

## eTAMS Visual Guide

How to manage Principal Delegates

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

KING CONTRACTOR Standards Authority		<b>etams</b> Teacher accreditation
School Principal NSW School Add/Update Employment History	WELCOME TO ETAMS	😢 eTAMS Help
View or edit your profile Sign out Your dashboards	Your dashboards	
Profile ^ Proficient Teacher ^	Teacher	
Accreditation ^ Maintenance of ^ Accreditation	Principal	
Principal Manage Principal Delegate Supervisora My Taska		

 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.

Select Delegate									
• To add a new Principal Delegate, first select one or more teacher names from the list below and then click the Add Selected Delegate(s) button. You can filter the list by entering any part of a Teacher Name or NESA Account Number in the form below.									
			Search	Search					
NESA Account Number	Teacher Name	Accreditation Status	ls Supervisor	Employed As	Education Role				
917031	School Teacher 1	Proficient Teacher	No	Permanent - Part Time	Classroom Teacher				
904632	School Teacher 2	Proficient Teacher	No	Permanent - Full Time	Classroom Teacher				
916122	School Teacher 3	Proficient Teacher	No	Permanent - Part Time	Classroom Teacher				
703893	School Teacher 4	Proficient Teacher	No	Permanent - Full Time	Classroom Teacher				
Return to Dashboard					Add Selecte	d Delegate(s)			

- 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.

Manage Principal Delegate								
• The following teachers have been assigned as a Principal Delegate for your school. You can control or remove their access below.								
		Search			٩			
NESA Account Number	Delegate	Authority	View School/Teacher Reports	Assign Supervisor				
917031	School Teacher 1	Authorised			Remove Delegate			
					Save			