

User Manual

for non Victorian government schools

ABOUT SCHOOLS CONNECT PORTAL

The Schools Connect Portal is an initiative of the Department of Education and Training Victoria, to provide a platform for schools to register and search for a school to form a sister school partnership or to find a project to collaborate on.

The Schools Connect Portal resides within the Department's secure Edupass environment. To protect the integrity of the site, schools other than Victorian government schools will need to apply for an account before they can access the portal. There are two simple steps to register your school:

- Create an Edupass account
- Complete your school profile and submit it

STEP 1: CREATE AN EDUPASS ACCOUNT

1. Click on this link <https://edupass.education.vic.gov.au/community/welcome/RequestAccount.aspx>
2. Choose "Schools Connect" application and "Next"

The screenshot shows a web interface titled "Choose applications". At the top, there is a progress bar with three steps: "Choose applications" (highlighted with a green circle), "Register your details", and "Confirm email address". Below the progress bar, the main content area has a heading "Please choose which application(s) you need access to." followed by a note: "Note: Please complete each step of this process within 20 minutes or you will need to start again. If you have received an invitation to access applications, please [enter your invitation code](#) instead." There is a table with three rows, each representing an application with a checkbox to its right. The "Schools Connect" row has its checkbox checked. Below the table is a blue "Next" button.

Professional Learning Program	<input type="checkbox"/>
SCFA Program Auditor Portal	<input type="checkbox"/>
Schools Connect	<input checked="" type="checkbox"/>

