

# Enable or Disable a Student's eduPass Account

## Introduction

You can Enable and Disable a student's eduPass account. It may be necessary to disable a student's account, for example, for disciplinary reasons or at a parent's request. An account remains disabled until it is re-enabled.

### 1.



From the Administration Home page, click on the **Disable a Student Account** link.

## 2.



Click on the Manually-managed Members tab.

## 3.

isable a Student /	Account •ª Ø
neral Manually-managed M	tembers
Current Members A list of manually selected resources that are currently saved in the set.	Bore information Description This set has no manually-managed members.
Members To Remove	0 Rems total Page T of 1 (4 ← > ).
Choose who to remove from the current members.	
Members To Add Choose new additions to the set.	5 <u>11</u>
	OK Cancel

Click on the Browse icon to add a student.

#### 4.

Select Memi	bers					
		Search for:	X Q	Search within:	ots	
		Januar		a state state		
Display Name Fi	rst Name Last Nam	ie Username II	Iome Group Sc	hool Year Disab	led Has Generated Registratio	n Letter

Enter a student's name in the **Search for** field and then click on the **Search** icon beside the field.



			Search	for	Search w	(thin)		
			Smith		All Active	e Studenti	1	V
] Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration I	otter
Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No	-
Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No	
Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No	
Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No	
Margaret Smith	Margaret	Smith	MMSM11	024	3	Yes	No	
Marion Smith	Marion	Smith	MMSM1	12A	12	Yes	No	
Monica Smith	Monica	Smith	MM5M12	07A	7	Yes	No	
Nicholas Smith	Nicholas	Smith	NNSML	05A	5	Yes	No	
Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes	
Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No	
Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes	
J Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes	
Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No	
Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No	~
Members to be added						14	items total Page 1 of 1 i	14.4.14

Select the student using the check box and click on the  $\mathbf{OK}$  button.

#### 6.

eneral Manually-managed N	tembers
	More information
Current Members	Display Name Description
A list of manually selected resources that are currently saved in the set.	This set has no manually-managed members.
	O items total Page 1 of 1 id 4 b bl
	o items total i oge i a or a fir ti p pi
Members To Remove	5.4
Change who he seems from	✓ 12.
the current members.	
Members To Add	
Change new additions to the	Simon Smith:
set.	

Click on the  $\mathbf{OK}$  button.

Disable a Student Account			•2 0
General Manually-managed Members			
Multiple-Value Attributes	Removed Items	Inserted Items	
Manually-managed Membership	(no removed item)	Simon Smith;	
	< Back	Submit Cance	1

Click on the **Submit** button and the student's account will be disabled.

8.

Victoria Department Education 6	or Training eduPa	ss <b>Fi Console</b>	tion
Home			
Ny Profile Al Adive Students Al Employees	Welcome, Teac	her, Beth B Search for: Search within:	ants 💌
Rudent Hanagement Fasks Bludent Registration Letters Oreate a New Username for a Student Student Password Resets		My Profile The My Profile function allows you to see information about yourself in the system. Student Management	this     About Forefront Identity     Manager
Enable a Student Account Disable a Student Account Unlack a Student from Password Reset	Q.,	Student Registration Username for a Username for a Student Password Received Research Disable a Student User a Student User a Student	
lign Out		Account • from Bassword Read The Student Massgement function allows you to manage your students' registration in edulars. See requests I've made The See requests I've made function allows	

To re-enable a student's account, click on the **Enable a Student Account** link from the Home page and follow the same process.