To access the Kindergarten Information Management (KIM) system, users need a registered eduPass account (see the Quick Reference Guide: *How to Register for eduPass and Access KIM*).

Each service provider has one person designated as an **Organisation Administrator (OA)** who is responsible for inviting other users from their organisation to register for and activate eduPass accounts.

If you do not know who has been designated as the OA for your organisation, call the Help Desk on **1800 614 810**.

This Quick Reference Guide describes how the OA:

* invites users to register for and activate an eduPass account
* gives users access to KIM
* extends, reinstates or removes user access to KIM.

#### eduPass invitation

OAs will receive an automatic email from the Department of Education and Training. The sender’s address will be ‘no-reply@edumail.vic.gov.au’ and the subject title will be [Your Service Provider Name] has invited you to access an eduPass application.



#### Follow the instructions in the Quick Reference Guide: *How to Register for eduPass and Access KIM*. You are then able to invite other users to register for eduPass accounts, using the instructions below.

#### Invite a user

1. Access eduPass at <https://edupass.education.vic.gov.au/community/portal>

Result: the **eduPass log in** screen displays.

1. Enter your eduPass UserID and password, which were provided by email to all designated OAs, and then press **Log In**.

Result: the **Welcome to eduPass** screen displays.



1. Click **Organisation Management**.

Result: the **My Organisation** screen displays



1. Click the **Invite new user to organisation** link.

Result: the **Invite user** screen displays.



1. Complete the nominated user’s name and email details.
2. Check the box to select the application **Kindergarten Information Management System**.
3. Check the box to confirm that **I have viewed the nominated person’s identification...**, and then click **Invite**.

Result: eduPass sends an email invitation to the nominated user. The invitation will show as a ‘Pending Invite’ in the **Organisation Invitations** table in the **My Organisation** screen. The nominated user can then register for and activate an eduPass account.

#### Extend or reinstate user access

1. In the **My Organisation** screen, click **List users**.

Result: the **My Application Users** screen displays with a table of users.

1. In the table of users, click **Edit** next to the user requiring activation/extension.



Result: the **User Details** screen displays.

1. Review the user’s personal details, and if required, click **Modify** to make changes to their details.
2. In the **User access granted by this organisation** section, click **Change** next to **Kindergarten Information Management System**.



Result: the **Approve Access** screen displays.

1. In the **Approve access until** field, type a new access end date that is no later than the end of the current year, and then click **Approve**.



Result: the **Confirm access** section displays.

1. Click **Confirm**.



Result: user access is extended or reinstated.

#### Remove user access

1. Repeat *Extend or reinstate user access* steps 1–4.
2. In the **Approve Access section**, click **Remove Access**.



Result: the **Confirm Access** section displays.

1. Click **Confirm**.

Result: user access is removed.