

Log in to the eduPass Community Portal

1. To Log in to eduPass - enter the following web address into your browser:

<https://edupass.education.vic.gov.au/community/portal/>

2. You will be presented with the eduPass Log in screen. Enter your eduPass UserID and password into the Log in form and click 'Log in'.

Note:

Your eduPass User/D must start with "EC ". If it does not you must register for eduPass - contact your Organisation Administrator.

Once successfully logged into eduPass you will be presented with the 'My Account' screen.

Forgotten Password

1. To reset a forgotten password click on 'Reset Forgotten Password' on the log in screen. To get to the log in screen enter the following web address into your browser:

<https://edupass.education.vic.gov.au/forgottenpassword>

2. You will be presented with the 'Reset forgotten password' UserID screen. Enter your eduPass UserID or email address in the first field.

3. Then enter the numeric code displayed in the next field. This is a security feature. Now click 'Submit'.

- You will be presented with the 'Reset forgotten password' security questions screen. You'll need to enter your answers to the secret questions presented and also your 4 digit PIN. You provided these when you first activated your account. If you have forgotten your security question answers or PIN, contact your Organisation Administrator who can reset your password for you.

- Enter your new password twice and click 'Submit'. The password must be between 7 and 32 characters and must have at least one character from three of the following:
 - Lowercase character
 - Uppercase character
 - Numeric character
 - Special character

Forgotten User ID

- To retrieve a forgotten UserID - enter the following web address into your browser:

<https://edupass.education.vic.gov.au/forgottenuserid>

- You will be presented with the 'Forgotten UserID' screen. Enter your email address in the first field.

- Then enter the numeric code displayed into the next field. This is a security feature. Now click 'Submit'.
- You will now receive an email containing your eduPass UserID.

Tip! *If you have forgotten or changed your email address, you can contact your Organisation Administrator to reset your password.*