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Dashboard Access User Guide for Schools

Step 1: Create a School account with the University of Auckland

Step 2: Setting up Two-Factor Authentication (2FA) token

Step 3: Accessing the University of Auckland's School Leaver Dashboard for Schools

Step 4: Use the dashboard

Step 1: Create a School account with the University of Auckland

To begin, one of your school staff members (ideally the Principal or Deputy Principal, although a Career Advisor may act as the representative with Principal oversight) should create a school account with the University of Auckland.

If you are an ex-employee or an alumni of the University of Auckland, please email scet@auckland.ac.nz so we can help reactivate your account to access your school's dashboard.

If you are NOT an ex-employee or alumni of the University of Auckland, follow these steps:

1. **Visit the Account Creation page** – create an account by entering the required details (including your username and school name) through the [University Access Creation page](#).
2. **Send us your username and school name** – after creating your account, please provide us with your username and school name for setup in our system by emailing scet@auckland.ac.nz
3. **Account Provisioning and Setup** – after you have provided us with your username and school name, please wait for us to provision your account within our systems. Once setup is complete, you will be notified and can proceed with setting up Two-Factor Authentication (2FA) for secure access.

****Additional staff access** – If other staff members need access, they must follow the same account creation steps unless the initial account holder opts to share their username. Consider whether it is appropriate to share the username or if each user should have a separate account.

Step 2: Setting up Two-Factor Authentication (2FA) token

What is Two-Factor Authentication?

Two-Factor Authentication (2FA) is an additional layer of security used by the University of Auckland. It is a more secure way of verifying that you are who you say you are.

Why do I need 2FA?

2FA helps protect against unauthorised access to sensitive University applications and research. 2FA requires you to use a unique code in addition to your username and password. It is mandatory for all users of the University system.

What do I need to do?

1. Create a new software token on the [Manage My Two-Factor Tokens](#) page.
2. Select which device (Apple iPhone, Android) you wish to set up your token on.
3. Follow the instructions to create a token successfully. Note: you will be prompted to enter your User ID when adding a new account to the token. (See the screenshot below.)



Step 3: Accessing the University of Auckland's School Leaver Dashboard for Schools

Access the School Leaver Dashboard for Schools by clicking on the link below:

<https://microstrategy.auckland.ac.nz/MicroStrategyLibrary/app/A9A78E7E77447BF422901EB709C04ADC/0107339843B5F4E1B953D083ACE3B6C6>

Step 4: Use the dashboard

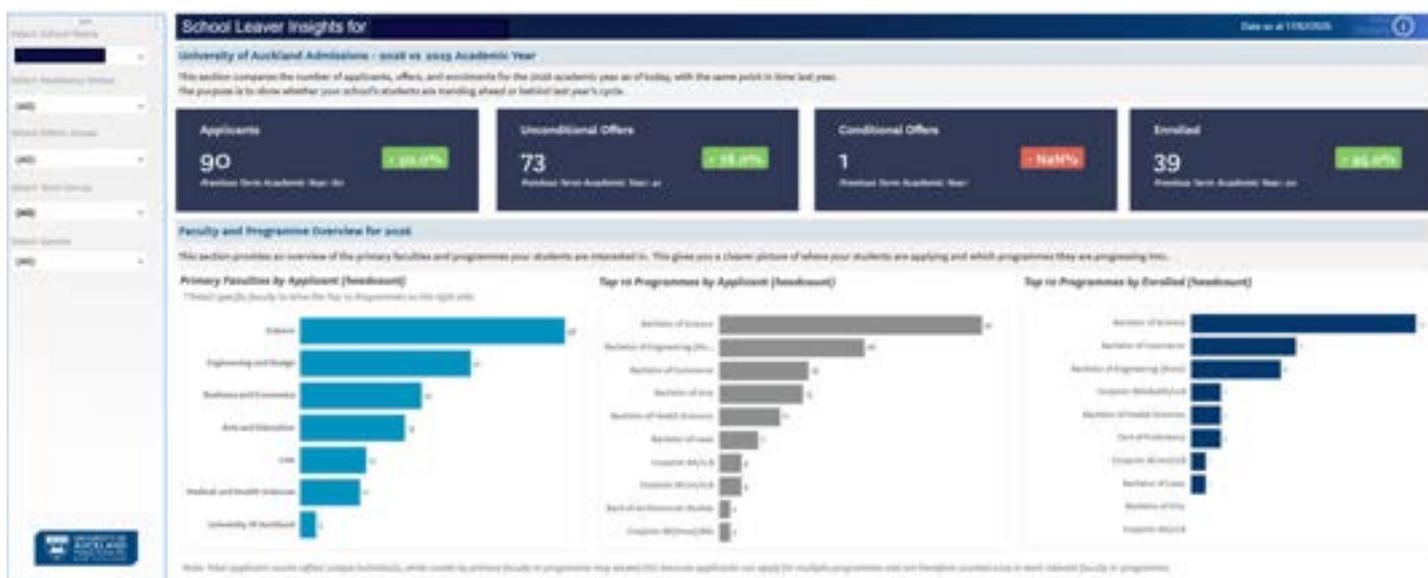
Once you have logged into the dashboard you will be presented with your school's information across three pages.

Change pages by clicking the Table of contents icon on the top left corner next to the Home icon (pictured below).



Tip: if you receive a "No data returned for this view" message, select your school in the top left-hand corner.

Admission pipeline Insights page



On the Admission pipeline insights page, you can see:

- Number of applicants, broken down by primary faculty and top 10 programmes of interest
- Number of offers (conditional and unconditional)
- Number of enrolled students, top 10 programmes

You will also be able to filter based on the following filters. Filters are located on the grey panel on the left-hand side.

- Domestic and international students
- Ethnic group
- Term (Semester One, Semester Two and Summer School)

Tip: click on the Data Glossary in the top right-hand corner for definitions of the terms on each page.



Enrolments Insights page



On the Enrolments insights page, you can see:

- Enrolments per programme
- Enrolment trends by primary faculty
- Enrolment trends by ethnic group

Graduation Insights page



On the Graduation Insights page, you can see:

- Completion of qualifications at the University
- Number of graduands by undergraduate, postgraduate, doctorate and programme
- Graduands trends by primary faculty and ethnic group

NEW!! Application Insights

- When your students begin applying this year, you will be able to see the comparison to the same time last year!

Contact us

If you still have questions or need additional information or assistance, please email us at scet@auckland.ac.nz.

