

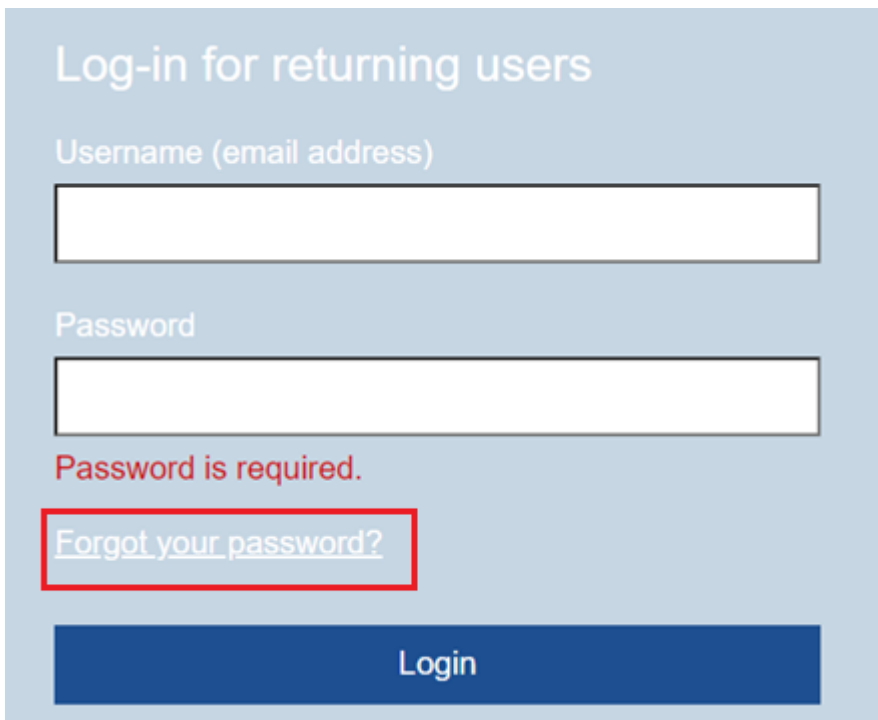
# Initial Steps for 2024 Contact Teachers

- 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](https://agc.au.insights.janison.com) using your email address (as Username) and password from last year. If you can't remember your password, follow the instructions for new teachers.

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

Go to the site [agc.au.insights.janison.com](https://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](https://agc.au.insights.janison.com)), your 'Username' is your email address and the password is the one you created in the past step.

- Setup school in Janison

1. Ensure [agc.au.insights.janison.com](https://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](https://agc.au.insights.janison.com/pages/technical-readiness_technical-readiness)
3. The Technology section in the Troubleshooting has further details.

- 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](http://agc.au.insights.janison.com)
2. On the top left of the screen, click on the second icon down, 'Manage People'.

