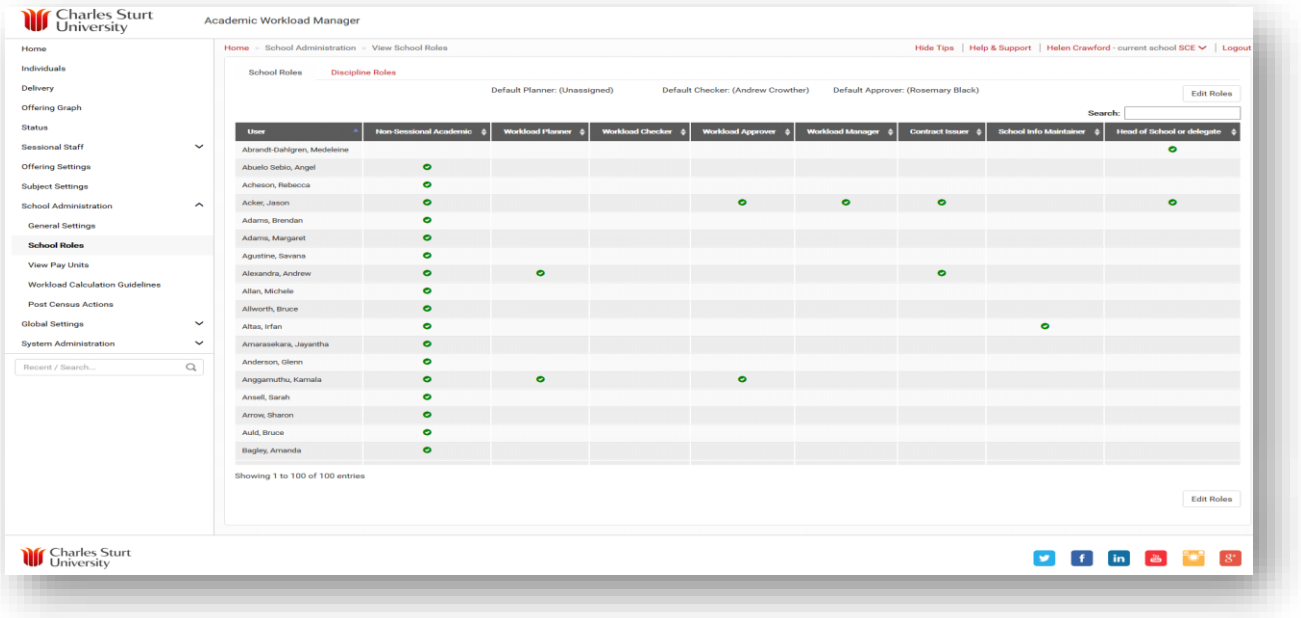
SCHOOL ADMINISTRATION

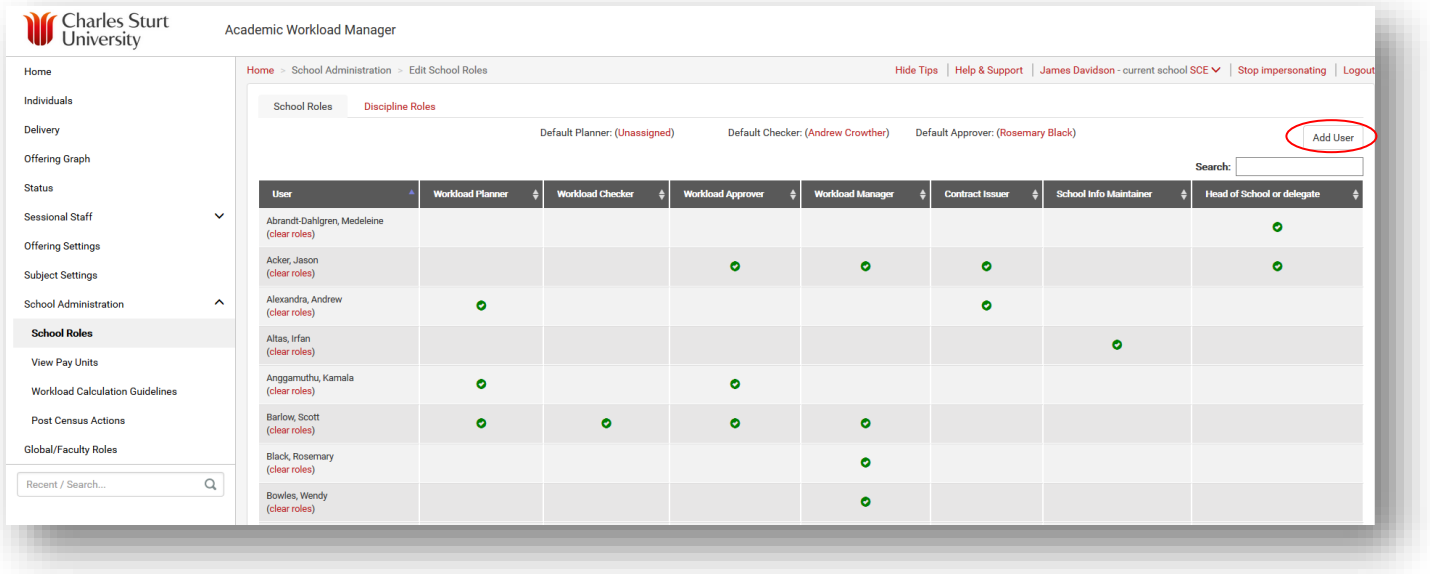
School Roles



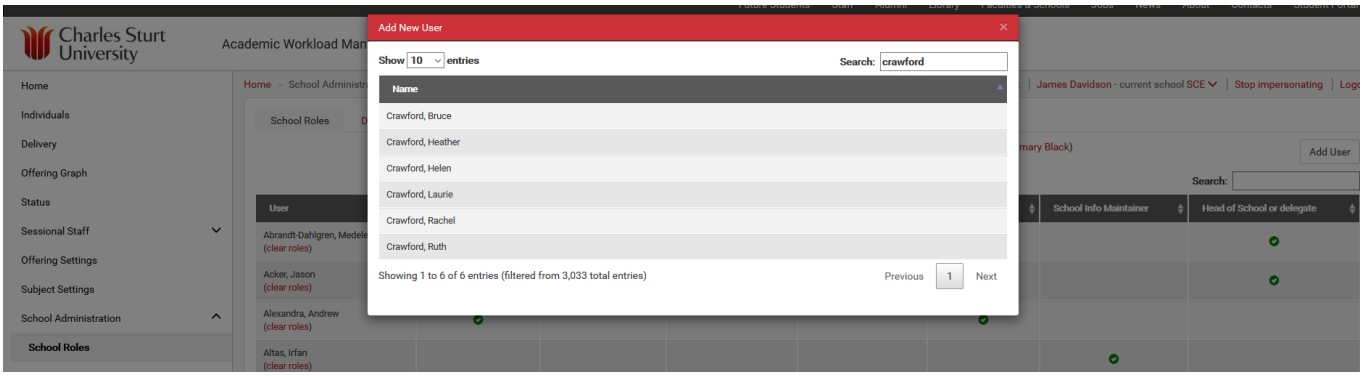
- This page shows everyone in the School and their particular role associated with AWM.
- The Non Sessional Academic role (shown in the first column) cannot be assigned or removed. It is automatically granted when an individual has a workload created for them. Anyone with this role will effectively have read only access to all workloads in that School.
- When the individual logs into AWM he/she will have a drop down list of Schools that includes any School he/she has a Non Sessional Academic role for (even if he/she does not have a current workload in that School).
- To find a specific person on this page, use the Search box.
- To see all people associated with a specific role (eg, Workload Planner) use the arrows beside the title to rearrange the order of the Users in the various columns.
- All users in the School have permission to view this table.
- The School Info Maintainer and the Head of School or delegate roles have permission to edit this table.
- This page shows individual's who are the Default Planner, Default Checker and Default Approver above the table.
- When these Default roles are set from this page (rather than an individual Workload), each new workload will have these roles automatically populated.
- When an existing workload has an individual removed from one of these roles, AWM will automatically revert to the School Default (if set).

