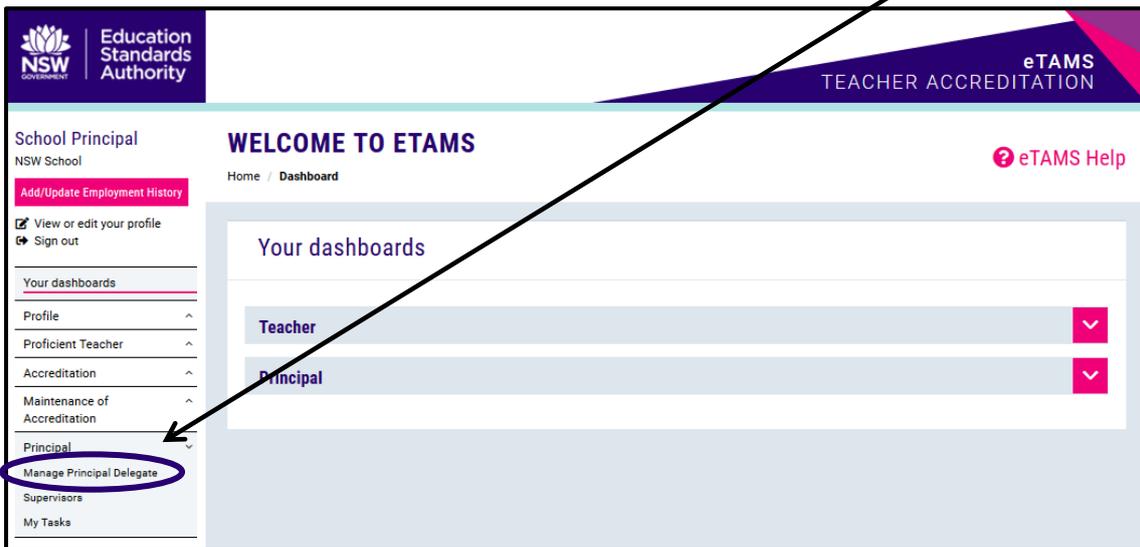**NSW Education Standards Authority**

eTAMS Visual Guide

How to manage Principal Delegates

When logged in to eTAMS follow these steps:

1. In the left hand navigation click on **_'Principal'_** and then click on **_'Manage Principal Delegate'_**.

2. In the **_'Select Delegate'_** section, select the teacher you would like to assign as a Principal Delegate by checking the box in the last column of the table. You can select multiple teachers at once. Click the **_'Add Selected Delegate(s)'_** button when finished.
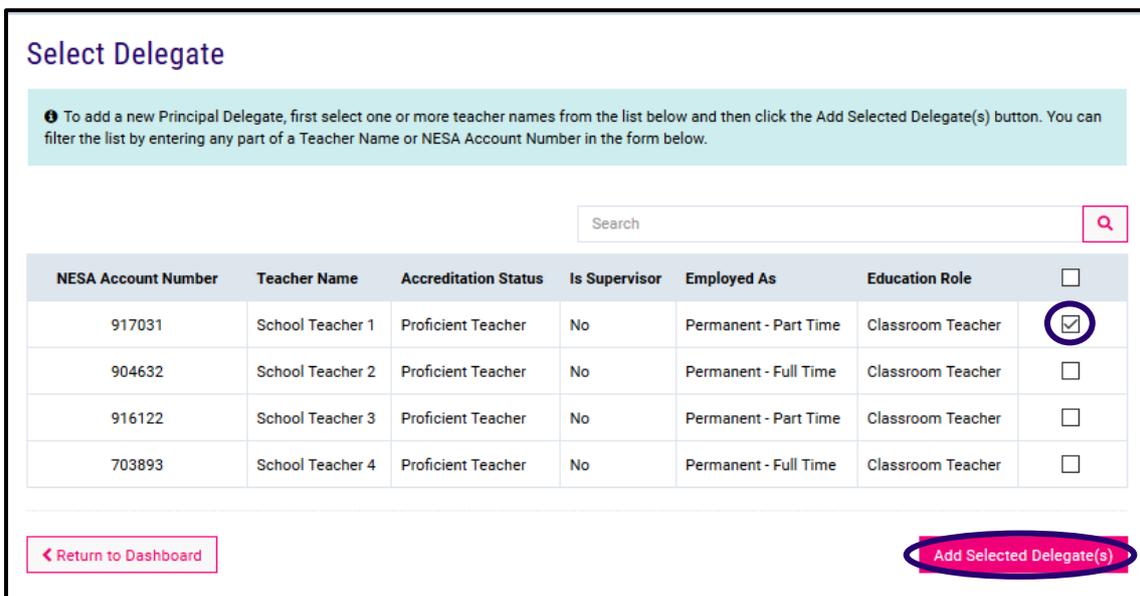
3. The page will refresh and the selected delegates will now appear in a new table in the *'Manage Principal Delegate'* section at the top of the page. In this section you can:

- give the delegate the ability to assign supervisors to teachers working towards Proficient Teacher accreditation and access to view teacher reports. To do this, check the relevant box in the table next to the teacher's name and then click the *'Save'* button
- remove the delegate's access by clicking the *'Remove Delegate'* button.