

Staff access to your school's online file storage platform

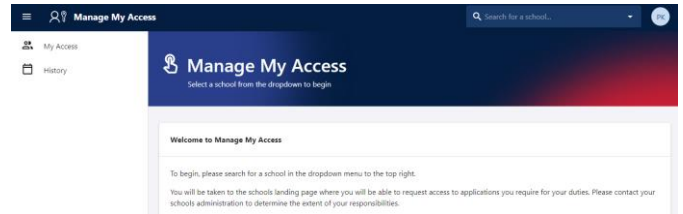
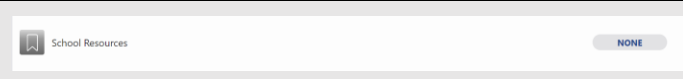
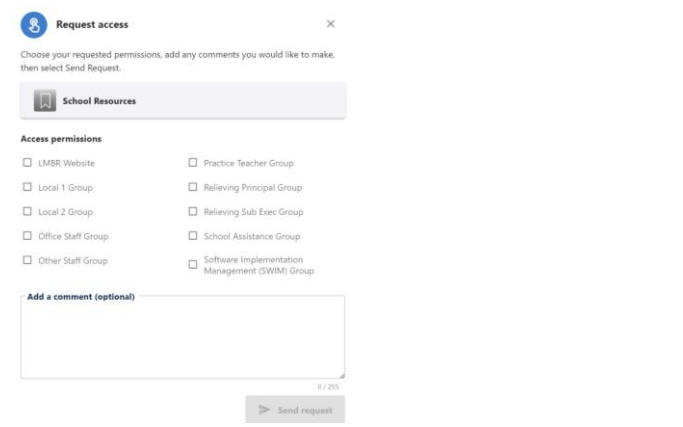
If you want to add a new staff member to your school's online file storage platform and grant access to Faculty drive files, follow the steps below.

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

How to request access using Manage My Access (MMA):	
<p>1. You can access MMA in the Staff Portal under Essentials or go to: https://mma.education.nsw.gov.au/</p> <p>2. 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.</p>	
<p>3. Scroll to the bottom and click on the pencil to the right of School Resources.</p>	
<p>4. Select the required access in the pop-up window and select 'Send request'.</p>	
<p>Once sent, the school's principal or delegate will receive an email notification of the access request to be approved.</p>	

To enable access to MS Teams:

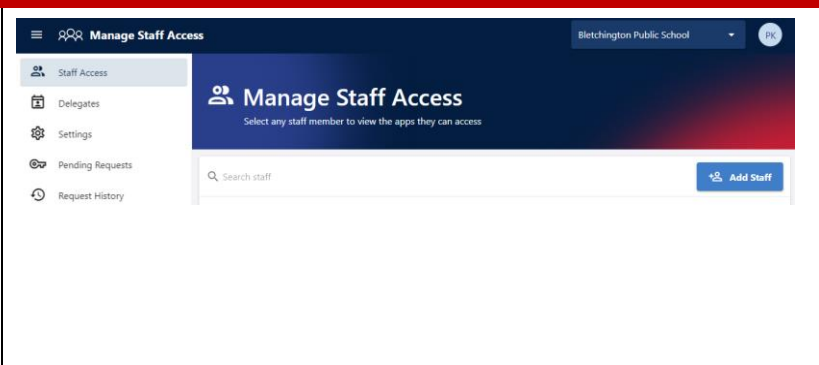
- Step 1 – Log onto MSA or AMU-SRS
- Step 2 - Grant permission to access the Faculty SharePoint via MSA (or AMU - SRS).
- Step 3 – Add new staff member to the school’s Team.
- Step 4 – Make new staff member ‘Owner’ in the MS Team if required

Requesting and approving access with MSA

How to approve access using Manage Staff Access (MSA):

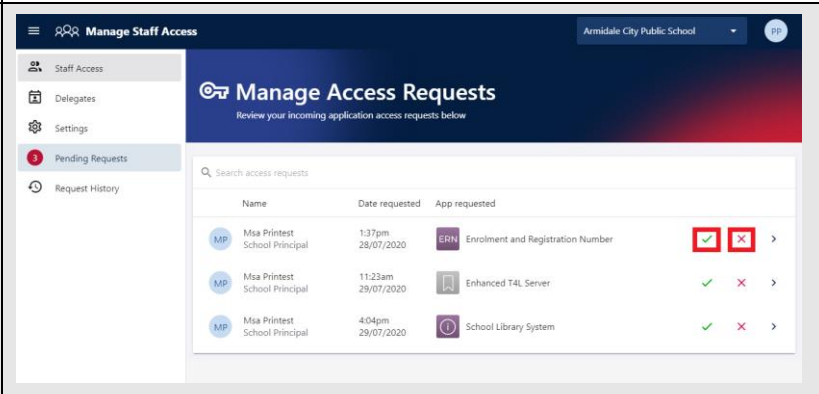
1. You can access MSA in the Staff Portal under **Essentials** or go to <https://msa.education.nsw.gov.au/> and ensure the right school is displayed in the top right.

Select **Pending Requests** from the left-hand menu.



2. Any pending requests will be visible to the principal and the delegates who have permissions to approve requests.

Next to the request, select the tick to approve or cross to deny the request.

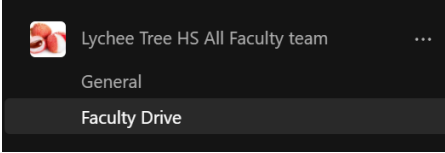
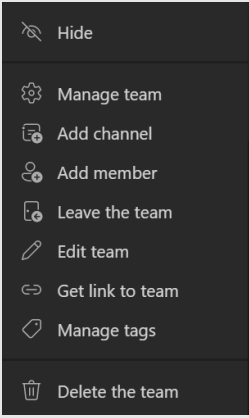
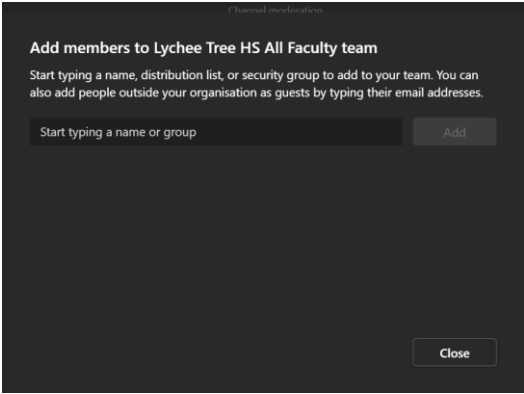


Once actioned, the selected staff member will receive a confirmation email.

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:

<p>1. Click the ellipsis (...) next to the school's MS Team name.</p>	
<p>2. Select Add member.</p>	
<p>3. Start typing the staff member's name into the field, choose the name from the list and then click Add.</p>	
<p>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.</p> <p>5. Click Close.</p>	