

ROLES ON THE ESINET PORTAL WITHIN A SCHOOL

Access to applications such as OLCS or P-POD by schools is gained via the esinet portal. Within the esinet system there are different levels at which schools users may be authorised to access the various applications such as P-POD or OLCS and the functions within these application such as that of an approver or data entry, see below.

NEW – Facility to segregate access to applications using esinet roles

The latest release of the P-POD application available to post-primary schools since Saturday, 5th April, 2014 allows schools to segregate user access to applications based on the requirements of the school and the assignment of staff to specific roles within the school.

The 5th April release includes a new **PPOD Data Entry** role on esinet.

As an initial setting this new role, **PPOD Data Entry** is being automatically granted to those staff members with existing **Data Entry** roles in the school. This means that staff who historically had a general **Data Entry** role will now also have the new **PPOD Data Entry** role.

School Principals or other staff members' who have the **Administrator** esinet role at school level can control existing staff access to PPOD and/or OLCS by de-selecting a particular esinet role from that staff member if they so wish. For example, if the school requires a school user to only access PPOD and not to be able to access OLCS the school **Administrator** should de-select the **DATA Entry** role for that particular school user. If the school does not require the school user on OLCS to have access to PPOD the **Administrator** can de-select the **PPOD Data Entry** esinet role for that user. If the school/Administrator makes no change all school staff who had Data Entry esinet roles will also have PPOD Data Entry roles.

ESINET ROLES

1. LOCAL ADMINISTRATOR – THIS ROLE IS ASSIGNED BY THE DEPARTMENT TO ONE MEMBER OF STAFF PER SCHOOL ON REQUEST.

The Local Administrator is defined as the Esinet Portal user responsible for

- Registering users within own school ;
- Changing user details within own school;
- Removing user roles from a user within own school;
- Re-setting user passwords within own school.

2. APPROVER – THIS ROLE IS ASSIGNED BY THE ESINET ADMINISTRATOR WITHIN A SCHOOL

Within the OLCS, the Approver is defined as the user responsible for authorising

- New Substitute/part-time teachers;
- Claims for substitute teachers;
- Supervision and Substitution (S+S) Claims;

Within **PPOD**, the Approver is defined as the user responsible for

- Family and Medical details synchronisation settings;

3. DATA ENTRY * THESE ROLES ARE ASSIGNED BY THE ADMINISTRATOR IN THE SCHOOL

Within post-primary schools, the Data Entry person is the user responsible for entering the necessary data to complete the screens for OLCS, IOS and Teacher Returns only. *This role does not have access to PPOD or SWS.*

4. PPOD DATA ENTRY * THESE ROLES ARE ASSIGNED BY THE ADMINISTRATOR IN THE SCHOOL

The PPOD Data Entry person is the user responsible for entering the necessary pupil data via the various screens for PPOD only. From 2014/15 academic year, all post primary schools October returns will be generated from the pupil data held on P-POD for each school.

5. SWS DATA ENTRY * THESE ROLES ARE ASSIGNED BY THE ADMINISTRATOR IN THE SCHOOL

The Data Entry person is the user responsible for entering the necessary data to complete the screens for SWS only.

* Note: A user can have access to multiple roles: Data Entry, SWS Data Entry and PPOD Data Entry roles.

Any queries in respect of the above should be e-mailed to p-podhelpdesk@education.gov.ie