

# How to access Student Activity Locator (SAL)

# How to access the SAL

## 1. Create an account

**Student Activity Locator (SAL)**

Use the SAL to record activities and excursions that happen outside school hours or school grounds.

To sign up, click 'Create an account'. Service requests are no longer required to access the SAL. If you have already submitted the request, you do not need to sign up again.

**Login**

**a.** Government school staff login

**b.** Google

**c.** Microsoft

**d.** Login with username

Username

Password

**Login**

[Forgot your password?](#)

[Create an account](#)

[Unsure? Click here to view the guide](#)

## 2. Complete the form

**Student Activity Locator (SAL)**

**School user registration**

\* First Name

\* Last Name

\* Email

\* School Name

Are you a Principal (including Assistant/Deputy/Acting) or admin staff?  No

**Register**

[Back to login](#)

[Unsure? Click here to view the guide](#)

**i** Non-government schools need a nominated approver who can grant future access requests. Select yes if you are in a role that can grant these requests. Government school users do not need to answer this question.

## 4. Log in using your school email

**a.** Government school staff login

**b.** Google

**c.** Microsoft

**d.** Email

Log in using Government school staff login (a), Google (b), Microsoft (c) or the username and password in your email (d).

## 3. Check your email to verify your account

You will receive an email when your request has been approved. If you are a government school user or a nominated approver, your request will be sent to the department for review. If you are a non-government school user, your request will be sent to your school's nominated approver.

For support contact:  
[emergency.management@education.vic.gov.au](mailto:emergency.management@education.vic.gov.au)  
To access the SAL go to <https://sal.educationapps.vic.gov.au/>



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