

Schools Recommendation Program

A guide for Principals

2025

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1. Introduction

The University of Tasmania runs the Schools Recommendation Program (SRP), which allows current year 12 students to apply and receive offers much earlier in the year for a range of exciting, diverse courses. The program encourages year 12 students to apply for up to five eligible courses.

SRP applications are assessed based on the student's school's recommendation and year 11 results rather than their ATAR, although certain courses may be conditional upon ATAR results.

Applications are accepted from the end of June through to early October, with offers being made, in three rounds, from the end of August through to early November.

Key dates for principals and schools



View the [\(SRP timeline\)](#)

1.1 Activity Flow

The process is initiated by a year 12 student submitting an online admissions application with the University of Tasmania. After creating an account, selecting up to five courses that they are interested in and submitting their admissions application, the student can opt to be considered for the SRP. The student's school then completes an online assessment of the student on seven criteria: including their aptitude in several key areas and their suitability for tertiary study.

The University then reviews applications and school assessments and makes conditional or unconditional offers as deemed appropriate.

1.1.1 Student

Students apply for the Schools Recommendation Program at the end of their admissions application. They can upload their year 11 school report as part of the SRP application process.

1.1.2 Principal

School Principals use the SRP Principal and Rater portal to update the account for the Rater at their school. They can also view and edit their own details and generate reports on their students.

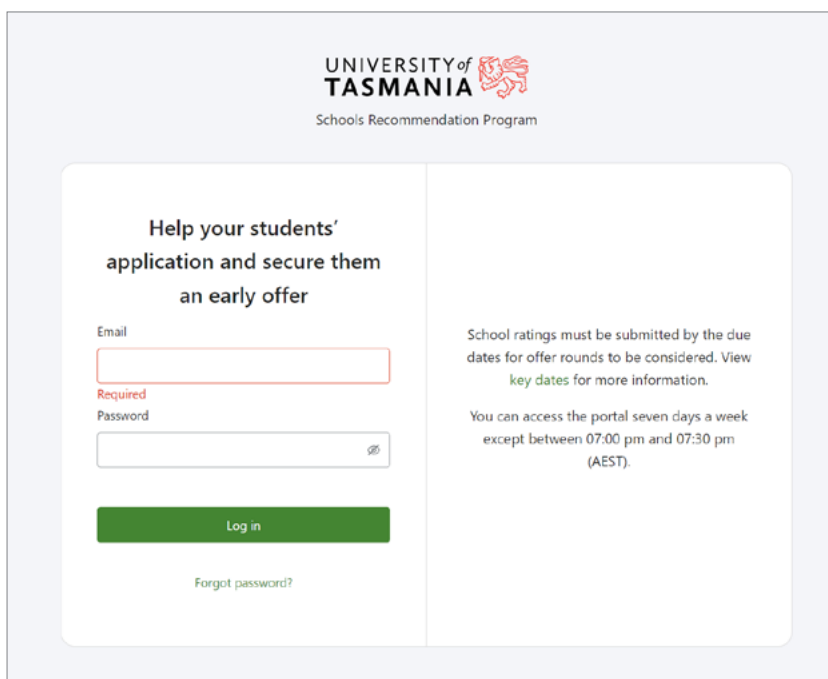
1.1.3 Rater

Raters view and rate students who have applied for SRP on the seven specified criteria. They can also upload a student's year 11 results and provide additional information about the student in a free text field.

2. Using SRP for Principals

2.1 Initial Login

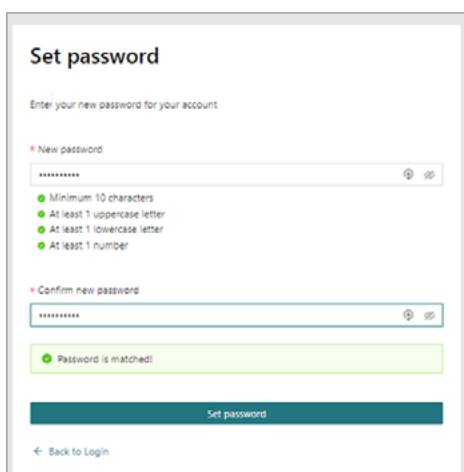
You will be sent an email from the University of Tasmania inviting you to log in to the SRP Principal and Rater Portal with an account and temporary password.



