

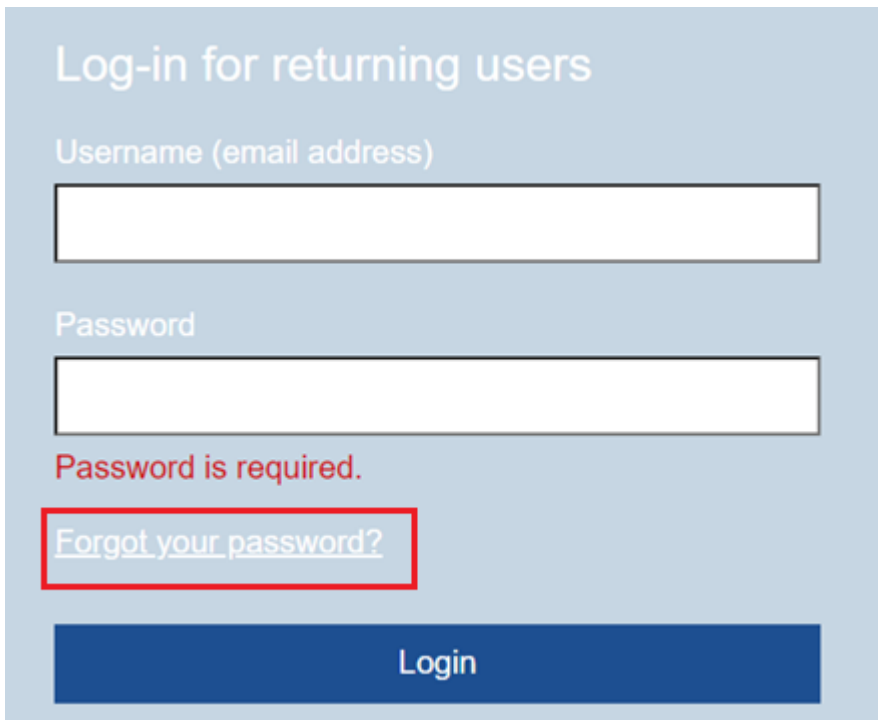
Initial Steps for 2024 Contact Teachers

- For Returning Teachers

If you participated in the 2023 Australian Geography Competition (as either a Contact Teacher or invigilator), you can log in at agc.au.insights.janison.com using your email address (as Username) and password from last year. If you can't remember your password, use the following instructions.

For contact teachers: Go to the site agc.au.insights.janison.com and click 'Forgot your password?'.

For invigilators: Once your contact teacher has reactivated your profile in Janison, go to the site agc.au.insights.janison.com and click 'Forgot your password?'.



Log-in for returning users

Username (email address)

Password

Password is required.

[Forgot your password?](#)

Login

On the next page you enter your email address and submit. You will be sent an email with instructions on setting up a password.

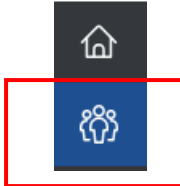
For future logins go to the site (agc.au.insights.janison.com), your 'Username' is your email address and the password is the one you created in the past step.

Setup Invigilating Teachers in Janison

To be completed by Contact Teacher by Friday 10 May 2024

Note: as a contact teacher, you already have the functions of an invigilator.

1. Login at agc.au.insights.janison.com
2. On the top left of the screen, click on the second icon down, 'Manage People'.

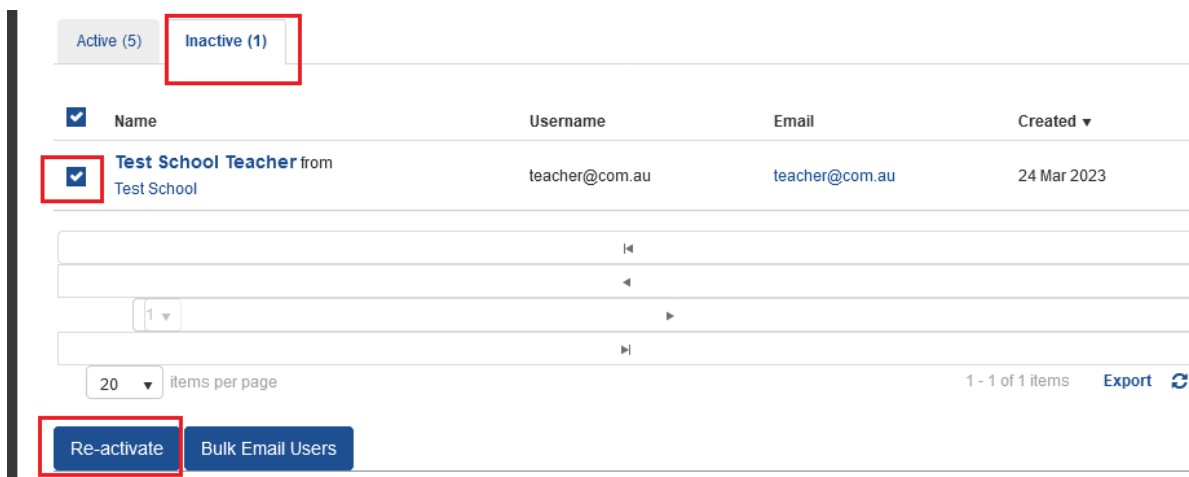


3. Within the 'Manage People' menu, click on **Users**. This will open a new screen.



Check/re-activate teachers from 2023

1. Click on the **Inactive** tab. Tick the teachers who will be invigilators in 2024. Click **Re-activate**. Confirm by clicking **Yes**.



