

Export Student Data for EduWeb and W2K Wizard from EMU

1. Open Internet Explorer browser (NOT Firefox!) and go to the DET Portal:

<https://portal.det.nsw.edu.au>

2. Log On to the portal using your DET User ID and password and Accept the user agreement. Then click on My Applications in your Portal.

Our Intranet
NSW Department of Education & Training


Logged in

My portal | **My applications** | My websites | My favourites | My profile

My Applications This section lists only those applications and terminal servers that your Portal log-in gives you access to.

Which links you see is determined by several factors, including your Portal Role, Location Number and Group memberships. For further information refer to the 'Help - My applications' link.

AMU - Access Management Utility
AMU allows only authorised users to grant access to DET applications or - to delegate authorisation rights to an appropriate person who can grant access to a specific application.
For assistance, contact: ICT Service Desk ithelp@det.nsw.edu.au ☎ 1800 338 483

EMU - Educational Management Utility
This utility enables authorised teachers / staff members to reset student passwords. 
For assistance, contact: ICT Service Desk ithelp@det.nsw.edu.au ☎ 1800 338 483

SMU Application- Staff Management Utility
Allows Principals to Reset Staff Passwords and Authorised IT Administrators to Reset Passwords / Reset DET UserIDs.
Access to SMU is granted via AMU.
For assistance, contact: IDM Support idmsupport@det.nsw.edu.au ☎ 9942 9786

AMS on the Web
The AMS on the Web application makes property related details on schools and TAFE colleges available to all DET and TAFE Staff.
For assistance, contact: 'AMS on the Web' support team AMSWEBFEEDBACK@det.nsw.edu.au ☎ (02) 9561 8979

Child Protection Awareness Training
Training for DET staff on Child Protection legislation and Departmental policy and procedures.
For assistance, contact: ICT Service Desk ithelp@det.nsw.edu.au ☎ 1800 338 483 - For Policy and content advice, contact EPAC ☎ (02) 9266 8070
For any concerns about child protection issues speak with your Principal or the Student Welfare Consultant in your area.

CLT CURLS
Store all your favourite links in one place, accessible from anywhere. Share your bookmarks with everyone on your watch list or just keep them private. Tag your bookmarks with as many labels as you want, instead of wrestling with folders.
For assistance, contact: CLILAM@det.nsw.edu.au

If you don't have EMU, see your Principal who can grant you access to it via AMU.

3. Click on the link near the top of the page for **EMU – Educational Management Utility**. It will open in a new window.

NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING

User Management | **My Profile** | Reports | Help

→ Sign out

Welcome to Educational Management Utility (EMU)

Welcome

This utility enables authorised staff members 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.

Click the **User Management** link to reset student passwords and display student usernames. Click **My Profile** to list the locations where you are authorised to manage student accounts.

IMPORTANT:The resetting of student passwords through EMU will reset students passwords for other DET Systems such as DET Student Portal and the TAFE Student Portal. A record will be created for audit purposes of all the users that have reset student passwords.

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4. Click on **Reports** at the top of the EMU site.

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Reports

Reports

Password Change Status Report can be used to verify a Password Reset (either by a student or a teacher) has been successful.

Last Log In Report can be used to display the last time the student has logged in to the student portal, browsed the Internet or for schools using the EDU domain, logged in to the LAN.

Student DET UserID Report lists all the students of a School/Roll Class/Scholastic year or TAFE Location/Teaching Section. This report data can also be downloaded as standard Microsoft Excel spreadsheet or a comma delimited CSV File.

Student DET UserID Report
 Last Log In Report
 Password Change Status Report

Location Name:

Group Name:

DET user ID:

IMPORTANT: Reports for whole Location take more time to process. Filter Reports by Group Name or DET User ID for faster processing times.

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- Your school name will be displayed in the Location Name box. The only thing you need to click is the **Submit** button.
- Wait a while and a report similar to the following will appear.

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User Management | My Profile | Reports | Help

→ Sign Out

Student DET UserID Report

Reports

Total Records : 338

Location : Abbotsford Public School

Student DET UserID Report displays all the students in a School/Roll Class/Scholastic year or TAFE Location/Teaching Section.

