

# SSO for VIC Department of Education Readiness Checklist

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# SSO readiness checklist

## Overview

The readiness checklist exists to help your school confirm that it is ready to enable VIC Department of Education and Training (DET) Single Sign On (SSO) as your authentication method.

This means that users logged into the DET Portal will not need to enter a username and password to access Sentral. Instead, they will be automatically authenticated via the DET Portal.


## Requirements for SSO

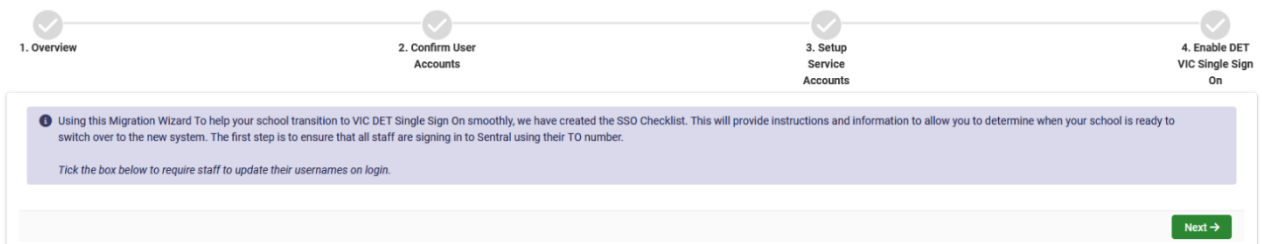
- Account username must be numeric or starts with 'ST' followed by numerals.
- Service Accounts must be created for use with the Kiosk.
- Service Accounts must be created for publishing timetables via LISS.
- The VIC DET SSO service provider must be enabled.



**Note:** Enabling VIC DET SSO may result in groups being imported from their system. Group memberships for these groups can only be managed by VIC DET.

## Access the SSO readiness checklist

1. Select  Sentral Setup and choose Manage User Accounts.
2. In the the left menu, select VIC DET SSO Readiness Checklist.



3. Select Next to proceed with the SSO checklist.

## Confirm user accounts

1. Use the Confirm User Accounts screen to confirm which users have the correct username format as required for VIC SSO.

Usernames need to be numeric or starts with 'ST' followed by numerals.

We recommend updating all user account emails to be the '@education.vic.gov.au' format.

**Confirm User Accounts**

You can use this page to confirm that all staff accounts have been updated to match the username and email address format outlined by VIC Department of Education prior to enabling VIC DET Sign On service. If you have test accounts, accounts belonging to former staff members that are still active, or other miscellaneous accounts that cannot be updated to match the Department criteria, these will need to be deactivated.

VIC DET would want the following conditions to be met for user accounts moving to Single Sign On:

- [MANDATORY] User account username matches the staff member's TO number
- [RECOMMENDED] User account email address ends with @education.vic.gov.au

As Sentral is unable to validate whether the user account has the correct TO number for the username, the only applied validation is to ensure the username is numeric or begins with 'ST' followed by numerals. Remediation of the username can be done via the following methods:

- A Sentral administrator can manually update the username for a staff member's Sentral user account
- A Sentral administrator edits the user account and selects the option to force user to change username upon their next login

Name	Username	Email	
Ms Sapphire Opal	sapphire.opal	sapphire.opal@education.vic.gov.au	User does not have a numeric username or ST+numerals username
Emerald Pearl	ST012345	emerald.pearl@education.vic.gov.au	User has automatically qualified

**Note:** The screen capture above may differ depending on whether your school is on the ST or Enterprise version of Sentral.

2. Decide which method you will use to update usernames via Sentral Setup | User Accounts:

- Manually updating usernames for each user's account
- Forcing users to update their own username upon their next login to Sentral.

**Incorrect username format**

**User Details**

Username: sapphire.opal

Sapphire must update username on login:

Manually update the username

Check this checkbox to force user to update username upon login

Title: Ms

First Name: Sapphire

Surname: Opal

Default Access Level: Teacher

Email Address: sapphire.opal@education.vic.gov.au

It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.

Search for staff member

Save Cancel

**Correct username format**

**User Details**

Username: ST012345

Emerald must update username on login:

Title:

First Name: Emerald

Surname: Pearl

Default Access Level: Teacher

Email Address: emerald.pearl@education.vic.gov.au

It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.

Search for staff member

Save Cancel

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3. If you opted to force users to update their username upon login, then you also have the option to modify the message they will receive upon their login.

(Optional) Update the message via Sentral Setup | User Accounts | Login Settings.

#### Username Update Message

Customise the message displayed when staff are asked to update their username on login

**B***I*U

Our school is transitioning to using Department of Education Single Sign On to access Sentral. In order to accommodate this, you will need to update your Sentral username to match your DET username. Once your username has been changed, you will use your DET username to log in to Sentral going forward until the school completes its transition to Single Sign On.

4. Select Show Unconfirmed Accounts to only display user accounts which haven't met the requirements.

Note: If you have existing accounts belonging to former staff members, it is recommended you deactivate these users.

5. Once the usernames for all user accounts have been properly updated, select Next.

# Set up service accounts

## Overview

You will most likely need to create service accounts if you use the following services without an existing service account:

- Sentral Kiosk for either student and/or visitor sign-in
- LISS to publish your timetables to Sentral (e.g. Edval).

Confirm User Accounts

[+ New Service Account](#) [Refresh Users](#)

**i** This step is necessary to use the Kiosk to allow students and visitors to sign in and out of the school, or require a Sentral user account to sync your timetable package with Sentral (e.g. if you are using Edval). When using SSO, your staff accounts will no longer work with these functions. You will need to create Service Accounts to replace them. You can do so here, and may proceed once there is at least one service user.

Name	Username	Restricted Function	Options
service account	service	No Access	<a href="#">Edit</a>

[Next →](#)

## Steps

1. Select the New Service Account button.
2. Enter username, first name, surname and restricted function selection.

Service Account Details

Username:

Title:

First Name:

Surname:

Restricted Function:

Email Address:

[Save](#) [Cancel](#)

3. Click the Save button once all service account details have been entered.
4. Select Next once all service accounts have been created.

## Enable SSO

Once all the usernames have been updated and the required service accounts created, you are ready to enable SSO.

Prior to enabling SSO, we recommend that you advise of the switchover and the expected changes to how they will login to Sentral.

To enable VIC SSO on your Sentral system, proceed to select the **Enable VIC DET SSO** button.

Enable DET VIC Single Sign On

**i** Enabling SSO will take effect from your users next login, when enabling SSO the ability to manage staff access levels will be regulated by DET VIC this action will result in some options on this page become read-only and will be managed by DET VIC.

**NOTE:** Pressing the below button will log out everyone currently using Sentral, including yourself.

[Enable VIC DET SSO](#)