<input checked="" type="checkbox"/>	Name	Username	Email	Created ▼
<input checked="" type="checkbox"/>	Test School Teacher from Test School	teacher@com.au	teacher@com.au	24 Mar 2023

20 items per page 1 - 1 of 1 items [Export](#)

Re-activate Bulk Email Users

2. Let the invigilators know that they can access the Competition as per the Returning Teachers instructions on Page 1.

- Setup school in Janison

1. Ensure agc.au.insights.janison.com is whitelisted by your IT department.
2. You or your school's IT administrator can confirm technical readiness by going to this site <https://agc.au.insights.janison.com/pages/technical-readiness> [technical-readiness](#)
3. The Technology section in the Troubleshooting has further details.

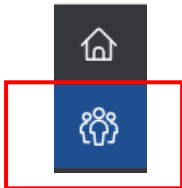
- For New Teachers (i.e. did not have a log-in for 2023)

Setup Invigilating Teachers in Janison

To be completed by Contact Teacher by Friday 10 May 2024

Note: as a contact teacher, you already have the functions of an invigilator.

4. Login at agc.au.insights.janison.com
5. On the top left of the screen, click on the second icon down, 'Manage People'.

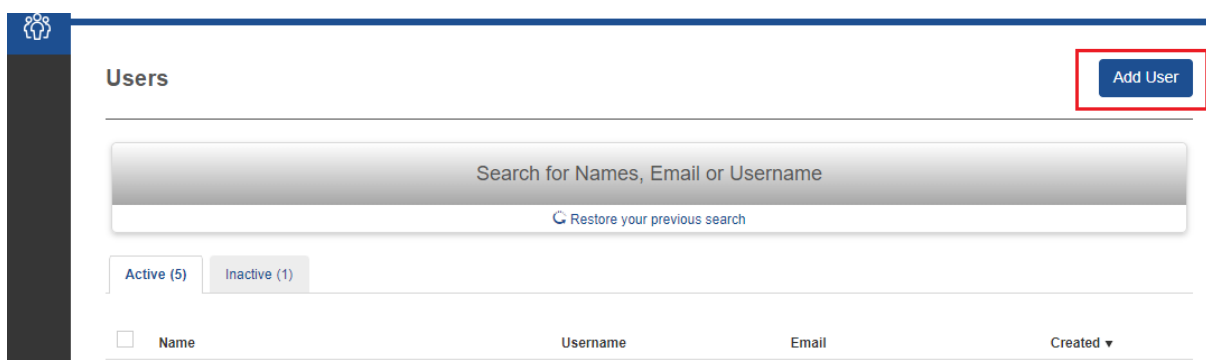


6. Within the 'Manage People' menu, click on **Users**. This will open a new screen.



Add new teachers for 2024

1. On the Users page, click on the blue **Add User** button in the top right corner.



2. Enter the first name, last name and email address for a teacher who will act as an invigilator for the Competition.

Within the 'Role' section, choose the role 'Teacher' and scope of the role 'User's School'.
(Leave default tick on Active.)

New User

Username will be autogenerated

Organisation

School

First Name*

Last Name*

Email*

Platform Role

Role *

Scope of this role *

Active

Send Reset Password to User ⓘ

The information that you provide to us will be used in accordance with the [Janison Privacy Policy](#). If you are providing information about others, you confirm that you have their consent to do so.

or

There is a link to Janison's privacy policy. The Competition's privacy policy is at <https://geographycompetition.org.au/privacy-policy/>

3. After clicking **Save User**, if you receive a message 'Username already exists' please contact agccordinator@rgsq.org.au advising the teacher's name, email address and the CORRECT school the teacher should be connected to. (If the teacher is not in your inactive list, they would have been attached to a different school last year.)
4. Repeat this process for all teachers acting as invigilators for the Competition. This is only required once per teacher; it does not matter how many separate classes they will be invigilating.

If you have over ten (10) teachers acting as invigilators, you can continue as above, or contact the AGC Coordinator (agccordinator@rgsq.org.au) for a template to be completed with the invigilator details and sent back to the AGC Coordinator who will set up the invigilators for you.

5. Let the added invigilators know that they can access the Competition as per the New Teachers instructions on Page 1.

• Deleting a Teacher in Janison

Inactive teachers in your user list cannot access the Competition or any of your student data. If some have left the school and you wish to delete them, follow the steps below. You do not need to do this before the Competition commences.

1. Log into your account at <https://agc.au.insights.janison.com/>
2. On the top left of the screen, click on the second icon down, 'Manage People'.



3. Within the 'Manage People' menu, click on **Users**.



4. This will open a new screen. Click on the **Inactive** tab. Scroll down the screen and click on the name of the teacher you would like to delete from your school.
5. Click on the blue **Actions** button in the top right corner and select **Edit Teacher**.
6. On the Edit Teacher screen, it will show the teacher's name and details. Click on the blue **Actions** button in the top right corner and select **Delete User**.

Repeat this process for all teachers who are no longer at your school.