



# Phonics Check user manual

## Register and manage user accounts

Version 2.1

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# BACKGROUND

## Intended audience

This guide is specifically for school teachers and administrators who wish to gain access to the Phonics Check.

## Feature highlights for all users

Any user who has access to the Phonics Check will have the following permissions:

- set up classes and students
- conduct the Phonics Check with your students
- view reports.

## Features for school administrators only

### **Manage school users**

- Invite new school users
- Activate and deactivate school users
- Approve or reject a registration request from a user

### **View all Phonics Check data and reports for your school**

- As a school administrator, you have broader data visibility. All of the classes, students and Phonics Check data for your school will be visible to you.

# GETTING STARTED

## Technical requirements

For the best Phonics Check user experience, we advise using a laptop, browsers installed on it:

- Google Chrome
- Microsoft Edge
- Safari
- Mozilla Firefox.



Email address: \*

[Forgot password?](#)

[Next >](#)

[Don't have an account? Sign up](#)

net

# Registration

To register as a teacher, go to the [registration page](#). If you would like to request school administrator access, please register as a teacher, then contact your school administrators or the [Phonics Check help desk](#).

### Sign up

This is the Year 1 Phonics Check for teachers. For the Phonics Check for families, please go to: [Phonics Check for Families](#).

Please provide your email address to Sign up to Year 1 Phonics Check.

Teacher email address: \* **1**

**Next >**

### School details

Complete your school details

State/Territory **4**

Sector:

School: \*

[< Back](#) **Next >**

### Please select your education network

**2**

 Department of Education - Tasmania

Password: \* **5**

Confirm password: \*

Use 14 or more characters with a mix of lower case characters, upper case characters, special characters and numbers.

\* I have read and agree to the [Terms of Use](#) and [Privacy Policy](#).

[< Back](#) **Submit >**

### User profile

Complete your profile details

Email address:

w@esa.edu.au

Given name: \* **3**

Surname: \*

[< Back](#) **Next >**

1. Enter the **Teacher email address** and select **Next**.
2. Select **your education network** if you are prompted to, and log in from there.
3. Review your **User profile**.
4. Select your **School details**.
5. Set up the **Password** if you are prompted to.

# Logging in to the Phonics Check



Email address: **1**

[Forgot password?](#)

**Next >**

1. Enter your **Email address** and select **Next** from the [login page](#).

You will be redirected to your own education network:



Department of Education - Tasmania **2**

Click **YES** to continue

[< Back](#) **Yes >**

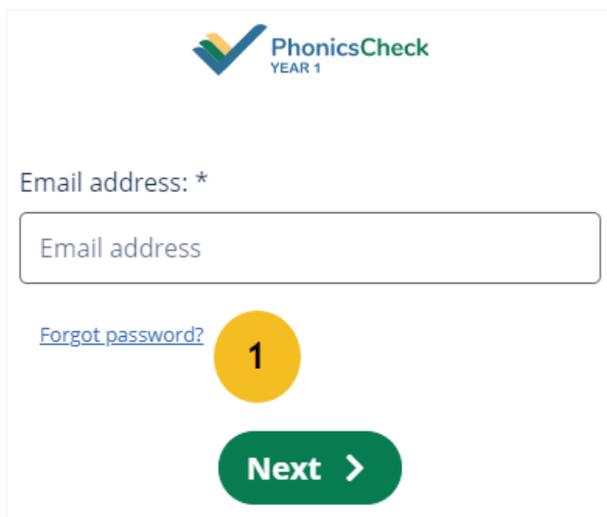
Password: \* **3**

[Forgot password?](#)

[< Back](#) **Next >**

2. Select your **education network** if you are prompted to and log in from there.
3. Otherwise, enter your **Password**.

# Forgotten password

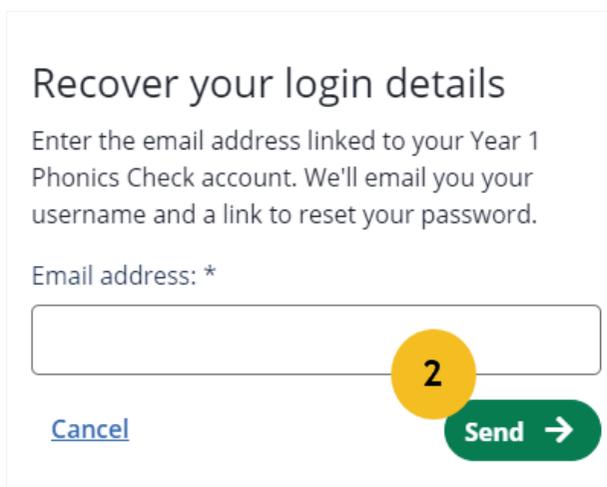


PhonicsCheck  
YEAR 1

Email address: \*

[Forgot password?](#) 1

Next >



## Recover your login details

Enter the email address linked to your Year 1 Phonics Check account. We'll email you your username and a link to reset your password.

Email address: \*

[Cancel](#) 2 [Send >](#)

For registered users, please follow these steps to recover your password. For users from any education network, you will need to contact your education network administrator.

1. Select **Forgot password?** in the [Login](#) page.

2. Enter the **Email address** of your Phonics Check account, and select **Send**.

*If you have a valid account with the Phonics Check, you will receive an email with a link to reset your password.*

# Update your profile

The screenshot shows a user profile page for 'Shirley Teacher'. At the top right, there is a user profile icon with the name 'Shirley' and a yellow circle containing the number '1'. Below the header, the profile details are listed: 'MY PROFILE', 'Shirley Teacher', 'Given name: Shirley', 'Surname: Teacher', 'Email address: Shirley.Wei2@esa.edu.au', 'School name: Phonics Check Test School', 'State / Territory: Victoria', and 'Postcode: 3000'. A blue button labeled 'Edit' with a pencil icon is next to the name, with a yellow circle containing the number '2' over it. At the bottom of the profile section, there is a blue button labeled 'Change password' with a yellow circle containing the number '3' over it.

1. Select the **user name**.  
*You can see this option when you are in these menu tabs: Class, Number Check, Reporting, Settings, and Support.*
2. Select **Edit** to make changes to your profile details.
3. Select **Change password** if you would like to update your password.

# Manage school users

## Invite new users

This section is for school administrators to invite new users.

	Email address	User role	Status	Actions
<input type="checkbox"/>	1esa.teststaff@...	Teacher	Active	<a href="#">Edit Role</a> <a href="#">Deactivate</a>
<input type="checkbox"/>	Chamara.Mun...	Teacher		<a href="#">Edit Role</a>

Invite new user Close X

Email  Account Role -- Select -- [-Remove](#)

[+Add more](#)

[Send invitations](#)

1. Go to **Settings**.
2. Select **Manage users**.
3. Select **Invite new user**.
4. Enter the **Email** and select the **Account Role**.
5. Select **+Add more** if you have more than one user to invite.
6. Select **Send invitations**.  
*A system-generated invitation email will be sent to the invited user, asking them to complete their registration.*

## Manage user access

This section is for school administrators to manage registered users.

School profile Manage users

Search by user name or email address

Search by user name or email address Search

Invite new user

Filter:  School  School Admin  
Teacher

<input type="checkbox"/>	Email address	User role	Status	Actions
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1. Go to **Settings**
2. select **Manage users**.

<input type="checkbox"/>	Email address	User role	Status	Actions
<input type="checkbox"/>	test.phonics@gmail...	Teacher	Inactive	<input type="checkbox"/> Edit Role <input type="checkbox"/> Activate <input type="checkbox"/>
<input type="checkbox"/>	test2.phonics@gmail...	Teacher	Active	<input type="checkbox"/> Edit Role <input type="checkbox"/> Deactivate <input type="checkbox"/>
<input type="checkbox"/>	test3.phonics@gmail...	Teacher	Waiting for approval	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Edit Role <input type="checkbox"/>

3. **Activate** will enable a user access to Phonics Check system at your school if they had previously been deactivated.
4. **Deactivate** a user you think should not have the access to the Phonics Check at your school.
5. **Approve** or **Reject** any user trying to register for the Phonics Check at your school.
6. **Edit Role** to change a user's access level.

Image credits

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