



Data entry instructions

Non-government schools

This procedure provides instructions on:

- Preparation for data entry
- Accessing the data entry system
- Entering total school enrolment numbers
- Entering data for new and existing students who have completed the Premier's *be active* Challenge (PbaC)
- Printing data reports.

You do not need to send student records or systems reports to the Department for Education.

If you have any issues with data entry, please contact Education.PbaC@sa.gov.au.

Preparation for data entry

Before you can begin entering student data, you will need:

- a school **EdPass account**. The username and password will be emailed from Education.PbaC@sa.gov.au to the school PbaC contact before the beginning of term 3

If you do not have an EdPass account, you will need to follow the procedure outlined in [Non-Government School – EdPass Account Setup Instructions](#).

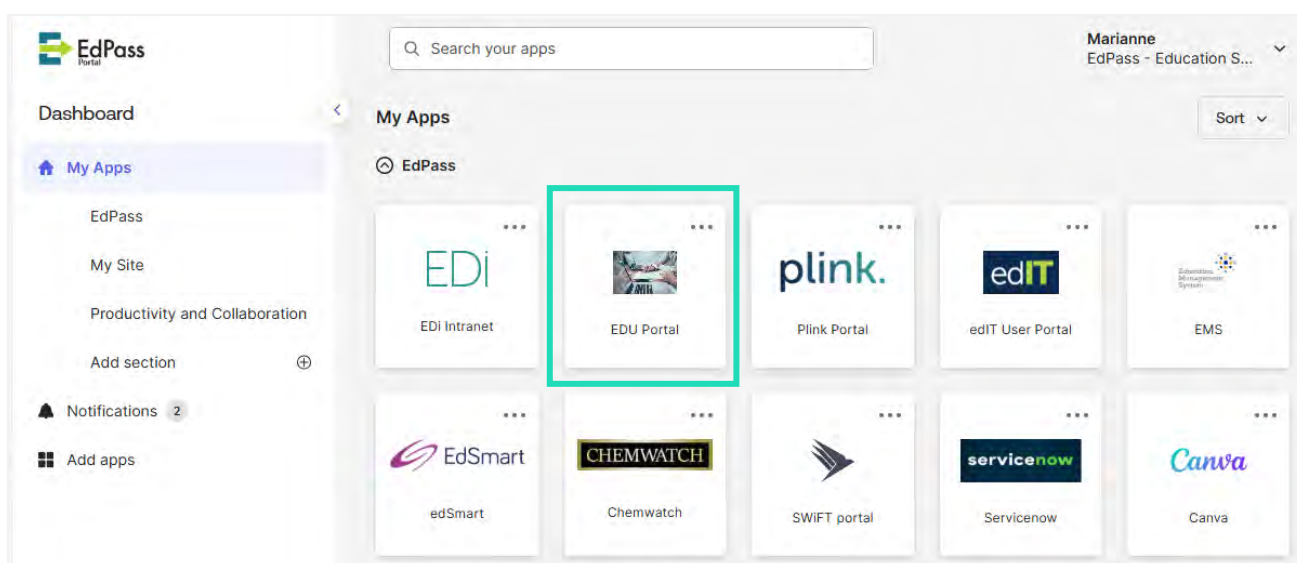
- **multifactor authentication (MFA)** using either an authenticator app on a mobile phone or SMS authentication

If you have not yet set up multifactor authentication for your EdPass account, you will need to follow the procedure outlined in [Non-Government School – EdPass MFA Setup Instructions](#).

- the following information:
 - the **total number of students enrolled in the school** and the **total number of students in each year level group: R to year 2, Years 3 to 5, Years 6 to 9, and Years 10 to 12**
 - the date of birth for new students
 - the previous school for any students transferring from another school
 - completed **Student Records** for students who have completed the Challenge.

Accessing the data entry system

1. Open the Premier's *be active* Challenge website <http://www.pbac.sa.edu.au>.
2. Click on **Staff & Teachers** at the top of the web page.
3. Using the green menu buttons (on the right side of a desktop monitor or at the bottom of a laptop screen), click on **Data Entry For Schools**.
4. Again, using the green menu buttons, click on **Non-Government School Data Entry**.
5. Then click on **Edu Portal for Non-Government School**. This will take you to your **EdPass Dashboard**.



6. Click on the **EDU Portal** tile.

You can head straight to Edu Portal website using the following URL

<https://www.eduportal.sa.edu.au>.

Bookmark the website once you get there or **Add to Favorites**. You will be accessing this website many times to enter all students' data!

7. The first time you try to log in to **EDU Portal** you will be prompted to set up security questions for the account and accept the **User Agreement**. These prompts may come up again periodically, particularly if it has been a long time since you last accessed the account.

