

Animal Ethics in Schools Management System Non-Government School Sector

Creating additional EduWeb accounts Step-by-step process (for Principals or delegates)

You will need to have the following information available to complete the account creation process:

- School EduWeb user name and password
- Surname, given name, initial and email address for all staff/users to be created.

Principals, if you do not know your school's EduWeb account details, please contact the DEECD Service Desk on 1800 641 943, choose 'software' option 4 or email: servicedesk@edumail.vic.gov.au

Login

Go to www.eduweb.vic.gov.au/nominateuser using the school EduWeb user name and password, allocated to non-government schools by the Registered Schools Board.

Click OK.

Select the link [Nominate Non Government School Users](#).

First time user or need instructions?

[Nominate Non Government School Users](#)

[Delegate Principal Access](#) Click here to nominate non government school users

[View/Print Nominate Non Government School Users Access](#)

[Reset Non Government School User Password](#)

Contact: Andrew Luck (03 9637 3446)
luck.andrew.t@edumail.vic.gov.au

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Selecting the Application you wish to access

1a Click on the drop down arrow to select *Animal Ethics in School Management System*.

1b Click Select.

Nominate application - Screen 1 of 3

Step 1: Select Application Name

Application Name: Select

Animal Ethics in School Management System
Curriculum at Work
HR Capability Framework
Language other than English Census
PD Bank
Student Scholarships
Victorian Premiers Reading Challenge
VLESC Board

Contact: Andrew Luck (03 9637 3446)
luck.andrew.t@edumail.vic.gov.au

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Selecting the Permission you wish to give

Nominate application - Screen 1 of 3

Step 1: Select Application Name

Application Name: Animal Ethics in School Management System [Change Application](#)

Step 2: Select Permission Description

Permission Description: 

2a Click on the drop down arrow to select *School User*..

2b Click Add.

Nominate application - Screen 1 of 3

Step 1: Select Application Name

Application Name:

List of nominated application(s)

Application Name	Permission Description	
Animal Ethics in School Management System	School User	click here to delete

Note:
- When you are satisfied with your list of nominated applications, please click "Submit" button to save your nominated applications.
- To delete a nominated application, click "click here to delete."
- To cancel all nominated applications and exit from this page, click "Cancel" button.

2c Click Submit.

Creating new users

List of functions - Screen 2 of 3

Application(s)/Permission(s) nominated:

Application name	Permission
Animal Ethics in School Management System	School User

Step 3: Select a function

Please select a function by clicking on the link:

- [Create New Non Government School Users to Nominated Application\(s\)](#)
- [Allow Existing Non Government School Users Access to Nominated Application\(s\)](#)
- [Remove Existing Non Government School Users Access to Nominated Application\(s\)](#)

Note:
To exit from this page and cancel all nominated applications, click "Back to Main Menu"

3a Select the link [Create New Non Government School Users to Nominated Application\(s\)](#)

* Mandatory Fields

Create New Non Government School Users - Screen 3 of 3

Application(s) nominated:

Application name	Permission
Animal Ethics in School Management System	School User

Step 4: Enter School User Details

* Surname:

* Given Name:

* Initial:

* Email Address:

Note:
 An email will be sent to the above email address when an account has been created
 To exit from this page and cancel all nominated applications, click "Back to Main Menu"

3b Enter the required details.

3c Click Add.

3d Add as many users as required. A list is displayed at the bottom of the page. When the list is complete, click Submit.

3e The email address supplied will be sent an email confirming the login user name.

3f A second email will follow containing the password for access. **If you have not received your user name and password, please contact DEECD Service Desk for help on 1800 641 943.**

3g The user can now log in to the *Animal Ethics in School Management System*:
<https://www.eduweb.vic.gov.au/animalcare/>

Giving existing users access

List of functions - Screen 2 of 3

Application(s)/Permission(s) nominated:

Application name	Permission
Animal Ethics in School Management System	School User

Step 3: Select a function

Please select a function by clicking on the link:

- [Create New Non Government School Users to Nominated Application\(s\)](#)
- [Allow Existing Non Government School Users Access to Nominated Application\(s\)](#)
- [Remove Existing Non Government School Users Access to Nominated Application\(s\)](#)

4a Select the link [Allow Existing Non Government School Users Access to Nominated Application\(s\)](#)

4b Check the box next to the name of the account/teacher who needs access to the *Animal Ethics in School Management System*.

	Name	Login User name	Email Address
<input type="checkbox"/>	Abbey, the dog B	NGS00000001	Sample.account@sampleschool.au
<input checked="" type="checkbox"/>	Admin, CEO C	NGS00000002	Sample.account2@sampleschool2.au

4c At the bottom of the screen click 

4d The user can now log in to the *Animal Ethics in School Management System*:
<https://www.eduweb.vic.gov.au/animalcare/>

To Delegate Principal Authority to a School User

If the principal determines to 'delegate principal authority' to another staff member, this function allows the principal to do so.

1. The delegate will have all principal authority, apart from the ability to further delegate authority.
2. Only one staff member can possess 'delegate principal authority' at a time.

Note:

Eduweb accounts are not administered by the DEECD team which manages the Animal Ethics application. The Principal/delegate can access user details for their school and is responsible for the ongoing maintenance of staff Eduweb accounts.

The Principal/delegate has available tools to remove staff no longer at the school and to edit access rights to the Animal Ethics application.

Logon guide below

Animal Ethics in School Management System (AEISMS) - School User Portal Gateway URL to use is:

<http://www.eduweb.vic.gov.au/animalcare/>

In order to access the Portal Gateway, you must log into the Education Domain.

Nominate Non Government School User - School Principal Portal Gateway URL to use is:

<http://www.eduweb.vic.gov.au/nominateuser/>

In order to access the Portal Gateway, you must log into the Education Domain.



Enter your **EduWeb ID** after the backslash (\) and **Password**

(if unsure of your Password please contact the DEECD Service Desk on 1800 641 943)

(The Principal/School usually will be NGxxxx01 where xxxx=4 digit school number)

(Added system User by Principal (or delegate) usually will be NGSxxxx01N1 and following users will be ...N2 ...N3)

This will authenticate you and allow access to the domain.

If you have any logon issues please contact the DEECD Service Desk on 1800 641 943 or email servicedesk@edumail.vic.gov.au

The '*Animal Ethics in School Management System (AEISMS)*' Portal Gateway '*HELP*' URL to use is:
<https://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/animalethics/animalethicshelp.doc>