

Reset a Student's eduPass Password

Introduction

You can reset a student's eduPass password. This action generates a letter for the student, providing a temporary password that must be used within 10 days.

1.



From the Administration Home page, click on the **Student Password Resets** 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.





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

6.

Students									
					former from		Proved within		
					9810		All Active Students		V
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Loden Milloway	Andan	Multiveau	AMM II	004	i i	No	Yes	No.	
Regulati Dealer	Beaufah	Dealer	BCDEA	0.94	0	Yes	No	No	
Bert Hotsen	Notherto	Hotsen	NEHOT	094		No	Yes	No	
Flaine Lamini	Riane	Larrisi	RMLAM1	004	1	Yes	No	No	
Dobby Brown	Babby	Brown	EWERD	07A	7	No	Yes	No	-
Bobby Zammit	Babby	Zammt	BEZAM1	ORA	0	Yes	No	No	
Charise Rubin	Charise	Rutin	CSRUB	094	9	No	Yes	No	_
Chris Grech	Christopher	Grech	CIGRE	094	9	Yes	No	No	
Christine	Christine	Smitha	CTSMI	064	6	Yes	No	No	
Christopher	Christopher	Brown	CCBRO	024	3	NO	Yes	No	~
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earch Students saulah Dealer Chris	Grech Sobb	Zanmit					So Kerns tot	OK Can	cel

Select the students using the check boxes and then click on the \mathbf{OK} button.

7.



Click on the Next button.

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Seneral Summary	
Attribute	Value
Description	Password Resets
Display Name	eduPass Password Reset
Resource Type	Student Password Reset Batch Details
Selected Students	Beaulah Dealer; Chris Grech; Bobby Zammit;
Send as Single PDF	True
Status You are about to submit your This job may take some time complete other tasks. If this job has either not comp on http://servicedesk.educatio	Printing Pri
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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**.

Some tips for you to remember:

- eduPass Temporary Password Reset Letters are always sent to the eduMail email account of the individual who performs the action in eduPass; it is not sent to the student's account directly.
- Resetting a student's password generates a temporary password that will expire within 10 days. Please be sure to remind the student of this expiry period as a new letter will be required if the password is not changed within the 10 day period.
- Resetting a student's password generates a temporary password reset letter and a Year 3-12 student will have to reset their pin and secret questions.
- You may want to remind the older students to make every effort to remember their secret questions and answers, and four digit PIN when they set them up this time.

8.