The login page features the University of Tasmania logo and the text 'Schools Recommendation Program'. The main heading reads 'Help your students' application and secure them an early offer'. There are two input fields: 'Email' and 'Password', both marked as 'Required'. A green 'Log in' button is positioned below the password field. A link for 'Forgot password?' is located at the bottom left. On the right side, there is informational text: 'School ratings must be submitted by the due dates for offer rounds to be considered. View [key dates](#) for more information.' and 'You can access the portal seven days a week except between 07:00 pm and 07:30 pm (AEST)'.

Note that if you use a password manager, such as LastPass, and use it to paste your username and password into the form you may need to position the cursor in the Email field and tab away from it to be able to progress.

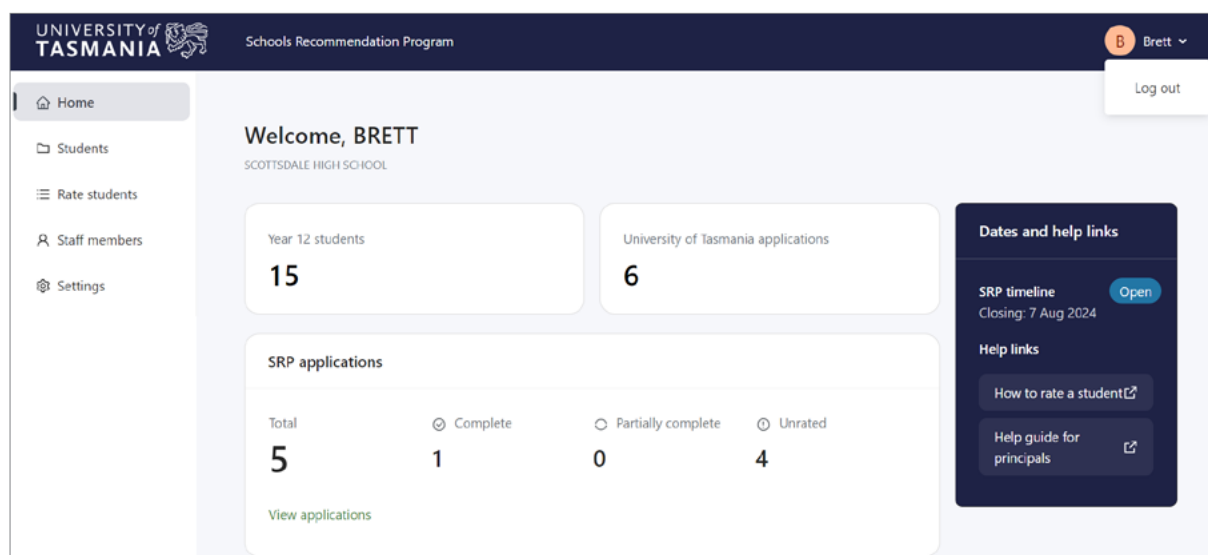
The first time you log in you will be forced to change your password.



The 'Set password' page prompts the user to 'Enter your new password for your account'. It includes a 'New password' field with a strength indicator showing four green dots. The requirements listed are: 'Minimum 10 characters', 'At least 1 uppercase letter', 'At least 1 lowercase letter', and 'At least 1 number'. Below this is a 'Confirm new password' field. A green message box states 'Password is matched!'. At the bottom, there is a dark blue 'Set password' button and a link to 'Back to Login'.

2.2 Dashboard

Once you have logged in you are taken to the Dashboard. The main screen of the dashboard displays headline information about student numbers from your school, including how many students have applied to the University of Tasmania, how many have also applied to the Schools Recommendation Program and how many of those are still unrated.



The dashboard has several menu options for Principals including: Students, Staff Members and Settings.

Exit the application using the 'Log out' function, this is available all the time in the header. It is the preferred way to log out, although closing the browser will work.

2.3 View and edit your details and change your password

The 'Settings' menu option (Number ①) will navigate to a page that allows you to check and update your own details and change your password.

The screenshot shows the 'Settings' page of the University of Tasmania Schools Recommendation Program. The page has a dark blue header with the university logo and the program name. A user profile 'Brett' is shown in the top right. A sidebar on the left contains navigation links: Home, Students, Rate students, Staff members, and Settings (which is highlighted). The main content area is titled 'Settings' and includes the instruction 'Make changes to your details, password and account.' Below this is a 'Personal information' section with fields for 'School', 'Role', 'Email', and 'Password'. The 'School' and 'Email' fields are redacted with black boxes. The 'Role' field shows 'RATER, PRINCIPAL' with a link to 'Go to the Staff members page to manage your role.' A 'Reset password' button is located at the bottom of the 'Password' field.

