

# Dashboard Access User Guide for Schools

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## Introduction

Welcome to the University of Auckland’s School Leaver Insights Dashboard for Schools User Access Guide.

This guide is designed to help secondary schools across New Zealand gain independent access to the University’s reporting system, enabling schools to view and download critical information directly without the need for assistance from University staff. With this access, schools can gain valuable access into their students’ progress through the University of Auckland’s admissions journey and qualification achievements.

In this guide, you’ll find step-by-step instructions for setting up your account, including creating your user ID and enabling Two-Factor Authentication (2FA) for secure access. Following these steps will help you quickly access the dashboard and explore the insights that matter most to your school with ease and confidence.

Let’s get started with setting up for your account for seamless, secure access to valuable reporting.

### 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. 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. **Submit 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](mailto:scet@auckland.ac.nz).
  - a. **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.
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.

## 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?

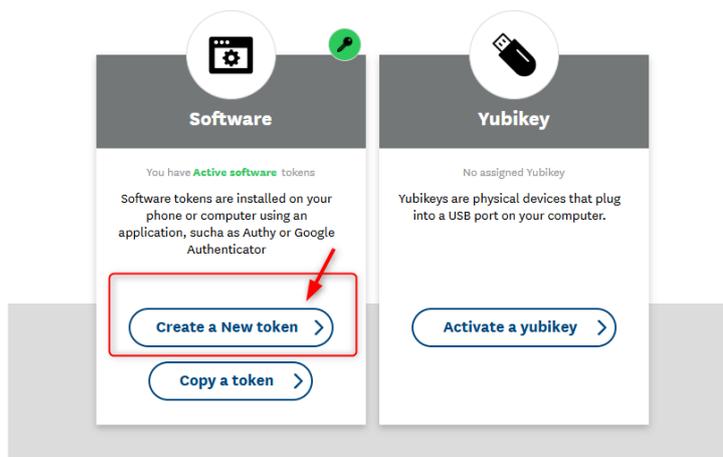
1. Create a new software token on the [Manage My Two-Factor Tokens page](#).

## My Tokens

# Manage My Two-Factor Tokens

All staff members and doctoral students need to use two-factor authentication, in order to access sensitive University information and resources.

What type of token do you need?



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.)

## Create a Token

### iOS or Android

- 1 Install Authy, the software token app**  
On your device
  - Search for Authy in the [App Store](#) or [Google Play](#)
  - Download and install the application

Download for **Android**:



Download for **iOS**:


- 2 Configure and scan**
  - Open the Authy application
  - Select "Add a new account"
  - Select "Scan a QR code"
  - Use your device's camera to scan this QR code:

[Can't scan the QR code?](#)
- 3 Verify and save**



If activation has been successful, you will see the following message.

### 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

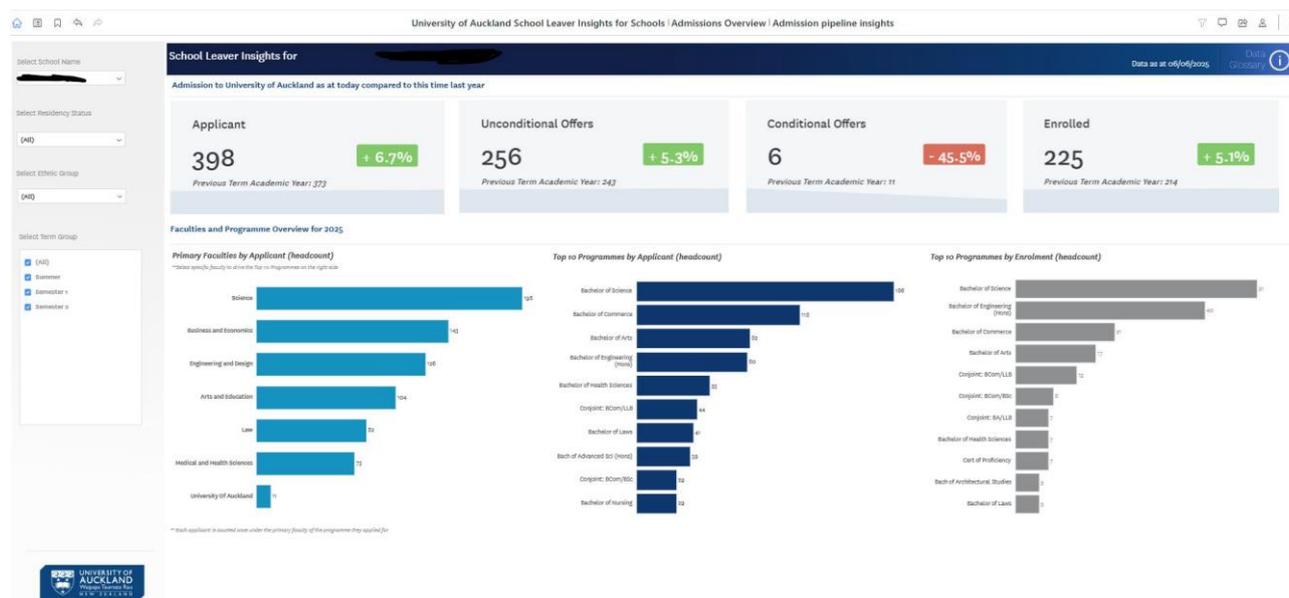
Once you have logged into the dashboard you will be presented with your school's information across three pages.

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

### **Contact us**

If you still have questions or need additional information or assistance, please email us at [scet@auckland.ac.nz](mailto:scet@auckland.ac.nz).