

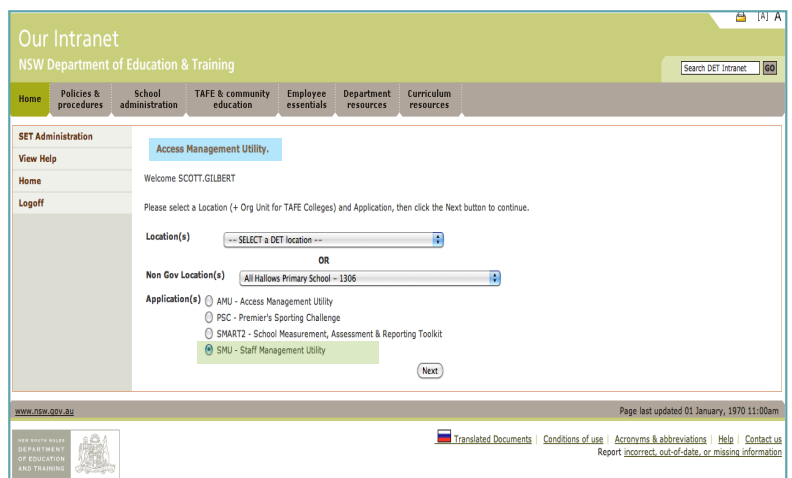
# Non-Government Principals Delegation of Provisioning Rights

Access Management Utility (**AMU**) has been updated to enable school principals to delegate the authorisation process to a nominated staff member. This enables staff other than the principal, to provision teaching staff to the DET portal.

Please note: This is a delegated responsibility and should **not** be given to all staff.

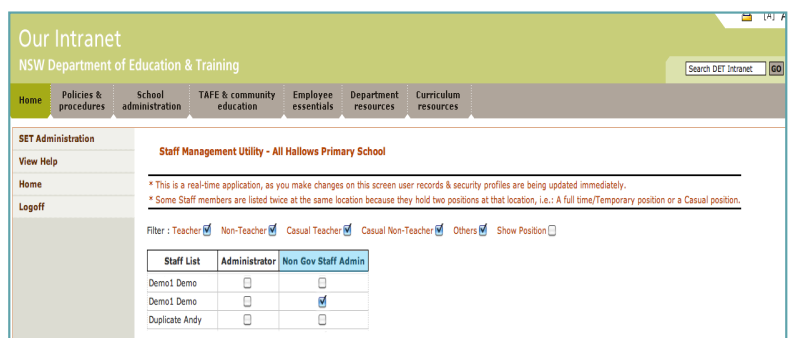
### Select **AMU (Access Management Utility)**

- select your school from the drop down menu
- select **SMU (Staff Management Utility)** from the Applications list
- click Next.



The columns shows: **Staff List, Administrator** and **Non-Gov Staff Admin**.

In the **Non-Gov Staff Admin** column, tick the box next to the staff member who is to have provisioning rights. The nominated staff member will now have the rights to provision staff for access to the DET portal.



When the nominated staff member next logs into the DET portal, they will now see **SMU (Staff Management Utility)** in 'My Applications'.

They can now:

- reset passwords
- add staff
- update staff details
- extend account expiry dates