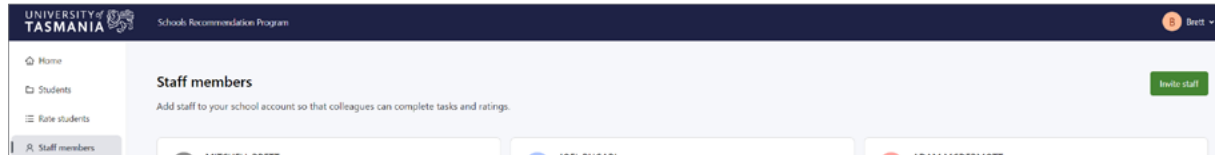
Ensure that all the required fields (marked with an asterisk) are filled in correctly and click on 'Save'.
Use the 'Change password' button in the **top right hand corner** to update your password.

The screenshot shows a 'Reset your password' dialog box. It contains the following text: 'An email will be sent to your email below, which will allow you to set a new password. This email will expire within 24 hours. Username: NSW.77775.0@donotreply.uac.edu.au Once click Reset, you will be logged out. Your current password will no longer work.' At the bottom right, there are two buttons: 'Cancel' and 'Reset'.

Clicking the 'Reset' button will trigger an email to be sent to your registered email address. The email will provide a link to reset your password. A copy of the email is provided in section 2.6.

2.4 View, create, and delete a Rater

The system is now prepared for creating a new Rater.



Click the 'Invite staff' square to launch a pop-up dialogue to enter the new Raters details and launch the creation process.

Invite staff

X

Invite colleagues to collaborate and use UAC Schools Access. We'll ask new users to create a password when they sign up.

Email

Role

First name

Last name

Position

Cancel

Invite staff

Invite staff

X

Invite colleagues to collaborate and use UAC Schools Access. We'll ask new users to create a password when they sign up.

Email

Test@utas.edu.au

Role

RATER X

First name

TEST

Last name

SYSTEM

Position

CAREERS ADVISOR

Cancel

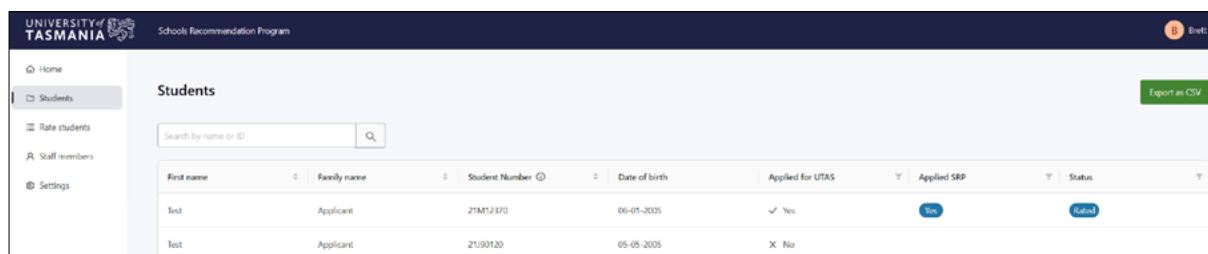
Invite staff

Once you have created the Rater, the system will send an email to the new Rater at the address entered in the form asking them to set a password.

2.5 View all students and edit report settings

The Principal can also view a list of all students at their school showing which students have applied to University of Tasmania as well as which have applied for the SRP. You may wish to encourage those students that have applied to University of Tasmania but not SRP to do so.

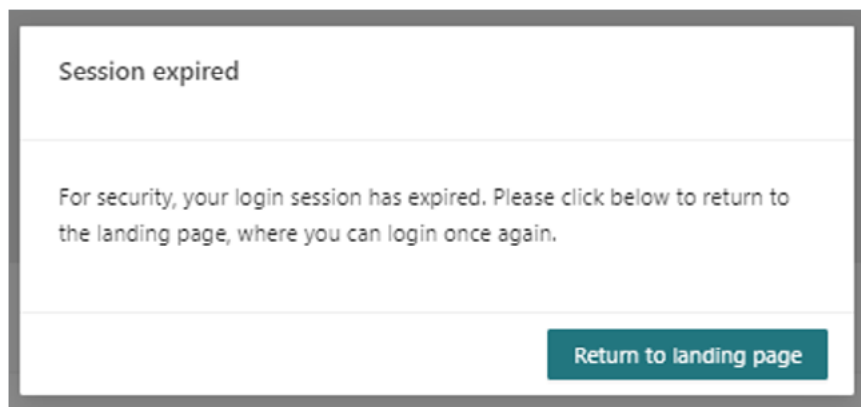
Access the list by clicking the 'Students' menu item in the side menu.



First name	Family name	Student Number	Date of birth	Applied for UTAS	Applied SRP	Status
Test	Applicant	21MT2370	06-01-2005	✓ Yes	Yes	Submitted
Test	Applicant	21J00120	05-05-2005	X No		

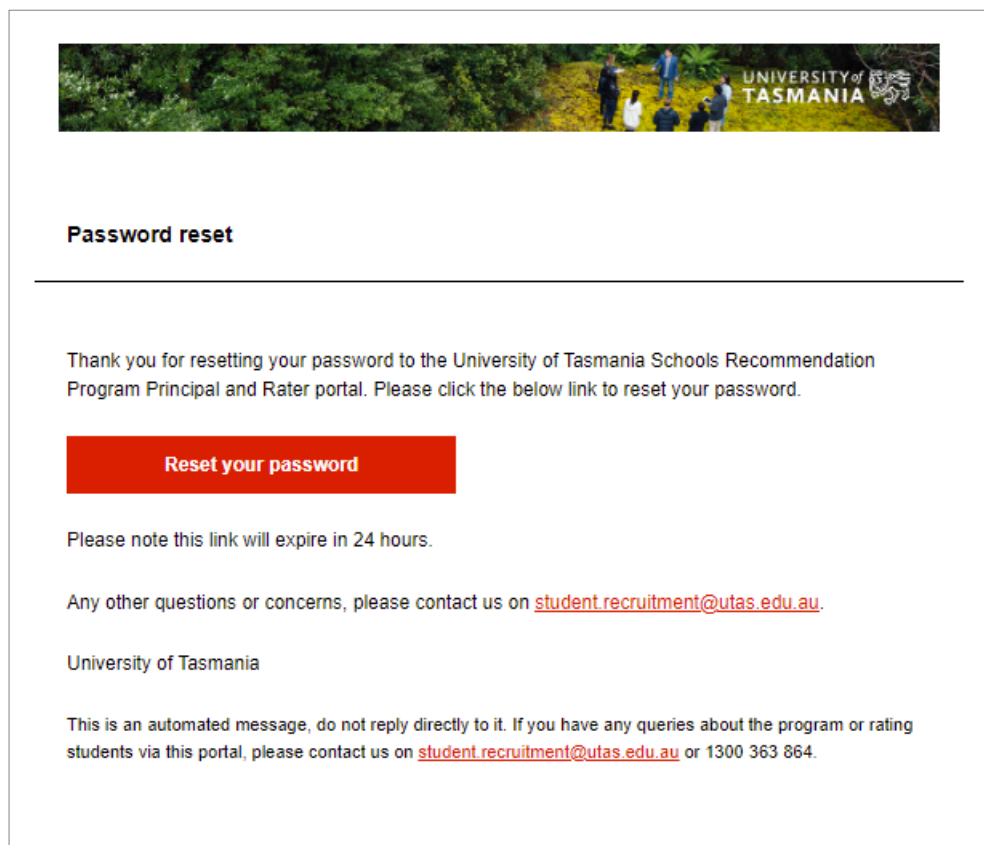
2.6 Session timeout

The application will timeout after a period of inactivity and a modal pop-up will be displayed to easily navigate back to the landing page.



2.7 System Correspondence

The password reset email (below) is sent on demand when you request to reset or change your password.



2.7 System Correspondence CONT.

Example of automated email sent to Principals and Raters overnight when one or more students have applied for SRP.



New Schools Recommendation Program application

Hi \${addressee},

One or more Year 12 students from your school (\${schoolName}) have applied to study at the University of Tasmania through our Schools Recommendation Program (SRP).

[Login to Schools Recommendation Program Principal and Rater portal](#) to view details of this and all other SRP applications from your school. You can also reset your password if required.

To rate your student/s please log in to the Schools Recommendation Program portal. If you have not nominated a person to rate your students, the Principal must register one via the portal.

Principal and Rater portal

If you need further information regarding SRP, please [visit the Schools Recommendation Program website](#).

You can email any queries to student.recruitment@utas.edu.au.

Connect with us

[f](#) [in](#) [t](#) [i](#) [v](#)



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