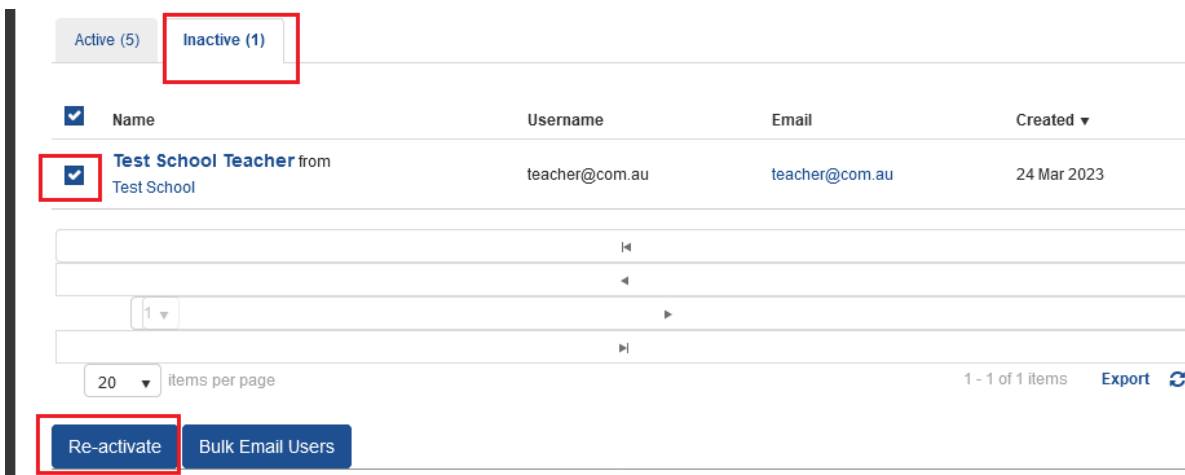


3. Within the 'Manage People' menu, click on **Users**. This will open a new screen.



## 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**.



Active (5) **Inactive (1)**

<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

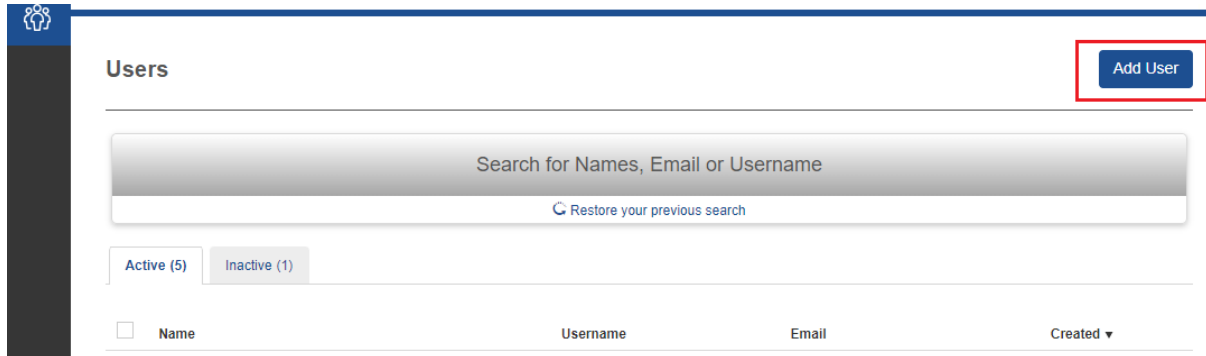
20 items per page 1 - 1 of 1 items [Export](#)

**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.

## Add new teachers for 2024

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

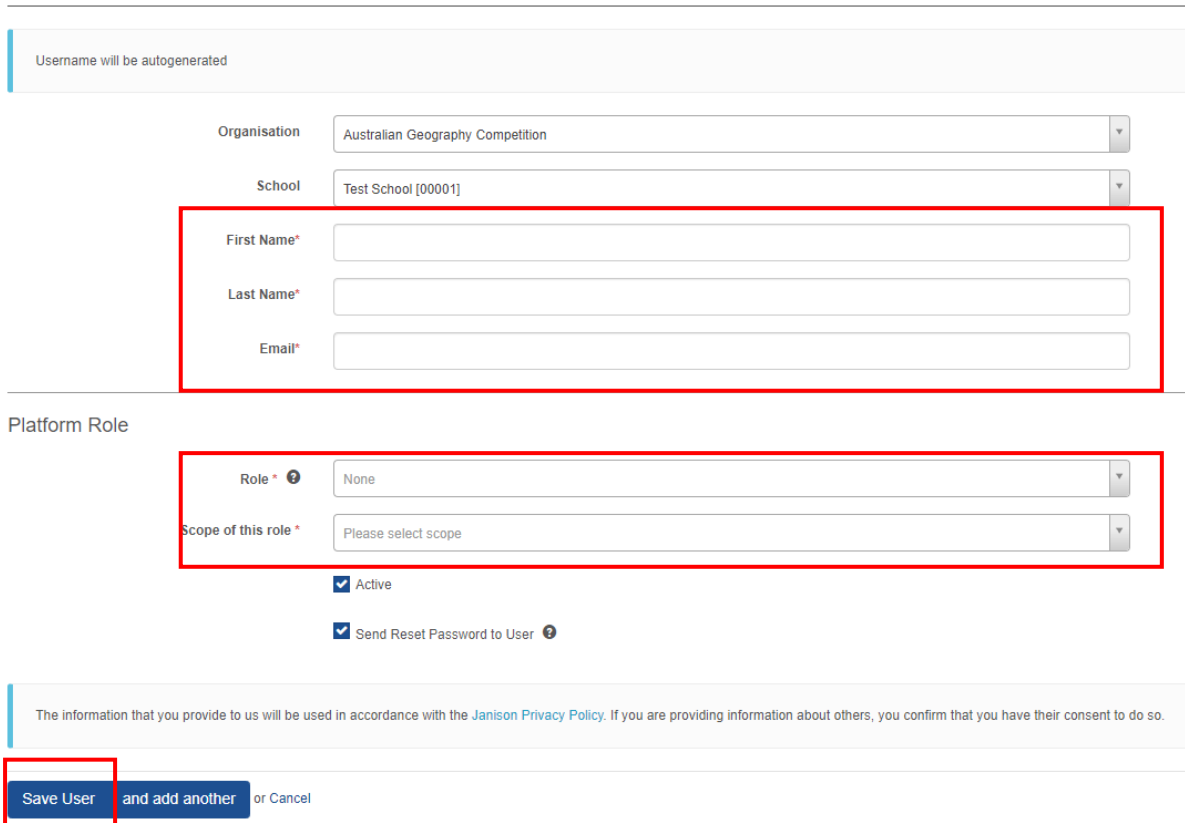


The screenshot shows the 'Users' management page. At the top right, there is a blue 'Add User' button highlighted with a red box. Below it is a search bar with the placeholder text 'Search for Names, Email or Username' and a 'Restore your previous search' link. There are two tabs: 'Active (5)' and 'Inactive (1)'. Below the tabs is a table with columns for 'Name', 'Username', 'Email', and 'Created'. A checkbox is visible on the left side of the table.

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



The 'New User' form is shown. At the top, it says 'Username will be autogenerated'. Below this are two dropdown menus: 'Organisation' (set to 'Australian Geography Competition') and 'School' (set to 'Test School [00001]'). A red box highlights the 'First Name\*', 'Last Name\*', and 'Email\*' input fields. Below these is the 'Platform Role' section, which includes a 'Role \*' dropdown (set to 'None') and a 'Scope of this role \*' dropdown (set to 'Please select scope'). Below the dropdowns are two checked checkboxes: 'Active' and 'Send Reset Password to User'. At the bottom, there is a blue 'Save User' button highlighted with a red box, followed by 'and add another' and 'or Cancel'. A privacy policy notice is visible at the bottom of the form.

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](mailto: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 ([agccoordinator@rgsq.org.au](mailto:agccoordinator@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.