

## SSO for NSW Department of Education Readiness Checklist

September 2024

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# SSO readiness checklist

#### Overview

The readiness checklist exists to help your school confirm that it is ready to enable NSW Department of Education (the department) Single Sign On (SSO) as your authentication method.

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

#### Requirements for SSO

- Accounts for Sentral must have the same username as the account used to access the department Portal.
- Service Accounts must be created for use with the Kiosk.
- Service Accounts must be created for publishing timetables via LISS.
- The department SSO service provider must be enabled. Once enabled, groups must be managed via the department SSO group function.

#### Access the SSO readiness checklist

- 1. Select 🔯 Sentral Setup and choose Manage User Accounts.
- 2. Select DETNSW SSO Readiness Checklist.

This allows you to check if you meet the Criteria for enabling SSO, and to migrate across to the new system if you are ready.

1. Overview	2. Confirm User	3. Setup	4. Enable DET
	Accounts	Service	NSW Single
		Accounts	Sign On
Using this Migration \	Wizard		
Contraction of the second s			
To help your school tran information to allow you Sentral using their DET F	sition to NSW DET Single Sign On smoothly, we have on to determine when your school is ready to switch over Portal username. Tick the box below to require staff to u	eated the SSO Checklist. This will provide step-by-st to the new system. The first step is to ensure that al pdate their usernames on login.	ep instructions and Il staff are signing in to
To help your school tran information to allow you Sentral using their DET F Require Staff to update	sition to NSW DET Single Sign On smoothly, we have or to determine when your school is ready to switch over Portal username. Tick the box below to require staff to u te usernames on login	eated the SSO Checklist. This will provide step-by-st to the new system. The first step is to ensure that al pdate their usernames on login.	ep instructions and II staff are signing in to

3. Select Save and Next.

Require existing users to update their usernames.

This first step updates applicable user accounts, requiring them to update their username to match their login for the department Portal upon their next login. It prevents the creation of duplicate or broken accounts when you switch to SSO.

Username Updat	te Required
<ul> <li>Our school is transitie to match your DET Per</li> </ul>	oning to using NSW Department of Education Single Sign On to access Sentral. In order to accommodate this, you will need to update your Sentral username ortal username. Once your username has been changed, you will use your DET Portal username to log in to Sentral going forward.
Current Usemame:	manual.account1
New Username:	Enter your new username
	Update Username

**Note**: Sentral Users can confirm they are already logging in with the department Portal credentials. This is anyone who is logging in via DET Portal Cloud and will not be asked to update their usernames.



#### Confirm user accounts

4. Use the Confirm User Accounts screen to confirm which users have successfully updated their user name.

Validated accounts are shaded green and marked with a tick. Pending accounts are marked with a question mark.

0				O
1. Overview	2. Confirm Accourt	User Its	3. Setup Service Accounts	4. Enable DE NSW Single Sign On
Confirm User Accounts				
			<b>∀</b> Show Uncon	firmed Accounts 2 Refresh Users
• You can use this page to confirm the miscellaneous other accounts that	hat all staff accounts have bee cannot be updated, these will	n updated to use their DET Portal usern need to be deactivated before you can p	ame. If you have test accounts, accounts belor proceed.	ging to former staff members, or
Name		Usersame		
Mr User 1		utor.1		0
Mr Nee Account		new ecolute1		0
Test Account		any burth		0
Menual Account?		manual.ecosurt1		0
Amy Test	÷	arrytest account4		0
Ms Sentral Test		settrabest		0
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				Not +

- Select Show Unconfirmed Accounts to display accounts that have not been updated.
   If you still have existing accounts belonging to former staff members, it is recommended you deactivate these users before proceeding.
- 6. Select Next.

#### Set up service accounts

- 7. Determine if you need to create service accounts.
  - You need to do this if you use:
    - Sentral Kiosk for either student or visitor sign-in
    - LISS to publish your timetables to Sentral (e.g. Edval).

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1. Overview		2. Confirm User	3. Setup Service	4. Enable DET
		Accounts	Accounts	NSW Single Sign On
Confirm User Accounts				
				+ New Tennice Account C Fashman Users
O This step is only necessar with these functions. You	ry if you are using the Klosk to allow students are will need to create Service Accounts to replace it	t visitors to sign in and out of the school, or require a Bantral user account to sen. You can do so here, or indicate that you do not use either of these funct	sync your thretable package with Santtal (e.g. If you are using Edual). When us one to proceed	ng SSO, yeur staff accounts will no longer work
Name	Username	Restricted Function	Optic	03
No Service Accounts Re	equired			
1 contine that we do not use?	the Klotik or a timetable package that requires a v	mer account		
				Bant @

- a. If Yes, select New Service Account.
- b. Enter service account details and select Save.
- c. Select Next.



teemame			
Title:		~	
First Name:			
Surtaxтне:			
Rednicked Function	No Access	~	
Email Address			

### Enable SSO

Once the above screens have been completed, you are ready to enable SSO.

1. Prepare your staff for this change before you enable SSO.

Staff will no longer log into Sentral. Instead, they will access automatically via the department Portal authentication.

Enable DET NSW Single Sign On			
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O This revenue weak to endow SSO Choice endowed, all chart will be required to metric within Gologia.	is sugge at using \$25(2), and they will belie effect the read base to	yel pit ni y kan ese muud daartis yi useande kun iqog access jesegi'' hin eig som jeseg ji use	enege yttp: (ptops using the DLT NSW S10)
	🛩 Enable N	ISW DET SSO	

- 2. Select Enable NSW DET SSO to complete the process.
- 3. (Optional) Customise the message that displays for users when they update their usernames.
  - a. Select 2 Sentral Setup and choose Manage Users
  - b. In the left menu, select Login Settings.
  - c. Scroll down to the bottom of the screen to see existing message details.

8 Z U					
Dur school is transiti o update your Sentr isemame to log in to	oning to using NSW Department of Edu al username to match your DET Portal o Sentral going forward.	ation Single Sign On to access S semame. Once your usemame h	entral. In order to accommodate this, yo as been changed, you will use your DE	u will need T Portai	

- 4. (Optional) Ask a specific user to update their username.
  - a. Select 🔯 Sentral Setup and choose Manage User Accounts.
  - b. Select Edit next to the user.

usemame:	Susan Le Noury
Susan Le Noury must update username on login:	2
Title:	Ms 🗸
First Name:	Susan
Surname:	Le Noury
Default Access Level:	Administrator 🗸
Email Address:	susan.lenoury@sentral.com.au
The user is linked to the following staff men (SentralEnrolment) :	nber in your school administration system
fe source an entre of the	
Extern	al ID: SLN
Extern	al ID: SLN ve Staff Link
Extern S Remo	al ID: SLN ve Staff Link
Extern 2 Remo	al ID: SLN ve Staff Link

- c. Select the option [Username] must update username on login.
- d. Select Save.