3. Complete this form and click "Next"

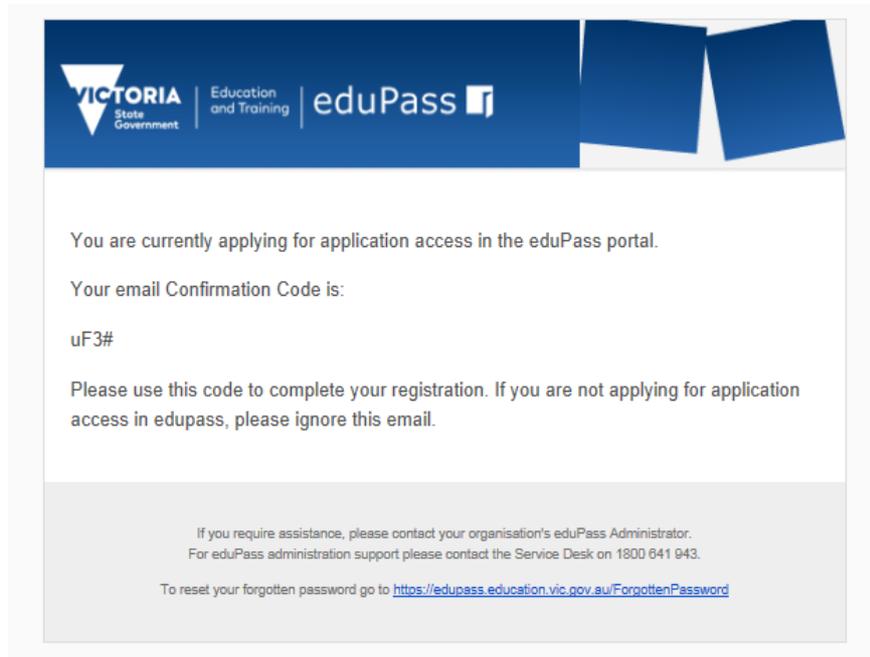
Register your details

Choose applications
Register your details
Confirm email address

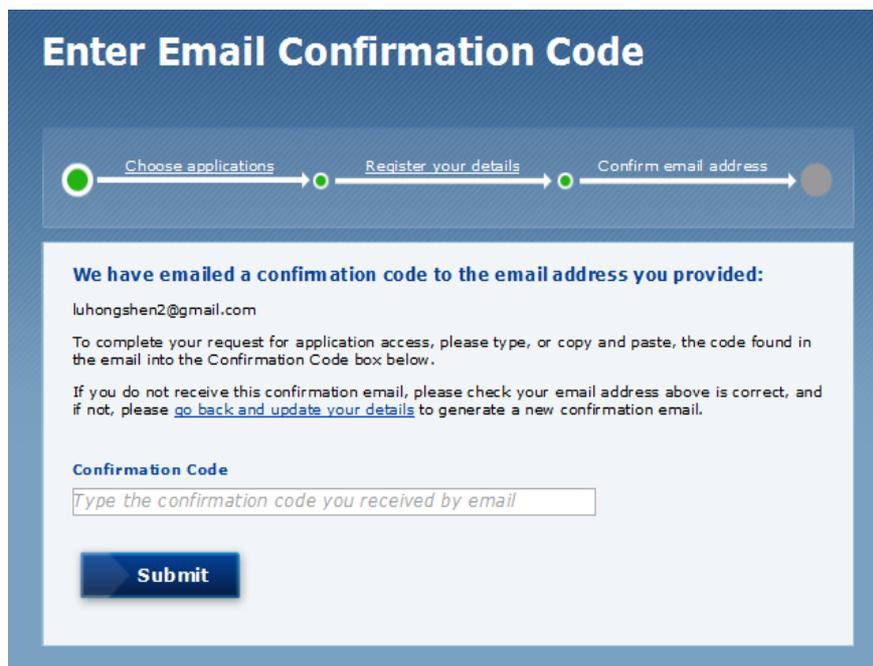
*** Required fields**

<p>First Name * <input type="text" value="Type your First Name here"/></p> <p>Last Name * <input type="text" value="Type your Last name here"/></p> <p>Initials <input type="text" value="Type your initials here"/></p> <p>Title <input type="text" value="Type your courtesy title here"/></p> <p>Date of birth * <input type="text" value="dd/mm/yyyy"/></p> <p>Email address * <input type="text" value="Type your email address here"/></p> <p>Alternate email address <input type="text" value="Type a backup email address here"/></p> <p>Phone number * <input type="text" value="Type your Phone number here"/></p> <p>Gender *</p> <p><input checked="" type="radio"/> Male <input type="radio"/> Female</p>	<p>Address * <input type="text" value="Type your Address here"/></p> <p>City * <input type="text" value="Type your City here"/></p> <p>State * <input type="text" value="Type your State here"/></p> <p>Country * <input type="text" value="Type your Country here"/></p> <p>Postcode * <input type="text" value="Type your Postcode here"/></p> <p><input type="checkbox"/> By checking this box, I acknowledge that I have read the Terms of Service and agree to be bound by its terms.</p> <p style="text-align: center;">Next</p>
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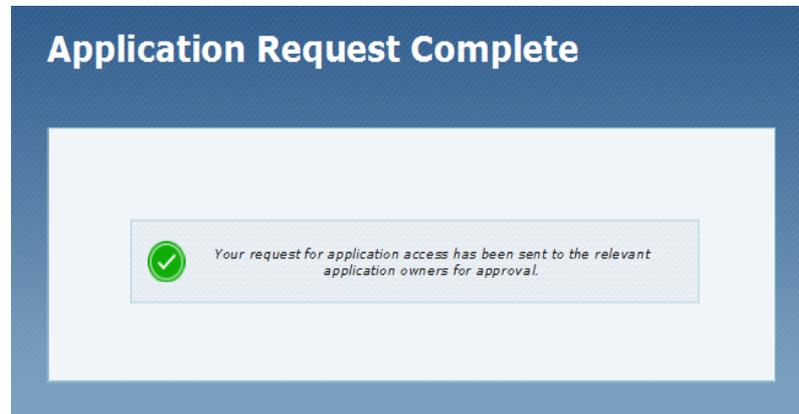
4. Users will receive this message in the inbox of their specified email account:



5. Enter email confirmation code and click "Submit"

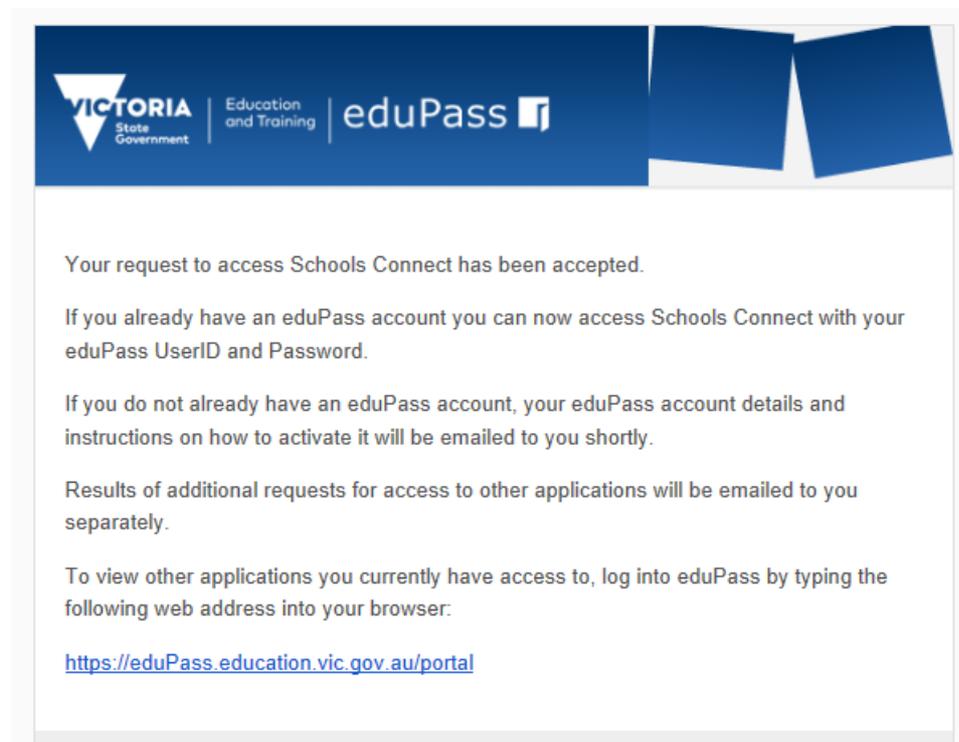


6. Users will receive this message:

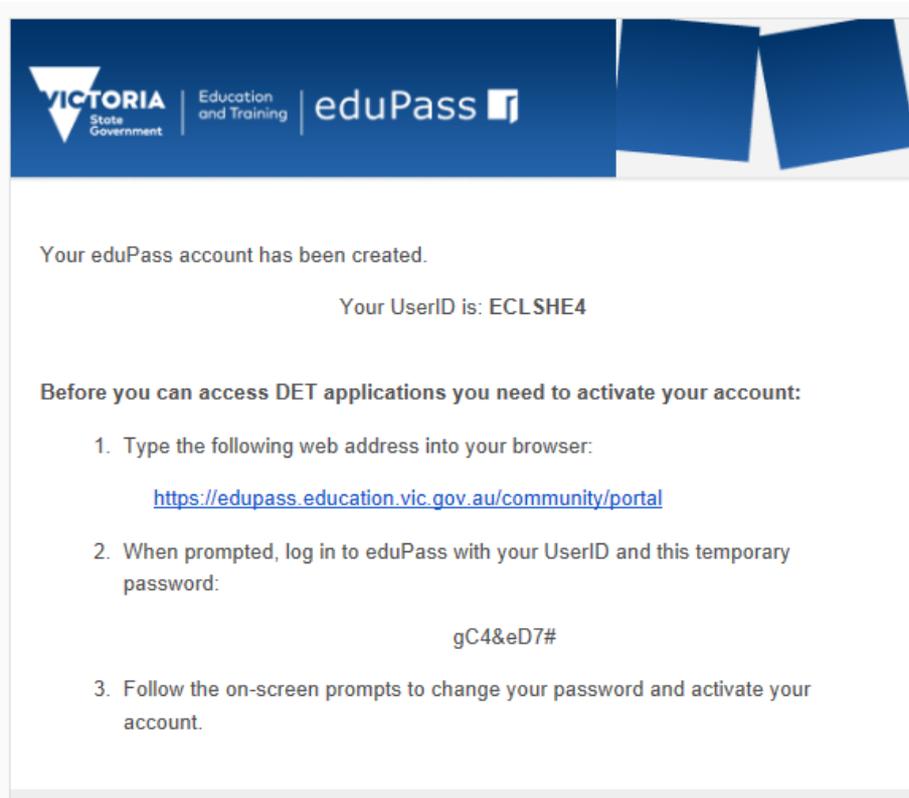


STEP 2: COMPLETE THE SCHOOL PROFILE

1. Users receive this email to confirm that their application has been accepted:



2. Users will then receive this email with an automatically generated User ID and password. Users should keep the ID in a safe place as it is required to access the portal.



3. Users will receive a further email with a link to their personalised profile page.

4. Users proceed to complete the school profile via the link, using the ID and temporary password provided. The profile page looks like this:

