Staff access to your school's online file storage platform

If you want to add a new staff member to your school's online file storage platform and grant access to Faculty drive files, follow the steps below.

Prerequisites:

- A school member who has 'Owner' permissions in the relevant MS Teams. (MS Teams only)
- A school staff member with access to Manage Staff Access (MSA) or Access Management Utility (AMU).

If you do not have a staff member with these access levels, contact EDConnect by logging an online ticket or calling 1300 32 32 32.

Requesting and approving access with MMA

now to request access using manage my access (mma).		
 You can access MMA in the Staff Portal under Essentials or go to: <u>https://mma.education.nsw.gov.au/</u> Your base school is displayed in the top right. If the school you require is not displayed, enter the school's name into the search box and choose the school from search results. 	Comparison of the second	Construct for a solution SS an menu to the top right. my you will be able to request access to applications you require for your duties. Please contact your your reportabilities.
3. Scroll to the bottom and click on the pencil to the right of School Resources .	School Resources	NOHE
4. Select the required access in the pop-up window and select 'Send request'.	Request access >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Once sent, the school's principal or delegate to be approved.	will receive an email notifi	cation of the access request



To enable access to MS Teams:

- Step 1 Log onto MSA or AMU-SRS
- Step 2 Grant permission to access the Faculty SharePoint via MSA (or AMU SRS).
- Step 3 Add new staff member to the school's Team.
- Step 4 Make new staff member 'Owner' in the MS Team if required

Requesting and approving access with MSA

How to approve access using Manage Staff Access (MSA): 1. You can access MSA in the Staff ≡ ର୍ର୍ର୍ର୍ର୍ର Manage Staff Access Portal under **Essentials** or go to Staff Access A Manage Staff Access https://msa.education.nsw.gov.au/ Delegates 袋 Settings and ensure the right school is € Pending Requests displayed in the top right. Q. Search staff Request History Select Pending Requests from the left-hand menu. 2. Any pending requests will be \equiv RR Manage Staff Access PP visible to the principal and the Staff Access delegates who have permissions to © → Manage Access Requests Delegates Settings approve requests. 3 Pending Requests Q Saarch Request History Next to the request, select the tick to Msa Printest School Principa 1:37pm 28/07/2020 ERN Enrolment and Registration Number ✓ × → approve or cross to deny the MP Msa Printest School Principi 11:23am 29/07/2020 Enhanced T4L Server request. Msa Printest School Principal 4:04pm 29/07/2020 School Library System Once actioned, the selected staff member will receive a confirmation email.

Microsoft Teams

Once a staff member has access provided as above, access to the school's Microsoft Teams channel is granted by the school principal or other Owners of the school's Microsoft Team channel.

How to add staff to schools' team in MS Teams:		
1. Click the ellipsis () next to the school's MS Team name.	Lychee Tree HS All Faculty team General Faculty Drive	
2. Select Add member.	Image Hide	
3. Start typing the staff member's name into the field, choose the name from the list and then click Add .	Close	
 4. If you need to make this staff member an Owner of the MS Team, select the drop-down menu next to Member and select Owner. 5. Click Close. 	Add members to Lychee Tree HS All Faculty team Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses. Start typing a name or group Add Image: Comparison of the security group to add to your team. You can all other teams and the security group the security group to add to your team. You can all other teams and the security group the secure team and the security group the secure team and the s	