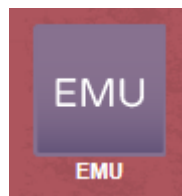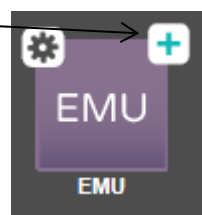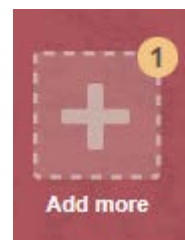# Student Usernames and Passwords for the DoE



1) In the staff portal, click on the **EMU** icon

(If you don't have the EMU icon, click 'Add more'————————→

Click the '+' on the EMU icon then click 'Save')





2) Click the 'Select' button:

Welcome to Educational Management Utility (EMU)

This utility enables authorised staff members to reset student passwords either individually, for a selection of students or a class group of students.
It can also be used to display lists of student usernames.

Please select the location to reset student passwords and display student usernames.

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

**SELECT LOCATION** | Cumberland High School | ▾ | Select

3) Search for a student or browse the different groups. **The year groups are at the bottom, scroll down.**

**SCHOLASTIC GROUPS**

Roll Class 10HR1 8905

Roll Class 10HR2 8905

Roll Class 10HR3 8905

Roll Class 10HR4 8905

Roll Class 11HR1 8905

Roll Class 11HR2 8905

Roll Class 11HR3 8905

Roll Class 11HR4 8905

Roll Class 11HR5 8905

Roll Class 12HR1 8905

## Search

Please enter student search criteria in the First Name, Last Name, Student Number or DEC User ID fields or select any group from the left hand side panel.

First Name :

Last Name :

Student Number :

DEC User ID :

**Search**

4) When you have found the student, click the down arrow on the 'Actions' button and select 'Reset password':



| DEC User ID | Last Name | First Name | Restrictions | Actions |
|---|---|---|---|---|
| debbie.adeniyikazeem | Adeniyi-Kazeem | Debbie | NONE | Actions ▾ |
| danial.aminrahmanlou | AMIN RAHMANLOU | Danial | NONE | Actions ▾ |
| shalin.anam | ANAM | Shalin | NONE | Actions ▾ |

***This also shows the student's username***

5) To reset the password, enter the new passwords twice (it is not shown on the screen, the typed characters appear as ●●●) and then click 'Reset'.

Reset password

ⓘ **Reset password**

To reset a password, please enter a new password in the "New Password" and "Confirm Password" fields below and then click "Reset".

The password policy for **debbie.adeniyikazeem** states :

- Password must consist of *at least* 4 characters

DEC User ID :          debbie.adeniyikazeem

New Password :  *   [                    ]

Confirm Password :  *  [                    ]

Please confirm the password by entering it again.

**Reset**   Cancel