Respond to the questions and then click **Save**.

My Password Reset Questions

- You can reset your own password later using the [Self-Service Password Reset](#) service by using the answers you provide to the questions below.
- Note: You can also reset your own password using your mobile number recorded on the My Profile screen.
- Please choose answers that you will remember easily.
- Do not include abbreviations or punctuation unless you will recall it later.
- Please do **NOT** tell anyone else the answers to your questions.
- No one from the department, including the ICT Service Desk, will ever ask you to disclose your answers.
- Please note: Your saved answers will not be shown below. Once entered they are treated like passwords and will not be displayed anywhere. You can re-enter new answers via this screen.

Question 1:

Question 2:

Question 3:

My Identity Information

- When you contact ICT services you may be asked to verify your identity using the answers supplied below.
- Your answers **WILL** be visible to the ICT Service Desk staff taking your call so only provide personal identification information that you are comfortable sharing.
- Please provide information for all three of the identity verification points below.
- You can re-enter new answers via this screen at any time.

Identity Info 1:

Identity Info 2:

Identity Info 3:

The wording of the **User Agreement** is aimed at department employees. If a User Agreement pops up, you will need to click **I Accept** to continue to data entry.

User Agreement

The use of Education ICT resources is governed by Education and Government policies. These policies are in place to protect Education information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

By your use of the Education portal and associated applications you are agreeing to adhere to the requirements of this user agreement.

As a user of the Education portal you must:

1. Understand and adhere to the requirements of the Education ICT Security Policy.
2. Understand you are responsible for any actions undertaken under your login account.
3. Protect your login details from unauthorised use by:
 - o Not disclosing your password to anyone else;
 - o Taking adequate steps to protect your password;
 - o Not allowing anyone else to use your login account.
4. Follow the directions of ICT Services relating to your use of Education ICT facilities.
5. Not attempt to gain access to information for which you are not authorised.
6. Understand and adhere to the [Employee Code of Ethics](#).
7. **Understand** that personal information on this Education portal and associated applications must be kept confidential and only used for the purpose it was collected or for a purpose incidental to or connected with that purpose and **adhere** to its use in accordance with the [Information Privacy Principles Instruction](#) of the Government.
8. **Understand** and **adhere** to the requirements of the [Department for Education Policy - Information Management](#)

Violations of this user agreement, depending on severity and nature, may result in reprimand, loss of access privileges, termination of employment or other appropriate disciplinary action.

The Department for Education reserves the right to monitor your use of the Education Portal and associated applications, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

