



Staff field descriptions

As a site leader, you can either invite staff individually or in bulk using 'Staff' > 'Invite staff'. When inviting staff individually, you will enter their email address and they will then receive an invitation to complete their details and be added to the system. When adding your details or if you need to 'edit' staff, the field descriptions are listed below. Fields marked with an asterisk are 'required' fields to be completed. Please note that you will not be able to view or edit 'First Nations status' or 'Staff Accessibility requirements' fields for staff other than yourself.

Family name	Staff member's family name. Spaces are allowed.
Given name	Staff member's given name(s). Spaces are allowed.
Email*	Staff member's unique work email address (generic email addresses are not allowed)
Username*	Staff members unique personal email address, all in lowercase. Must not contain apostrophes (') or spaces.
Password*	13 or more of any combination of numbers, letters and symbols. Cannot be a commonly used password or have elements of the staff member's name, email or service name.
First Nations status*	Must use exact wording: Aboriginal or Torres Strait Islander or Both or No or Prefer not to answer
Staff Accessibility requirements*	Either 'Yes' or 'No'. If you have any accessibility requirements (for example, mobility or sensory access needs) related to your own use of the Preschool Outcomes Measure national tool or professional learning, please contact preschool.support@acer.org with your requirements.
Highest early childhood qualification*	Must be exact wording: High school or below or Enrolled in Cert III in ECEC (not completed) or Cert III in ECEC or Diploma in ECE or Bachelor of ECE/E or Masters degree or higher or Other or Prefer not to answer
Years of experience as ECEC Teacher/Educator*:	Round up to the closest year e.g.: 1.5 years would be 2 years. Must use exact wording: Less than 1 year or 1 year or 2 years or 3 years or 4 years or 5 years or 6 years or 7 years or 8 years or 9 years or 10 years or more or Prefer not to answer
Aboriginal or Torres Strait Islander origin	'Yes' or 'No' or 'Information not available'. Indigenous status.
Staff role*	Preschool Teachers and Educators
Tags	Please leave blank
Is main system admin*	No' for all staff except for the 'main' site leader who is 'Yes'