

South West Grid for Learning Trust
Merlin Learning Platform

SIF Agent Installation Pre-requisites

more
magic,
less
dust



The South West Grid for Learning
is a charitable trust dedicated to
the advancement of education
through information and
communication technologies



SIF Agent

The SWGfL SIF Agent is licensed to schools on an annual basis. Some Local Authorities have purchased licenses on behalf of their schools, to find out arrangements for schools in your area visit: www.gotoourplace.com/myarea

Where a local authority has not arranged to purchase licenses schools can purchase their own via the SWGfL ESI, agents can be ordered and renewed online: www.gotoourplace.com/buysifagent

- I have purchased a licence for an agent or my local authority has purchased a licence on my behalf

Management Information System

The SWGfL SIF agent is currently only available to schools using the following management information systems (MIS) Capita SIMS or Serco CMIS. The agent will be installed directly onto the MIS server. Please refer to the technical settings for specific information.

The MIS must be left switched on and connected to the internet 24/7 whilst the SWGfL configure settings to enable automatic provisioning, access to the communicator tool and the parent engagement toolkit (where appropriate) this may take up to a month. Once the set up is complete the MIS should be left on and connected to the internet wherever possible this will ensure that Merlin receives up to date information.

Merlin makes no modifications to the MIS data, to ensure that the process is smooth please take time to check your MIS data for accuracy.

Once Merlin has been connected to the MIS via SIF accounts will be created for staff, pupils and where applicable parents. Only these accounts will be able to access the Communicator tool and the data displayed within the parental engagement toolkit. Staff and pupil accounts should, where possible, be merged with existing manually created accounts. In order for accounts to merge relevant matching data must be included in the manual account details.

Staff accounts must include a home postcode and pupil accounts must include either a relevant UPN or home postcode.

Where matching data has not been added or is not possible to add later, manually created accounts should be deleted and the new MIS automatically created accounts should be distributed for use. (Please note that usernames remain in the service for 6 months after deletion)

Parent accounts do not merge so any manually created ones will not be able to access relevant online reporting data. New MIS parent accounts should be distributed.

- I have a Capita SIMS or Serco CMIS management information system
- I understand that I should keep the MIS switched on and connected to the internet (where possible)
- I understand that the data held in my MIS needs to be up to date and accurate.
- I have checked existing manually created Merlin accounts and where appropriate added any missing postcodes or UPNs
- I have deleted any existing manually created parent accounts

Terms & Conditions

Schools that wish to link Merlin to their management information system for the transfer of data via SIF will be required to agree to the terms and conditions. The terms and conditions are legally binding and should only be agreed to by or with the agreement of the Head Teacher.

www.gotoourplace.com/sif

- I have read and understood the terms and conditions
- I have read and understood supporting detailed information for the account creation and (where applicable) parental engagement

Technical Settings

The SIF agent can be installed easily on to your SIMS/CMIS server. If you have a centrally hosted SIMS service your service provider will install the agent for you and SWGfL will liaise directly with them to do this.

- The SIMS server has an Internet connection
- The SIMS server being in a location where it can be left on overnight and connected to the Internet
- SIMS server has .NET 3.5 framework installed
- Internet ports 80, 443, 1935 need to be open

Support

We realise that getting going with some technical wizardry can be daunting, if you need help understanding where to start or working through the process please do not hesitate to contact the team at merlin@swgfl.org.uk we'd be really happy to guide you through. For all technical queries please contact the Merlin service team at support@swgfl.org.uk or tel. 0845 3077870.

The Merlin team have been hand-picked from schools, and organisations who know what schools need. Since its ambitious beginning, Merlin has undergone exciting transformations. We'd like you to get as excited about it as we are.



For more information contact
merlin@swgfl.org.uk

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