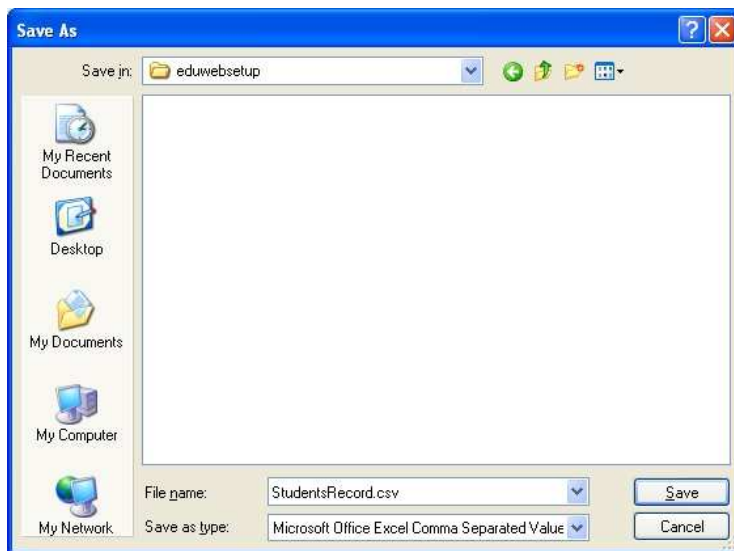
Export to Excel or Export to CSV - List, save, print or format search results

LastName	FirstName	DET User ID	Student No.	Year	Roll Class	Group/Location
Abbot	Anthony	Ant	432	60	5	5-6J
Abbot	Johnny	Joh	432	458	K	KC
Adams	Patricia	Pat	432	486	6	5-6I
Akmal	Deanna	Dea	432	308	5	5-6B
Akmal-Newton	Harrison	Har	432	516	3	3-4N
Alex	Jack	Jack	432	490	K	KK
Aldridge	Liam Portel	Lau	432	440	K	KK
Aljaffi	Celia	Cel	432	524	5	5-6I
Anderson	Alexander	Alex	432	532	5	5-6B
Andrew	Ned	Ned	432	407	K	KM
Ayres	Nicholas	Nich	432	583	2	2P
Ayres	Rebecca	Reb	432	575	4	3-4M
Bailey	Antonio	Ant	432	591	6	5-6I
Bailey	Teagan	Tek	432	505	4	3-4H
Biles	John	Joh	432	513	4	3-4N
Bishop	Maria	Mar	432	521	1	1M
Bishop	Angela	Ang	432	509	K	KM
Bivins	John	Joh	432	530	3	3-4M
Bivins	Angela	Ang	432	548	5	5-6I
Bivins	Genevieve Frances	Gene	432	517	K	KC
Blackwood	Georgia	Geo	432	559	K	KC
Bolton	Ellie	Ell	432	581	1	1-C
Bolton	Jordan	Jor	432	572	3	3-4H
Bolton	Georgia	Geo	432	702	6	5-6B
Bolton	Alex	Alex	432	599	3	3-4K
Brock-Hatfield	Nathan	Nat	432	737	5	5-6I
Brock-Hatfield	Oliver	Oli	432	729	4	3-4H
Brock-Hatfield	Benjamin Flynn	Ben	432	564	K	KM
Brock-Hatfield	Zoe	Zoe	432	743	K	KC
Brock-Hatfield	Jeremy	Jer	432	753	2	2P
Brock-Hatfield	Jeffrey	Jeff	432	761	2	2B

7. Scroll ALL THE WAY to the bottom and click **Export to CSV** and wait a while again.



8. When prompted, click **Save**.



Navigate to your **C:\EduWebSetup** folder (*for EduWeb*) or **C:\W2KWizard** folder (*for the Windows Logon Wizard*). EMU wants to name the file **StudentsRecord.csv**. That's fine, leave it as that. Click the **Save** button. If the file already exists, choose to Replace it. When done, the window will close. You can close EMU and continue EduWeb or W2Kwizard setup.

WARNING!! URGENT!! DO NOT IGNORE THIS!! URGENT!! WARNING!!

The data in EMU is usually up to date, but to save you time fixing things later on, it's recommended that you open StudentsRecord.csv and thoroughly go through it to check for:

- **Students that might be missing**
- **Students in wrong roll classes (IMPORTANT TO FIX THIS)**
- **Students that are no longer enrolled at your school**

Fix any mistakes you see BEFORE creating your EduWeb!