



Ensemble Rolls

Ensemble Directors are required to use TAMA to take the roll for every ensemble rehearsal. It is imperative that we keep accurate attendance records for Duty of Care.

If at any time you are unable to access your roll, please write an attendance list to ensure these needs are met and report the access issue to Jackie Wilde or Matthew Madden so that it can be rectified.

Multi Factor Authentication (MFA)

Once every 3 months when you log into TAMA, you will be required to complete the MFA process for security purposes. You will need to do this in Week 5 as it has been more than 3 months since a rehearsal roll was taken. Follow the steps as shown below:

- Visit <https://tama.cabra.catholic.edu.au> on your device
- Enter your Cabra allocated username and password and press sign in
 - The email address follows the following formula, please insert your allocated ensemble number (not the number 4): ensembleleader4@cabra.catholic.edu.au
- If you have forgotten your password, you will need to visit the IT desk when on campus
- Press 'more information' enter next
- 'Authentication' > enter phone
- Enter Australia
- Input your mobile number and select 'send code by text'
- You will receive a text message momentarily and will be prompted to enter the secure code and you will then be able to do the roll.

Taking The Roll

Once you have logged in and completed the MFA process, your roll will appear. Press the box next to each student name once to mark them present (a blue tick will appear). Press again to mark the student absent (a red cross will appear). Should a student arrive late, click past the red cross to reveal the late symbol. It is important that students are marked late so that habitual lateness can be appropriately followed up.

Press save so that attendance is visible to Jacqui and Matthew.

Please note that you are also able to access Cabra Wi-Fi by entering your username in this format ensembleleader4 and your password. Select the network '**cabrawireless**'.

If you have any further questions or require any assistance, we are here to help.