



Australian Government

Department of Education

Department of Human Services

Transition to PRODA for TCSI

Phase 3: Complete

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What is the purpose of this document?

This document provides instructions for completing Phase 3 of PRODA on boarding, and is about finalising your PRODA set-up so that you can connect to TCSI on behalf of your organisation.



Before you continue, make sure that:

- You have completed Phase 2: Register
- You are the PRODA Director for your organisation in PRODA, or were added as a Member of the organisation and delegated the appropriate attribute in Phase 2.

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Phase 3: Complete

Follow the steps below to complete Phase 3 of PRODA set-up. You must be a Member of the organisation in PRODA with the 'Service-Link-Management' attribute.

1 Link your organisation to the TCSI service

This lets you and members added to your organisation in PRODA to access TCSI services, including: TCSI Data Entry, TCSI Analytics and myHELPbalances, as well as TCSI APIs. It may take up-to 24 hours before your organisation is linked to the TCSI service.

a. Log-in to your PRODA account by navigating to <https://proda.humanservices.gov.au/>



b. Select "Organisations" located in the top right of the screen.



c. Select the organisation from the list of organisations you are a member of.

My Organisations

You're a member of the organisations listed below.

Click on the organisation to:

- view the organisation's details
- manage the organisation's details
- add (or remove) the organisation's members
- add subsidiary organisations (to parent organisations only)

Name	ABN	Organisation Status	Subj Status
Tertiary	ABN 83 645 744 370	Active	Enabled / Active

e. Select "Tertiary Collection of Student Information" and click the "Add Service Provider" button. service.



d. Expand the "Service Provider" dropdown, and click "Add Service Provider"



f. Select "Services" located in the top right of the screen then click the TCSI Support tile under "Available Services". Follow the onscreen prompts.

Important: You can now add TCSI roles for each member within your PRODA organisation. Go to [TCSI Provider Webinar for 4 March 2020](#) for further information.

You can now click on the "TCSI Support" tile to access TCSI Analytics, TCSI Data Entry and myHELPbalances.

Important: Wait 24 hours before you start using the TCSI Data Entry service. Functionality will be limited during this period; OR

If you are using Student Management Software to report through APIs, continue on the next page.

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Create a Software Instance/B2B Device (optional)

You must be a Member of the organisation in PRODA with the 'Device-Management' attribute.

2 If your organisation is using Student Management Software (SMS) to report through APIs, follow the instructions below to set-up up your Software Instance in PRODA to connect to TCSI.

a. Select "Organisations" located in the top right of the screen.



b. Select your organisation from the list of organisations.

My Organisations

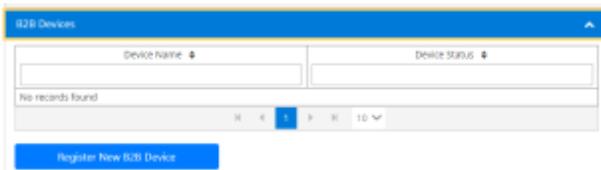
You're a member of the organisations listed below.

Click on the organisation for:

- view the organisation's details
- manage the organisation's devices
- add or remove the organisation's members
- add subsidiary organisations (for parent organisations only)

Name	ABN	Organisation Status	Sub-Status
TCSI	62N 60 642 744 370	Active	Device: Active

c. Expand the "B2B Device" dropdown, and click "Register new B2B Device"



d. Enter a unique name for your device, and a description (optional) and click "Register Device"

Register New B2B Device

Generate a Device Activation Code for a new device.

This process is in two parts:

1. Use the form below to enter a new, unique name for the device. Make sure this name is descriptive enough for you to recognise the location of the device easily.
2. Once submitted, copy the code and provide it to the software or application requesting it. **Misses or loss of this code can have consequences.**

Please enter the name of the Business To-Business Device that you wish to register for your organisation below.

The Device Name must be unique within the organisation.

Device Name: TCSI Device

Description (Optional): My device for TCSI

Back Register Device

e. A unique Device Activation Code will display on-screen and is **valid for 7 days**.

Safely record this code as it is not stored and will need to be entered into your SMS to activate it.

Register New B2B Device

Generate a Device Activation Code for a new device.

This process is in two parts:

1. Use the form below to enter a new, unique name for the device. Make sure this name is descriptive enough for you to recognise the location of the device easily.
2. Once submitted, copy the code and provide it to the software or application requesting it. **Misses or loss of this code can have consequences.**

Device Activation Code

Write down this Device Activation Code and use in your medical management software.



Back View Device Details

f. Provide your device activation information⁷ to your Software Developer, or enter it into the appropriate screen in your software (you may need to ask your developer how to do this). Phase 3 is now complete.

If you have provided details of your B2B device to your developer, wait for them to confirm they have finished setting up your SMS to authenticate through PRODA. Once this is confirmed, you can then begin accessing TCSI in "read-only" mode.

Please note: Once your software is activated it will remain active for a period of 6 months. You will need to generate a Device Activation Code for your B2B device and enter it into your SMS every 6 months (refer to FAQs).

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Frequently Asked Questions.

1. How do I renew the activation period of the B2B device?

You can generate a new Device Access Code (before the device expires) by:

1. Navigating to your Organisation in PRODA.
2. Expanding the “B2B Devices” section, and clicking on the device name.
3. Clicking “Disable B2B Device” under “Device Management”, and clicking “Yes” in the prompt that appears.
4. Navigating back to the “B2B Devices” section, and clicking on the (now disabled) device name.
5. Clicking “Generate New Code” under “Device Management”, and clicking “Yes” in the prompt that appears.

Please note: The unique “Device Activation Code” (DAC) will display on screen and is valid for 7 days. If it expires, you will need to follow FAQs question “3. How do I reactivate an expired B2B device”.

2. Why does my B2B Device expire every 6 months?

Your B2B device is designed to expire every 6 months as a security measure to help ensure that your Student Management Software has continued authorisation from you to authenticate through your PRODA Organisation.

You can disable the device at any time before the 6 months expires by generating a new “Device Activation Code” (DAC). This will allow you to renew the device for another 6 months.

3. How do I reactivate an expired B2B device?

You can generate a new Device Access Code (for an expired device) by:

1. Navigating to your Organisation in PRODA.
2. Expanding the “B2B Devices” section and clicking on the device name.
3. Clicking “Generate New Code” under “Device Management” and clicking “Yes” in the prompt that appears.

Please note: the unique “Device Activation Code” (DAC) will display on screen and is valid for 7 days. If it expires you will need to repeat this process.

4. How do I remove a B2B Device?

You can remove a B2B device by:

1. Navigating to your Organisation in PRODA.
2. Expanding the “B2B Devices” section and clicking on the device name.
3. Clicking “Remove B2B Device” under “Device Management” and clicking “Yes” in the prompt that appears.

5. Can I delegate the authority to someone else in my organisation to manage my organisation’s B2B devices?

Yes. You can assign the “Device Management” attribute to a member of your PRODA organisation, which will allow them to manage your B2B devices, including generating Device Access Codes. Please refer to “Section 6 – “Add members and delegate authority” in the Phase 2 document for more information.

6. Is my PRODA organisation’s linking to TCSI going to expire?

No. Once you have linked to TCSI Support (see step 1), you will not need to renew your connection.

7. Who can I contact if I have issues with my PRODA registration?

If you require assistance with registration of your Individual PRODA account or Organisation in PRODA, you can contact PRODA Support at proda@humanservices.gov.au or 1800 700 199 (option 1).

If you have any TCSI specific questions, please email TCSISUPPORT@dese.gov.au