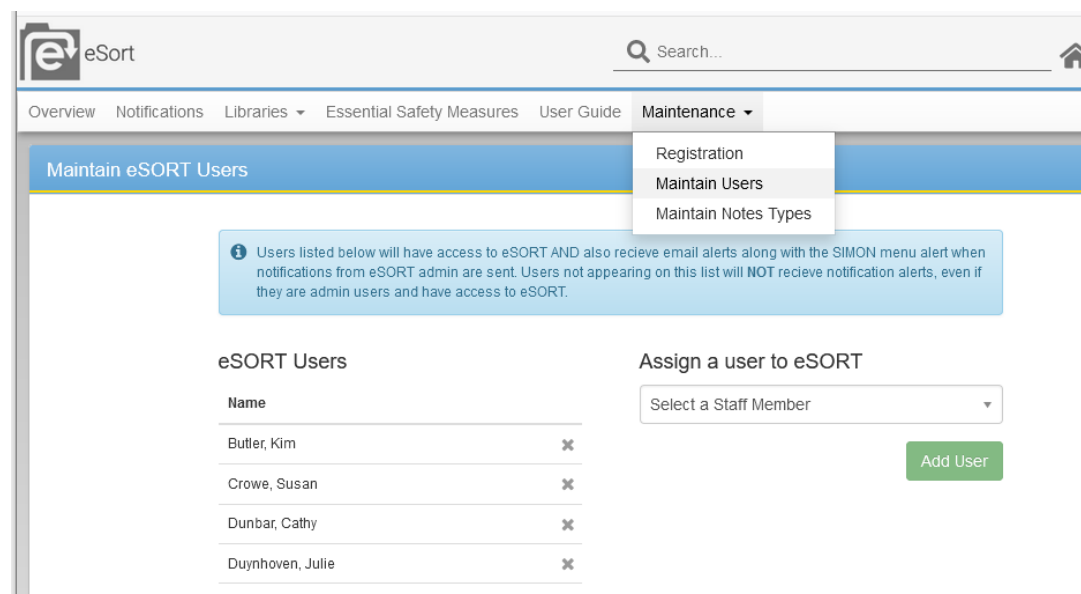
    Consider whom this user should be, in order of precedence, for example, it could be a Compliance Officer or Principal.

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*.