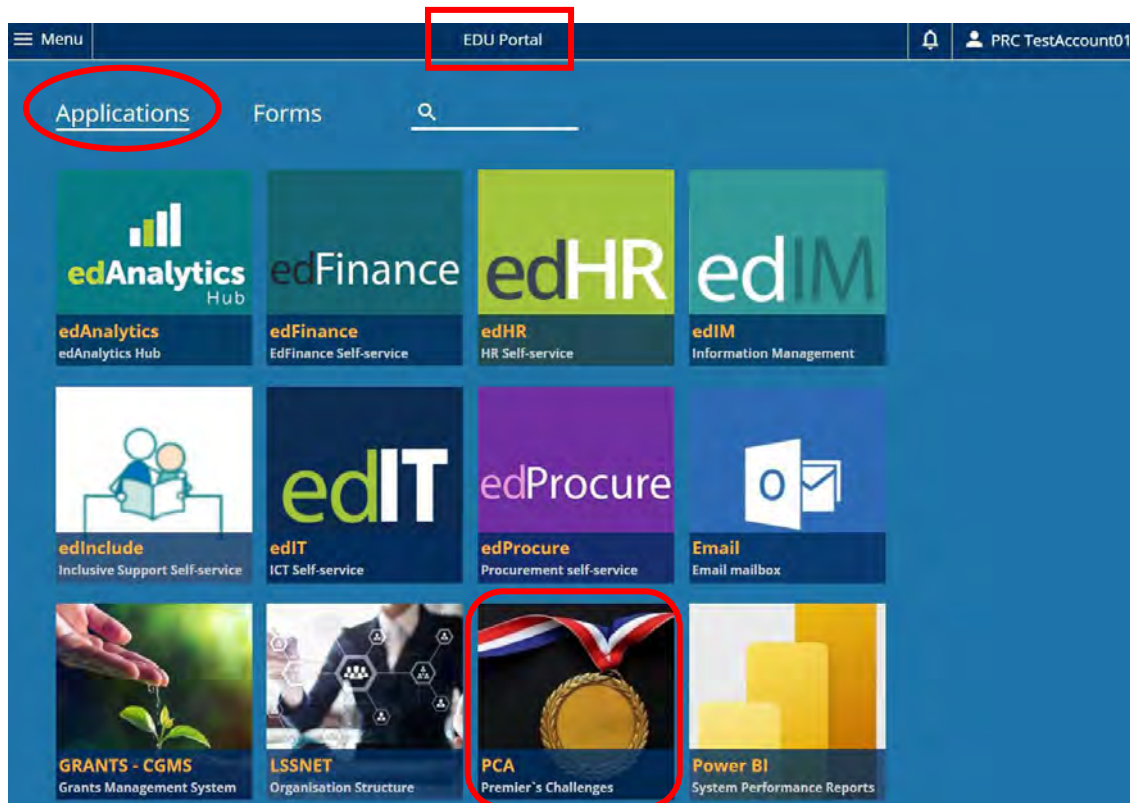
I Accept I Do Not Accept

You will need to click **Save** and **I Accept** each time these prompts appear.

The next time you login, you may be prompted to enter your **multifactor verification code (MFA)** and then click the **Verify**. By choosing **Do not challenge me on this device for the next 7 days**, you may not require MFA verification every time you login.

You will then be directed to the **EDU Portal** landing page.

8. Click on the Premier's Challenges Administration (PCA) system under the Applications tab: **PCA Premier's Challenges**.



9. Click on **Menu** in the blue bar at the top of the Welcome screen, then click on **Non-Government > Non-Government Schools**.



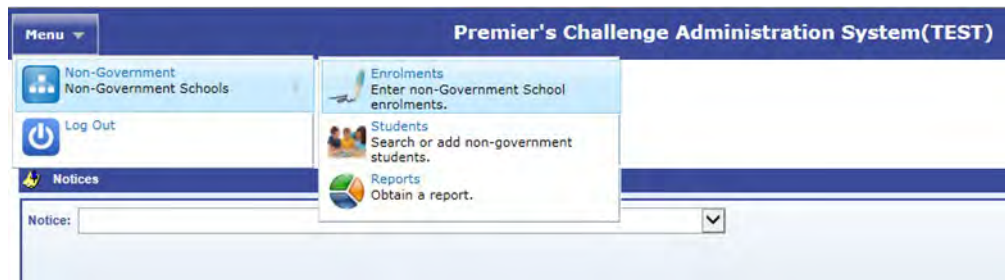
10. This will open a drop-down menu with three options:

- Enrolments
- Students
- Reports.

You will need to enter data for all three of these options.

Enrolments

1. Select **Enrolments** from the drop-down menu.



2. Your school should already be listed in the drop-down list next to "School". You will **not** be able to see any other site names.

Total School Enrolments - Reception to Year 12

Select a school from the drop down list to view/edit the school's total enrolment figures

School:

Enter Total School Enrolments

Please enter the total numbers of students enrolled at your school in the following four bands. This is **not** the number of students who completed the Premier's Challenges this year, but the **total** enrolments in your school.

Total School Enrolments for Reception to Year 12 must be entered before any Existing or New Student lists are available.

Years R-2	<input type="text" value="20"/>	Years 3-5	<input type="text" value="20"/>	Years 6-9	<input type="text" value="20"/>	Total R-9	<input type="text" value="60"/>
		Years 10-12	<input type="text" value="10"/>	Total R-12	<input type="text" value="70"/>		

3. **Enter total school enrolment numbers** for each year level group: Years R-2, Years 3-5, Years 6-9 and Years 10-12, **not** just the number of students who completed the Challenge. For example, if you have 50 students in a particular year level group, and 45 students complete the Challenge, enter **50** for Total School Enrolments for that year level.
 - Include Mid-Year Intake Reception students in the Years R-2 enrolment number.
 - Enter enrolment numbers for all year level groups, regardless of which year levels complete the Challenge.
 - Enter numbers for all year level groups, regardless of which year levels your school offers. For example, if you are an R to 6 school, enter enrolment figures for Years R-2, Years 3-5 and Years 6-9 and enter "0" for Years 10-12.
 - Special schools or schools with special classes should include students in those classes in the approximate equivalent year level for their learning ability. For example, a 10-year-old in a special class at a Year 2 learning ability should be included in the enrolment number for Years R-2.
4. Click on **Save** near the bottom right of the screen to return to the Welcome screen.

Students

Summary of data-entry process

There are four main steps to entering student information shown on this page. Go to the next page for a comprehensive guide to each of these four steps.

In short:

STEP 1: Select students

Select the previous year (or “All Prev Reg Years”) from the drop-down menu for “Registration Year” and then select all students who have completed the Challenge in the current year. Save these students to the current year by clicking on **Mark completed for PBAC**.

