# LExICON newsletter – June 2019

This newsletter will be distributed to LExICON administrators to highlight common functions performed in the database and to provide information regarding updates.

LExICON Handbook

The LExICON Handbook has been developed to assist LExICON administrators. The most up to date version is available using the link in the 'Home' screen when you first login.
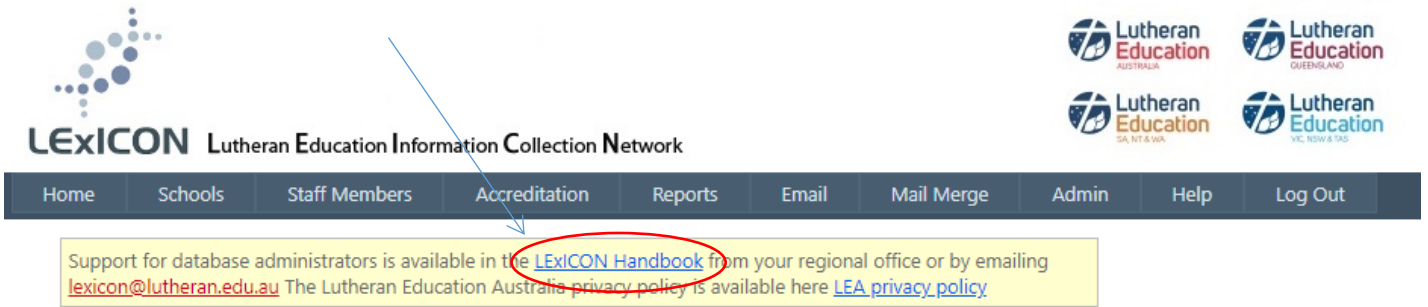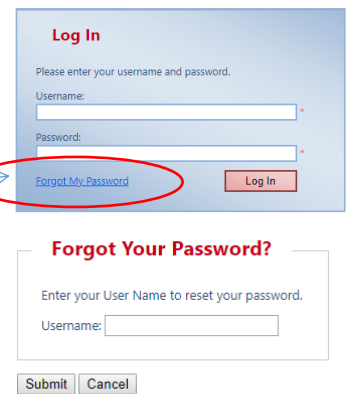

Password reset for LExICON users

LExICON users can now use the 'Forgot My Password' link on the login screen.

Enter your username. An email will then be sent to the address that is linked to the account. Contact lexicon@lutheran.edu.au if you require assistance.
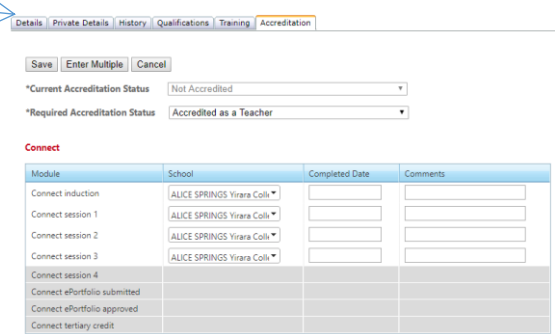
Page 4 of the LExICON handbook provides further information
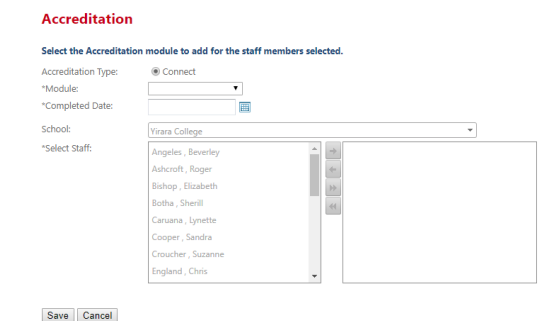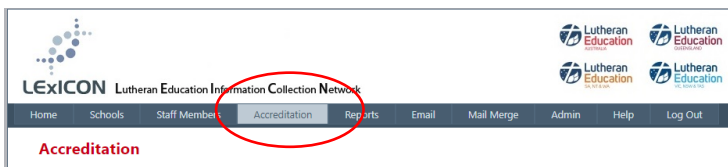
Accreditation data entry

Single staff member entry for accreditation
Locate the individual staff member via your home screen or staff search screen. Enter the date the accreditation module was completed alongside the training name and click save.

Bulk staff member entry for accreditation
Use the accreditation tab to enter bulk session completions.

Page 12 of the LExICON handbook provides further information

Valuing Safe Communities data entry

School administrators are required to enter the face-to-face sessions in to LExICON. The online training (VSC4 initial training module 1 online and VSC4 refresher training) is entered by national administrators.

Training Date	Valuing Safe Communities Training	Due Date	
2/2/2019	VSC4 initial training module 1 online ▼		Delete
	VSC4 initial training module 2 face-to-face ▼	2/4/2019	Delete

Add VSC Training

Page 13-14 of the LExICON handbook provide further information

Qualifications

Within the 'Staff Member Details' you can add a staff member's qualifications within the 'Qualifications' page.

There is a very long list of qualifications available in the drop down menu and if you require any others be added to the list please contact lexicon@lutheran.edu.au

| Details | Private Details | History | Qualifications | Training | Accreditation History | Accreditation | Communication |

Save Cancel

Add Qualification

Save Cancel

Qualification ▼
Institution
Year

Add Cancel

New LExICON administrators

If you have recently become a LExICON administrator and require any assistance, or would like 1:1 training please let us know.

Reminders

School administrators are asked to review their LExICON data regularly to ensure:

a) **new staff** are entered (All teaching and non-teaching staff who are required to complete Valuing Safe Communities training need to be entered in to LExICON. Staff who are employed for more than two terms must do Valuing Safe Communities)
b) **existing staff** are updated in relation to their role, FTE, subjects taught, specialties
c) any old VSC3 face-to-face data or Pathways data can still be entered by national administrators, please email these records through to lexicon@lutheran.edu.au we are here to help!

If you require any assistance or need advice please contact lexicon@lutheran.edu.au or call 08 8267 7318