

Parents - eduPass Registration

Identity and Access Management
February 2011



There are two steps to this process, which are to:

- 1) Register, and
- 2) Activate your account.

Register

1

Open a web browser and enter the following web address:
<http://www.education.vic.gov.au/eduPass/parent>

2

When the Welcome screen appears, click on the Privacy Statement link and read the policy.

Click on the Terms of Service link and read the terms of service. Then click on the radio button next to I will comply with the Terms of Service. It should look like this.

Terms of Service

Before you can register you must agree to comply

1. Click on and read the [Terms of Service](#)
2. If you agree to the Terms of Service, click on 'I will comply with the Terms of Service' (if you don't agree to comply with the Terms of Service, click on 'I will not comply with the Terms of Service')

I will comply with the Terms of Service

I will not comply with the Terms of Service

continued in next column...



Answer the security question that appears. To do this, click in the empty answer field next to the picture, and type your answer to the question. (It must be only one character).

If you don't know the answer, click on the Get a new image link and try again.

CAPTCHA

* Please enter the SECOND character from the image below.

I can't see this image [Get a new image](#)

4

Click in the *Email Address field and type your email address.

Email Address Check

Please enter the email address that you will be using to register. This must be a valid email address. Once you have successfully registered, the email address will become your username.

* Email Address

* Confirm Email Address

continued in next column...



Click in the *Confirm Email Address field and type your email address again, and then click on .

6

When the Student Details screen appears, click in the first empty *Parent/Guardian Key field and type the Parent/Guardian key from your Welcome Letter.

* Parent/Guardian Key

7

Click on the arrow of each of the three boxes for the date and choose the option, from the drop-down list, which provides the correct information about your child.

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Click on the arrow next to the *Relationship to student field **Select** and choose the option from the drop-down list that best defines your relationship to this student.



In the Parent Details section, click on the arrow next to the *Title field **Title** and choose the title you prefer, from the drop-down list.



Click in the *First Name field and type your first name. Then do the same for *Last Name and *Contact Phone No.

* Title **Title** ▼

* First Name

Middle Name

(Different from First Name)

* Last Name

* Contact Phone No.



In the Account Details section, click in the *Password field and type a password you will remember.

Make sure it has between 7 and 32 characters, and has three different types of characters - lowercase (a-z), upper case (A-Z), numeral (0-9) special character (#\$&*!@).

* Email Address

Enter a password for this account

* Password

* Confirm Password

continued in next column...



Click in the *Confirm password field and type your new password again, exactly as before.



You now need to set up your secret questions and answers and choose a 4-digit PIN. You should make sure you remember these, or record them in a secure place, as you will be asked for these if you need to reset your password.

Choose and answer three questions from Secret Questions and Answers section. To do this:

Click on the arrow for the first secret question and choose a question from the drop-down list.

Please select a question... ▼



Click in the empty field next to this question and type your answer. Then do the same for the next two questions.

Secret Questions and Answers

Please select three(3) questions. You will be asked these questions if you forget your password in future.

What was the name of your first stuffed animal?	Puppy
What was the make and model of your first car?	Holden FX
What was your childhood nickname?	Sleepy



Enter a personal identification number (PIN) you will remember. To do this, click in the first empty *PIN box and type your PIN.

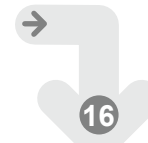
Click in the first empty *Confirm PIN box and type your four-digit PIN again.

* PIN

* Confirm PIN

Click on **Submit**

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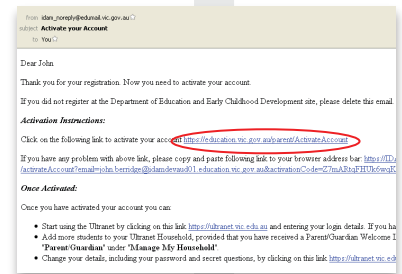
Successful registration - If you receive a message confirming your registration, click on **Close** and go to your email account.

Unsuccessful registration - If you receive a message telling you there are errors, follow the instructions in the message to either go back and enter the correct information, or contact the school.

Activate your account



Log into your email account and open the email from: idad_noreply@edumail.vic.gov.au



Click on the Activate Account link in the email.



Close the activation browser and then log out of your email.

Congratulations. You can now use the eduPass by visiting www.education.vic.gov.au and logging in with your username (i.e. your email address) and your new password.

For instructions to link your account to your other children, see: Parents – Manage my eduPass Household