STEP 2: Check for missing students

Check for missing students by:

- reviewing students also previously enrolled in the Premier’s *be active* Challenge (PBAC) using the drop-down menu for “Challenge Type”, selecting the students you are missing, and clicking on **Mark completed for PBAC**
- searching the database by filling in “Additional Search Criteria”, selecting the students you are missing, and clicking on **Mark completed for PBAC**
- selecting “All previous years” from the “Registration Year” drop-down menu, selecting any students you are missing, and clicking on **Mark completed for PBAC**.

If you cannot find all missing students by searching the database in these ways, you will need to add them to the database as **new students**. You must exhaust all searches before creating a new record for missing students to avoid duplicating student data.

STEP 3: Add new students

Add any remaining students to the database by selecting the current year from the drop-down menu for “Registration Year” and clicking on **Add New Student**. Complete student details in the window that comes up and select **Save**.

STEP 4: Check student data

While still in the current year, check student data against enrolment records, make any changes necessary and click on **Save Changes**.

You can make changes to student data up until the closing date, which is the last day of week 10 in term 3 of the current year.

If you discover errors in your data after the closing date, please contact Education.PbaC@sa.gov.au.

To avoid losing student data, click on **Mark completed for PBAC** frequently during data entry, for example:

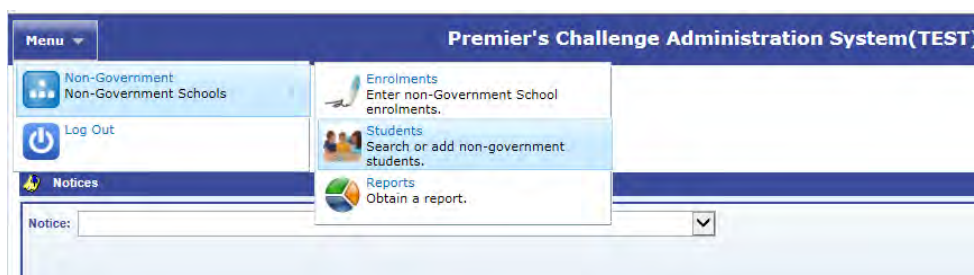
- after entering data for approximately 20 students
- before you leave your computer even for a few minutes.

Once you have clicked on **Mark completed for PBAC**, the names of selected students will be added to the list for the current year and will no longer appear in the list for previous years. You can check that students have been added to the current year by selecting “Current Year” from the drop-down menu for “Registration Year” or by running a report.

Step by step data-entry process

STEP 1: Select students

Click on **Menu** in the blue bar at the top of the Welcome screen, then click on **Non-Government** and select **Students** from the drop-down menu.



This screen provides access to the Premier's Challenge Administration (PCA) system which lists all students previously enrolled for your school in either the Premier's Reading Challenge or the Premier's *be active* Challenge.

1. Click on the drop-down box for "Challenge Type" (a) and select **PBAC**. This filters the list of students to show only students who are registered for the Premier's *be active* Challenge. The top of the screen should show an orange **PbaC**.

Existing Participants a **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School: Home Care Plus b Registration Year: 2026 c Show completed students from PRC as well

Additional Search Criteria

Given Names: Last Name: DOB: Gender: Year Level: Go Clear

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Jane	dane	10 Weeks	1/01/2018	N	U	12	d	2026	12
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2019	N	U	10		2026	10
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2020	N	U	10		2026	10
<input type="checkbox"/>	john	doe	4 Weeks	1/01/2023	N	U	04		2026	04
<input type="checkbox"/>	John	Doe	10 Weeks	1/01/2024	N	U	RE		2026	RE
<input type="checkbox"/>	john	j	4 Weeks	1/01/2020	N	U	01		2026	01

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- Check that the "School" (b) is your site and the "Registration Year" (c) is the **previous year** (for example, for 2026, you need to select 2025 as the Registration Year before selecting the students who completed in 2026).
- The student names are listed in alphabetical order by surname but can be sorted by "Current Year Level" or "Roll Class" (d) by hovering over the column heading until the cursor turns into a hand, then clicking.
- The list of students may include the names of students who have moved to another school. **Do not delete these students**; this will erase their history and result in the incorrect award being presented to these students at their new school.
- If your school has not participated in the Challenge before, there will be no students listed on this page. Proceed to **STEP 3: Add new students**.

- Click on the box in the “Selected” column to the left of the name of any student who has completed the Challenge for the current year. This will add a tick to the box in this column. If you make an error, the tick can be removed by clicking on the box again.