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Number for Charles Sturt University is 00005F. **ABN: 83 878 708 551**

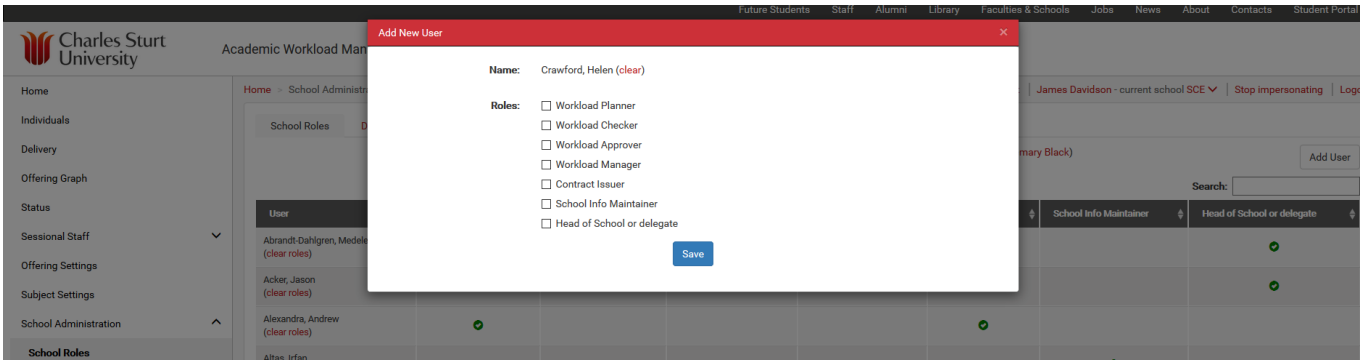
Add User



- Provided you have the correct authorisation, click on Edit Roles at the top or the bottom of the screen and then click on Add User.



- Use the Search box to find the relevant person and click on the person's name in the table.

