

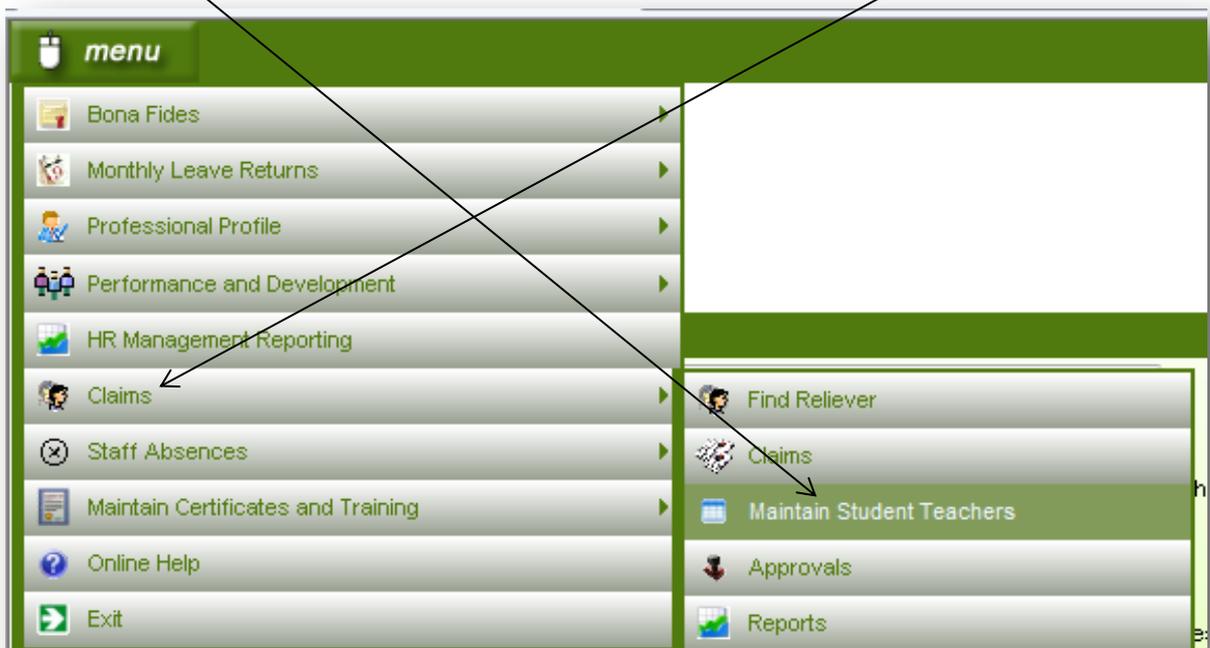
# Practicum Claims

## Fact Sheet 5D: Adding and Maintaining Student Teacher Details

Step	Action Required	
1	Access the Maintain Student Teachers screen in the HRS (Click Claims then Maintain Student Teachers)	
	<b>Add a new student teacher (Option 1)</b>	<b>Change the details of an existing student teacher (Option 2)</b>
2	Create a Student Teacher	Search for a student teacher
3	Enter new student teacher details	Change student teacher details
4	Save	Save

### 1. Access the Maintain Student Teachers screen in the HRS

- To access the Maintain Student Teachers screen in the HR Management Information system through the Application Portal. From the green menu button select **Claims**, then **Maintain Student Teachers**.



- Your site will default into the **Site** parameter box; unless you have access to more than 1 site. If this is the case then an ellipsis button  will show to the right of the field. Click on this button and choose the appropriate site from the list. Note you should only see sites that you have the authority to access.

**OPTION 1 Add a new student teacher**

**2. Create a Student Teacher**

- Click the **New** Button

- The New Student Teacher Screen will then open

**3. Enter new student teacher details**

- Enter **First Name**, **Last Name**, **Student ID** and **University**. Please note that the combination of **Student ID and University** must be unique for each student teacher.

- Optionally, enter Course and Comments
- Note that any comments entered on this screen Add Student Teacher can be viewed by all sites and should not be evaluative or judgemental.

#### 4. Save

- Click **Save**

**Add Student Teacher**

Comments entered can be viewed by all sites and should not be evaluative/judgemental

First Name: John  
 Last Name: Student  
 Student ID: 7654321  
 University: The University of Adelaide  
 Course: Bachelor of Education

Comments: Third year student studying Primary Education. Available for placement on Tuesday, Thursday and Friday  
 398 Characters remaining

Created By: [ ] Created On: [ ]  
 Last Updated By: [ ] Last Updated On: [ ]

Buttons: Save, New, Delete, Close, Help

- Note: duplicate Student ID/University records will not save.

#### **OPTION 2 Change the details of an existing student teacher**

##### 2. Search for a student teacher

- From the Student Teacher Search window find the student teacher by typing either the first name, last name, student ID or University, then click on Search. To ensure you select the correct student teacher, it is advisable to search on both the student ID and university as this combination is unique for each individual.

**Student Teacher Search**

First Name: [ ]  
 Last Name: [ ]  
 Student ID: 7654321  
 University: The University of Adelaide

Buttons: Search, Clear, New, Close

First Name	Last Name	Student ID	University ID
John	Student	7654321	The University of Adelaide (TE02)

- Select the student teacher you want to edit by clicking anywhere on the record.

##### 3. Change student teacher details

- You can change the First Name, Last Name, Student ID, Course, and Comment fields. The University field cannot be changed

Student Teacher -- Webpage Dialog

### Maintain Student Teacher

Comments entered can be viewed by all sites and should not be evaluative/judgemental

Comments Third year student studying Primary Education. Available for placement on Tuesday, Thursday and Friday

398 Characters remaining

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Last Updated By Last Updated On

**Save** New Delete Close Help

#### 4. Save

- Click Save