Menu Premier's Challenge Administration System (TEST 83)

Existing Participants **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School: Home Care Plus Registration Year: 2026 Show completed students from PRC as well

Additional Search Criteria
 Given Names: Last Name: DOB: Gender: Year Level:

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Jane	dane	10 Weeks	1/01/2018	N	U	12		2026	12
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2019	N	U	10		2026	10
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2020	N	U	10		2026	10
<input type="checkbox"/>	john	doe	4 Weeks	1/01/2023	N	U	04		2026	04
<input type="checkbox"/>	John	Doe	10 Weeks	1/01/2024	N	U	RE		2026	RE
<input type="checkbox"/>	john	j	4 Weeks	1/01/2020	N	U	01		2026	01
6 Participants										

- Select the number of weeks the students have completed the Challenge. Click the **Number Of Weeks** column and a text box will appear. Choose the number of weeks the student has completed the Challenge from the drop-down list, either **4 Weeks**, **10 Weeks** or **20 Weeks**. The number of weeks will appear next to the student.

- If you would like your lists of awards to be sorted in roll or class groups rather than year levels, enter “Roll Class” groups.

- After ticking the box in the “Selected” column, click in the “Roll Class” column. A text box will appear.
- Enter the roll number or class code in the text box. The roll class code can be any combination of up to 5 letters and numbers. It will be saved when you click on the next student.

This is not mandatory, but it may save a lot of sorting time when the awards for your school arrive.

For students in special needs classes, please enter “SPEC” or something that makes sense to you in the “Roll Class” column, not the year level.

Menu Premier's Challenge Administration System (TEST 83)

Existing Participants **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

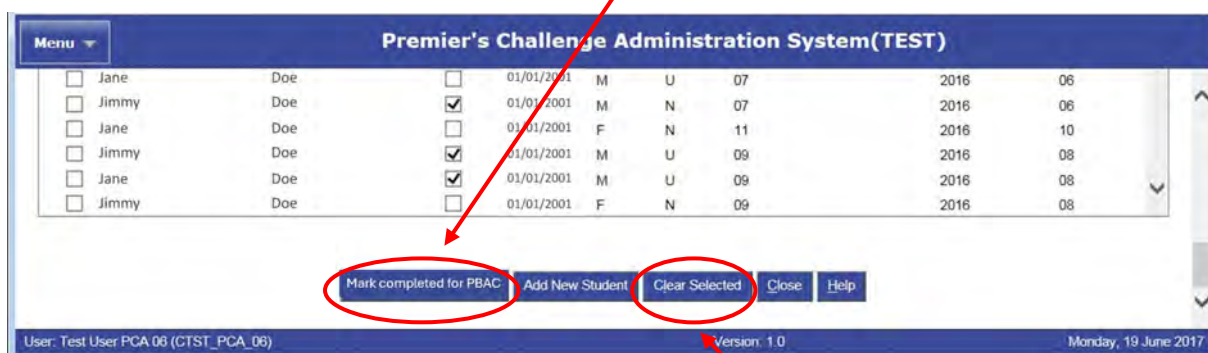
School: Home Care Plus Registration Year: 2026 Show completed students from PRC as well

Additional Search Criteria
 Given Names: Last Name: DOB: Gender: Year Level:

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Jane	dane	10 Weeks	1/01/2018	N	U	12		2026	12
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2019	N	U	10		2026	10
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2020	N	U	10		2026	10
<input type="checkbox"/>	john	doe	4 Weeks	1/01/2023	N	U	04		2026	04
<input type="checkbox"/>	John	Doe	10 Weeks	1/01/2024	N	U	RE		2026	RE
<input type="checkbox"/>	john	j	4 Weeks	1/01/2020	N	U	01		2026	01
6 Participants										

If you need to edit a student’s current year level, click in the “Current Year Level” column beside the student’s name and select the correct year level. Note, there is an option in the drop-down menu for “Current Year Level” for Mid-Year Intake Reception students (MYI).

To save your data before moving onto the next class, click on **Mark completed for PBAC** at the bottom of the screen. Then click on **OK** in the pop-up window. Ensure you check student details and edit where necessary *before* you click on **Mark completed for PBAC**.