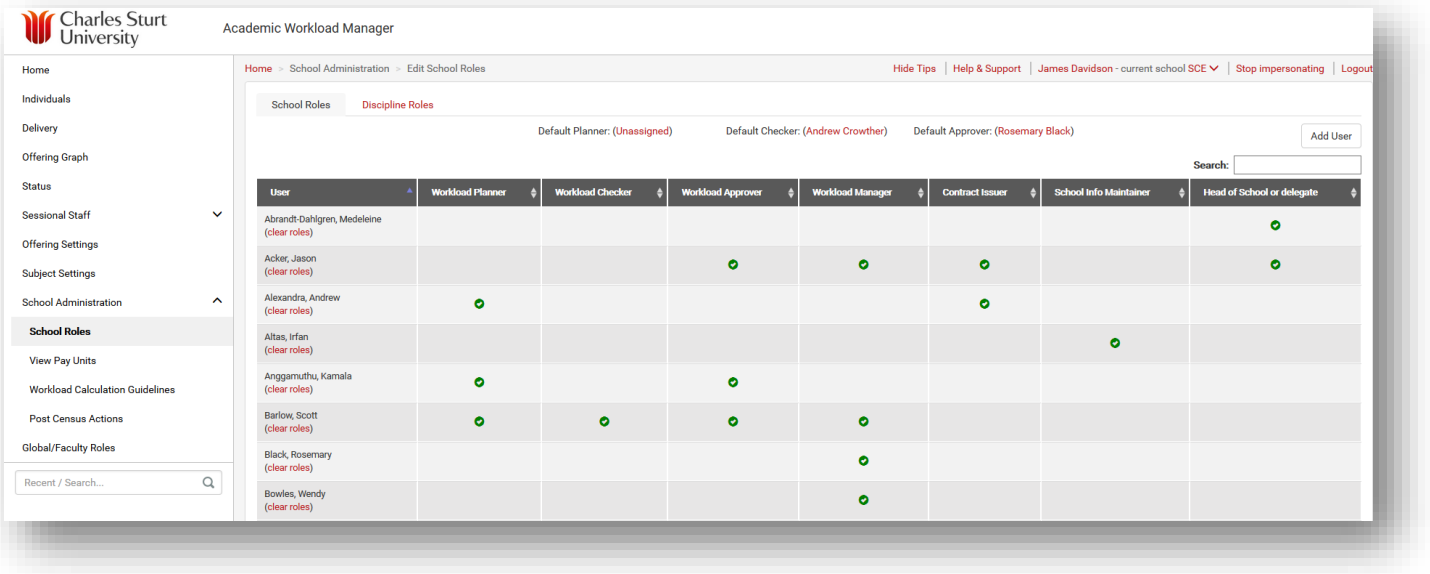


- Choose the relevant role and click on save.

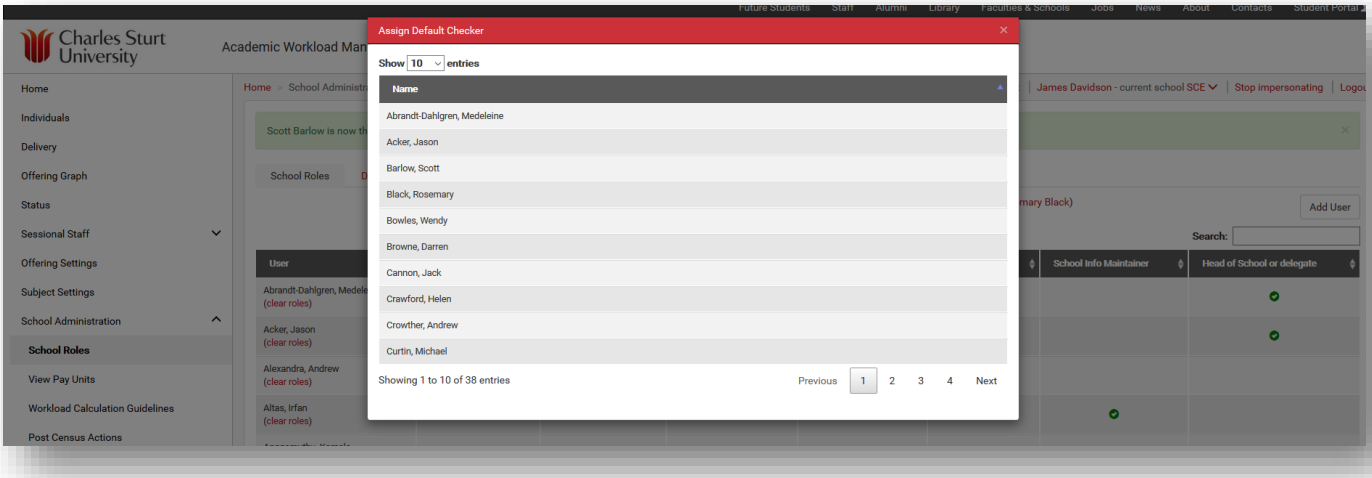
CRICOS Provider Numbers for Charles Sturt University are 00005F (NSW), 01947G (VIC) and 02960B (ACT). ABN: 83 878 708 551

Assign Default Planner/Checker/Approver

- The Default Planner, Default Checker and Default Approver are shown at the top of the table on School Roles page.
- To assign people to these roles, click on Edit User (at the top or the bottom of the screen).
- The names will now be changed to red and they have the ability to be changed.



- Click on the name in the brackets beside the relevant title (ie, Default Planner, Default Checker, Default Approver).



- Choose the appropriate name from the list and that person will appear in the brackets at the top of the screen.

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