

# SSO for NSW 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 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.

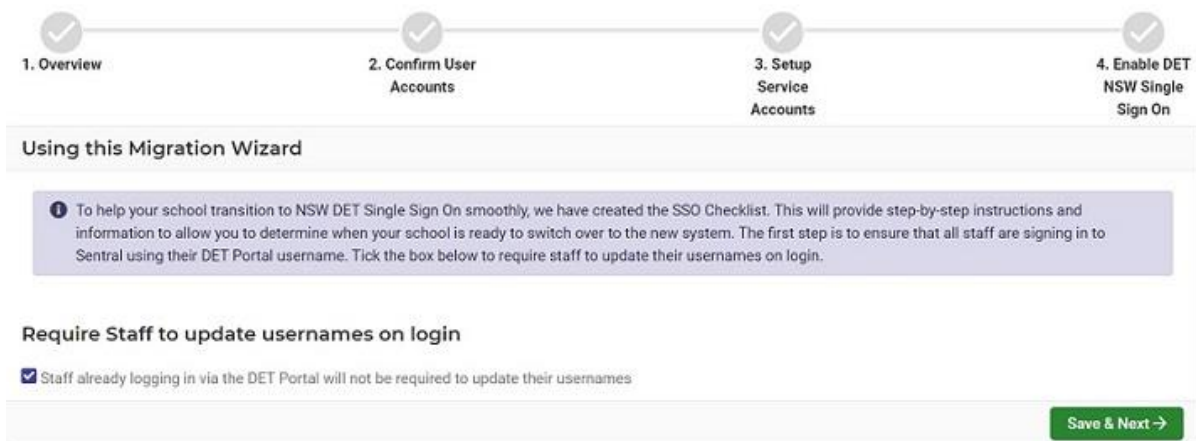
## Requirements for SSO

- 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.

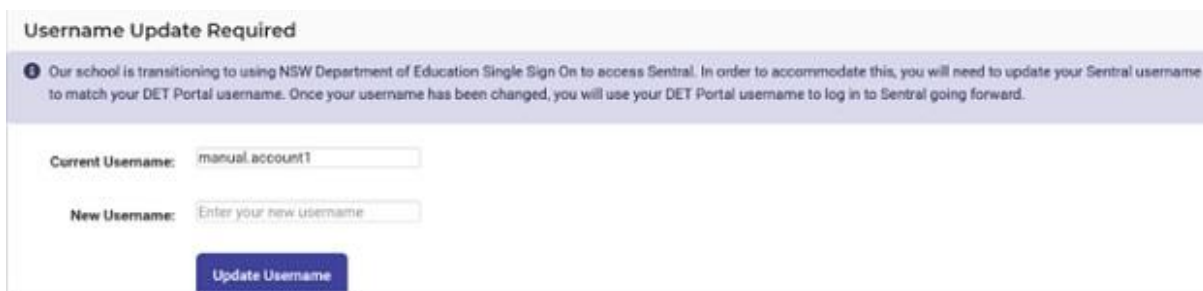


The screenshot shows a progress bar with four steps: 1. Overview, 2. Confirm User Accounts, 3. Setup Service Accounts, and 4. Enable DET NSW Single Sign On. Below the progress bar is a section titled "Using this Migration Wizard" containing an information icon and text: "To help your school transition to NSW DET Single Sign On smoothly, we have created the SSO Checklist. This will provide step-by-step instructions and information to allow you to determine when your school is ready to switch over to the new system. The first step is to ensure that all staff are signing in to Sentral using their DET Portal username. Tick the box below to require staff to update their usernames on login." Below this is a checkbox labeled "Require Staff to update usernames on login" which is checked. At the bottom right is a green button labeled "Save & Next ->".

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.



The screenshot shows a form titled "Username Update Required" with an information icon and text: "Our school is transitioning 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 to match your DET Portal username. Once your username has been changed, you will use your DET Portal username to log in to Sentral going forward." Below this are two input fields: "Current Username:" with the value "manual.account1" and "New Username:" with the placeholder "Enter your new username". At the bottom is a blue button labeled "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

- 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.

Name	Username	Status
Mr User 1	user.1	Validated (Green Tick)
Mr New Account	new account 1	Validated (Green Tick)
Test Account	amy.burfi1	Validated (Green Tick)
Manual Account1	manual account1	Pending (Question Mark)
Jmy Test	jmytest account4	Validated (Green Tick)
Ms Sentral Test	sentraltest	Validated (Green Tick)
Ms Sentral Test	sentral.test	Validated (Green Tick)

- 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.
- Select Next.

## Set up service accounts

- 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).


Name	Username	Restricted Function	Options
No Service Accounts Required			
<input type="checkbox"/> confirm that we do not use the Kiosk or a timetable package that requires a user account			

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

## 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.


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  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.

## Username Update Message

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

Our school is transitioning 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 to match your DET Portal username. Once your username has been changed, you will use your DET Portal username to log in to Sentral going forward.

Save

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.

### User Details ✕

Username:

Susan Le Noury must update username on login:

Title:


First Name:

Surname:

Default Access Level:

Email Address:

The user is linked to the following staff member in your school administration system (SentralEnrolment) :

External ID: SLN  
 Remove Staff Link

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