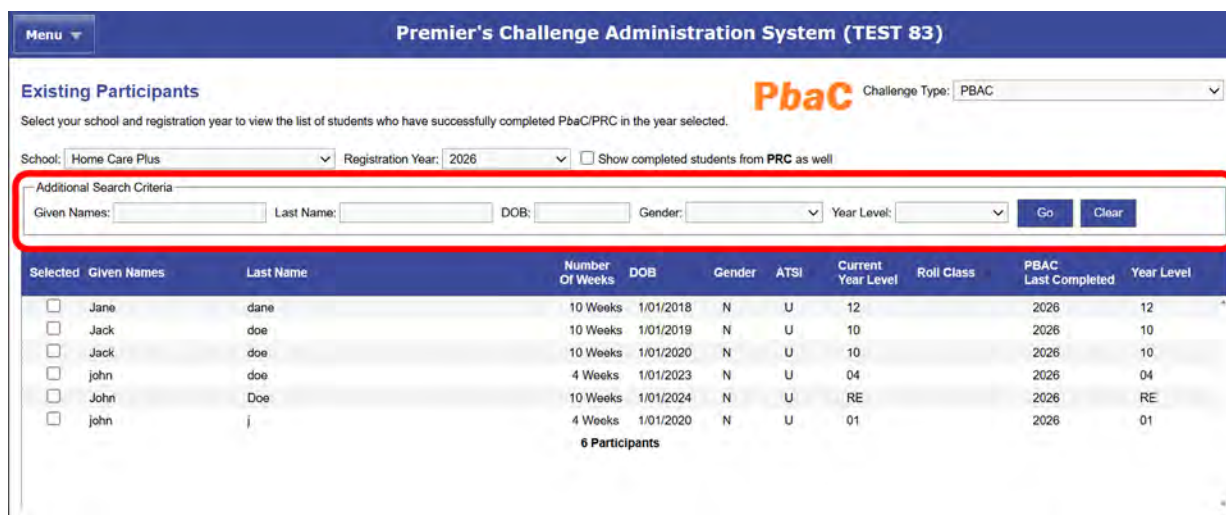


To clear all selected students and start again, click on **Clear Selected** at the bottom of the screen.

STEP 2: Missing students

If you cannot find students in the list of students who completed last year’s PBAC, try each of the following methods to identify them in the system.

1. Students who are not on the PBAC list may have completed the Premier’s Reading Challenge (PRC) the previous year but not the PBAC. Tick “Show completed students from **PRC** as well” to check if a missing student is on this list.
2. You can search for students using “Additional Search Criteria”. Enter the student’s first name, last name, date of birth (DOB), gender and year level. Then click on **Go**.
3. Select “All Previous Years” from the “Registration Year” drop-down menu.

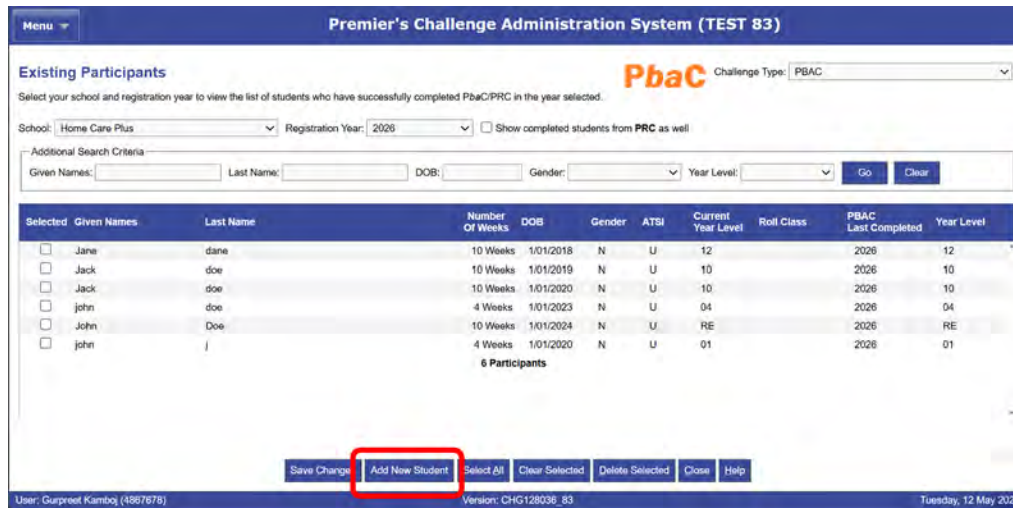


If these options do not identify all missing students, you will have to add them as “new” students. Proceed to **STEP3: Add new students**.

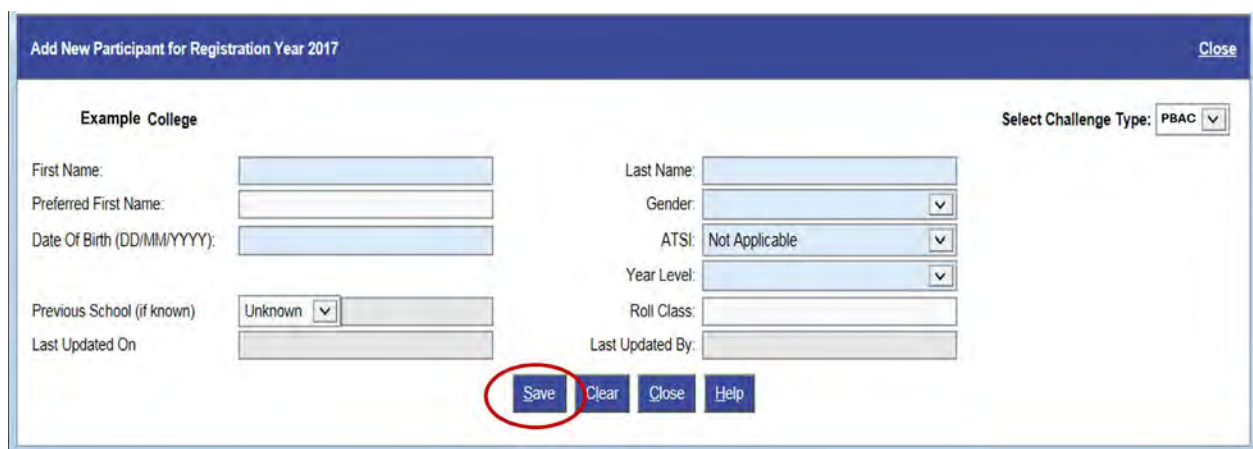
STEP 3: Add new students

Students who are new to the school or new to either the Premier’s Reading Challenge or the Premier’s *be active* Challenge (PBAC), must be added to the database. If you believe students should already be in the database, please try the three options listed in **STEP 2: Missing students**, before adding new students to the system.

1. Select the current year from the drop-down menu for “Registration Year”.
2. Click on **Add New Student** at the bottom of the screen, which will bring up a screen entitled, “Add New Participant for Registration Year 20XX”:



3. Enter the information required to register a new student. The blue boxes are mandatory.



- a. Enter first name and last name. If a student is normally known by another name, enter this name in “Preferred First Name”. It is not appropriate to put nicknames in this box.
Entering a preferred first name will change the student’s name on the list of participants and their certificate, but the records will still show their given name.
- b. Enter the date of birth using the pop-up calendar.
- c. Click the number of weeks the student has completed the Challenge from the drop-down menu, either **4 Weeks**, **10 Weeks** or **20 Weeks**.
- d. Where applicable, use the drop-down menu to identify a “Previous School (if known)” if the student has come from another school. If the previous school is known, the adjacent box, for entering the name of the previous school, becomes a mandatory field.
- e. Use the drop-down menu to enter the student’s gender.

- f. Use the drop-down menu to add in the year level, remembering to use the MYI code for Mid-Year Intake Reception students.
 - g. Add in the roll class code if you would like your lists of awards to be sorted into roll or class groups rather than year levels. The roll class code can be any combination of up to 5 letters and numbers.
 - h. “Last Updated On” and “Last Updated By” fields are not mandatory but may be helpful for your records.
 - i. Check your data entry and click on **Save**.
4. Repeat steps 2 and 3 until you have added in all new students. These students will now appear in the list of students **for the current year**.

Mid-Year Intake (MYI) Reception Students

Students who join Reception in the middle of the year will receive a certificate – not a bronze medal. All full year Reception students who commence the Challenge will receive a bronze medal. When entering the MYI students into the system, you should select Mid-Year Intake as their “Year Level”.

In reports where students are grouped, Mid-Year Intake students will be part of the R to 2 group.

5. With “Registration Year” set to the current year, mark or enter students as having completed the Challenge by ticking the box in the “Selected” column to the left of the student’s name. The tick can be removed by clicking on the box a second time.

Existing Participants **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School: Home Care Plus Registration Year: 2026 Show completed students from PRC as well

Additional Search Criteria
 Given Names: Last Name: DOB: Gender: Year Level:

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Jane	dane	10 Weeks	1/01/2018	N	U	12		2026	12
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2019	N	U	10		2026	10
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2020	N	U	10		2026	10
<input type="checkbox"/>	john	doe	4 Weeks	1/01/2023	N	U	04		2026	04
<input type="checkbox"/>	John	Doe	10 Weeks	1/01/2024	N	U	RE		2026	RE
<input type="checkbox"/>	john	j	4 Weeks	1/01/2020	N	U	01		2026	01

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6. Save your data before moving to the next class by clicking on **Mark completed for PBAC** at the bottom of the screen. Then click **OK** in the pop-up window.

Mark Completed for PBAC A: 1 New Student

User: Test User PCA 06 (CTST_PCA_06) Version: 1.0 Monday, 19 June 2017

STEP 4: Check student data

1. Change the “Registration Year” to the current year and check your list of students to ensure everyone is on the list, and that the names, dates of birth and year levels are identical to the details on enrolment records. If you need to correct anything, tick in the “Selected” column next to the student’s name and:
 - to change a student’s name or to add a preferred name, click on their name and make the changes in the pop-up dialog box, then click on **Update**
 - to change a year level, click in the “Current Year Level” column for the student being edited, make the change and click on **Update**
 - to change the roll class, click in the “Roll Class” column and type in the roll class code (up to 5 characters)
 - to change the number of weeks, click the corresponding box in the “Number of Weeks” column to select **4 Weeks**, **10 Weeks** or **20 Weeks**.

Click on **Save Changes** at the bottom of the screen. A pop-up window will show how many student’s details were updated. Click on **OK**.

Email Education.PbaC@sa.gov.au if you have any difficulties entering student data.

2. Removing students from the current year’s challenge
 - a. If you need to remove students from the current year’s challenge, click on **Menu** and then **Non-Government**, then **Students**.



- b. Check that you have the correct “Challenge Type” (1).
- c. Choose the current year from the “Registration Year” drop-down menu (2) to display all students who have been selected as having completed the challenge for this year.
- d. Click on the box in the “Selected” column (3), to the left of the name of the student or students who you want to remove from this year’s challenge.
- e. Click on Delete Selected (4) at the bottom of the screen to remove these students from the Challenge. This will not affect the student’s records in the other Premier’s Challenge or in previous years.

- f. A pop-up message will appear. Click on **No** to stop the deletion process. Click on **OK** to remove the selected students from the current year's Challenge.

Premier's Challenge Administration System (TEST 83)

Existing Participants 1 **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School: Home Care Plus Registration Year: 2026 2 Show completed students from PRC as well

Additional Search Criteria

Given Names: Last Name: DOB: Gender: Year Level: Go Clear

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Jane	dane	10 Weeks	1/01/2018	N	U	12		2026	12
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2019	N	U	10		2026	10
<input type="checkbox"/>	Jack	doe	10 Weeks	1/01/2020	N	U	10		2026	10
<input type="checkbox"/>	john	doe	4 Weeks	1/01/2023	N	U	04		2026	04
<input type="checkbox"/>	John	Doe	10 Weeks	1/01/2024	N	U	RE		2026	RE
<input type="checkbox"/>	john	j	4 Weeks	1/01/2020	N	U	01		2026	01
6 Participants										

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Save Changes Add New Student Select All Clear Selected Delete Selected Close Help

User: Gurpreet Kamboj (4867678) Version: CHG128036_83 Tuesday, 12 May 2026

Reports

View and print reports on the numbers of new and existing students involved in the Challenge for the current year to confirm whether your data entry has been successful.

1. Click on **Menu** and then **Non-Government**, then **Reports**.



2. Ensure the "Challenge Type" is "PBAC".
3. There are three types of reports in the drop-down menu for "Report Type".

Student Participation By Status

This report lists all students who have completed the Challenge in the current year, grouped as New Participants or Existing Participants.

Student Participation By Year Level

This report lists all students who have completed the Challenge in the current year, grouped by year level and listed in alphabetical order.

Student Participation By Roll Class

This report lists all students who have completed the Challenge in the current year, grouped by class and listed in alphabetical order.

Select each report using the "Report Type" drop-down menu and then click on **Run Report**.



We recommend you save all reports on your computer as an Excel or PDF file, using the buttons in the top right-hand corner of the screen. Alternatively, you can print all reports directly from the page.

You are not required to send student records or system reports to the Department for Education.

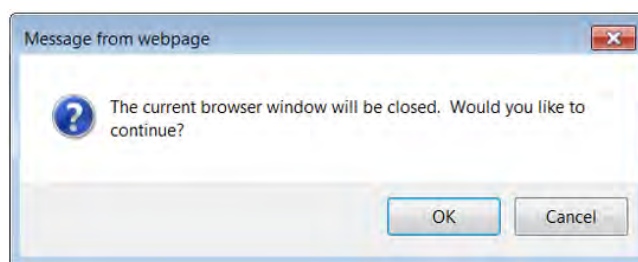
If you notice any errors in the data and you are unable to correct them, email changes to Education.PbaC@sa.gov.au.

Reports will list awards as entered. Students who are completing the Challenge at your school for the first time will be listed as getting a bronze medal until the PbaC Administrator manually merges their records with any past records in the system.

Closing the system

When you have finished using the database, close the system in the following way:

1. Click on MENU.
2. Click on **Log Out**.
3. The following message will pop up:
4. Click on **OK**.
5. Click on **LOG OUT** (in the top right-hand corner) to close the application portal.
6. A dialogue box will ask if you want to close the browser window: click on **OK**.



The window will then close, and you will be logged off.

You can return to the database and enter more data at any time.

Thank you for entering your Premier's *be active* Challenge data.

Awards are scheduled to arrive at your school during PE Week.