eduPass Quick Guide:

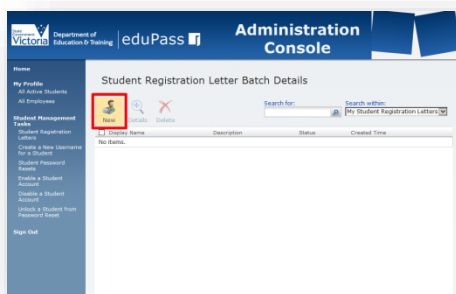# Provide Students with an eduPass Identity

Introduction

You can generate registration letters to provide students with an eduPass identity. This will allow them access to various DET systems and applications. The registration letters will be emailed to the delegated administrator's eduMail account as a single PDF, ready for printing and issuing to the students.
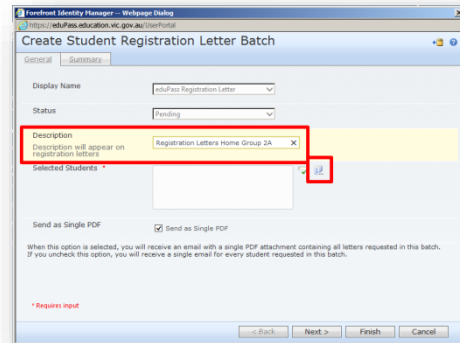
1.

From the Administration Home page, click on the **Student Registration Letters** link.
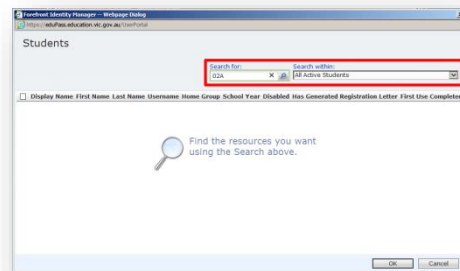
2.

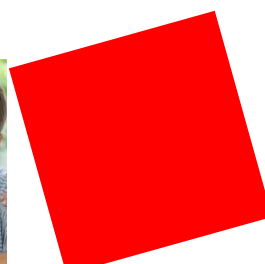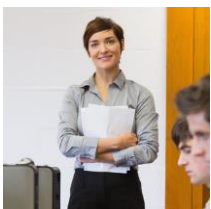Click on the **New** button.

3.

Enter a description, and then click on the **Browse** icon to select students.

4.

Enter the relevant details into the **Search for** field, and use the **Search within** filters to narrow your search.

5.

Click on the **Search** icon beside the **Search for** field.

6.

Select the students using the check boxes and then click on the **OK** button.

7.

Click on the **Next** button.

8.

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Click on the **Submit** button.

9.

The registration letters will be generated and sent as a single PDF to your email address. When the request is processed, the status will show as **Completed**.

If there is an error in processing a student's registration, you will receive an email to notify you. You can contact the service desk if you require further assistance:

servicedesk@edumail.vic.gov.au