

eduPass Training for Principals and Delegated Administrators



# An Introduction to eduPass for Principals and Delegated Administrators



## Introduction

This eduPass e-learning course has been developed to equip you with the knowledge and skills to navigate the various administrative functions available to you in the eduPass solution. In this module you will learn about how this training course is structured.

## eduPass functionality

The training modules covering eduPass functionality available to you are:

- **Delegate and Revoke eduPass Administration Rights** – Assign delegation rights to staff or specialist technicians. If this functionality is available to you, you have been delegated full administration rights and can on-delegate rights to other staff/specialist technicians.

Or, you may have one or more or all of the following functionalities delegated to you.

- **Provide a Student with an eduPass Identity** – Generate registration letters and provide students with their usernames and initial temporary passwords.
- **Reset a Student's eduPass Password** – Reset a student's password when they have forgotten their password (and their PIN and answers to their secret questions for year 3–12 students).
- **Enable or Disable a Student's eduPass Account** – Enable or disable access to a student's account.
- **Unlock a Student's eduPass Account**
- **Change a Student's eduPass Username** – Generate a new username for a student (for example, if the original name was causing embarrassment).

A supplementary training module is available to you, eduPass Search Tips.

- **eduPass Search Tips** – contains tips on how to best use the search functionality available to you in eduPass.



## Select Members

Search for:

Brown

<input type="checkbox"/> Display Name	First Name	Last Name	Account Name	Home Phone
<input type="checkbox"/> Bobby Brown	Bobby	Brown	BWBRO	07
<input type="checkbox"/> Christopher Brown	Christopher	Brown	CCBRO	02
<input checked="" type="checkbox"/> James Brown	James	Brown	JNBRO	08
<input type="checkbox"/> Luke Brown	Luke	Brown	LLBRO	02
<input type="checkbox"/> Paul Browning	Paul	Browning	PWBRO	00
<input type="checkbox"/> Peter Browning	Peter	Browning	PMBRO	09

## How to navigate

Each module will take you through a different process, step by step. You will be given information about the topic and be instructed to perform actions that simulate the process you will follow in the eduPass application.

As you work through the modules, you will notice that:

- actions are indicated by a green arrow that points to the element on the screen that you must click on or type in.
- a red box is used to highlight any other elements on the screen you need to take note of
- features and screen instructions will be highlighted in a blue 'tile', like this.

Members to be added:  
Stephen Smith;James Brown

6 items total | Page 1 of 1 | &lt;&lt; &gt;&gt;



OK

Cancel

Department of  
Education & TrainingeduPass 

# Administration Console

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Sign Out

**Welcome, Teacher, Beth B**

Search for:



Search within:

All Active Students




## My Profile

 [Help](#)The **My Profile** function allows you to view and update your profile information about yourself in the system.

All delegated administration functions are located in the Administration Console in eduPass; to access the Administration Console, open an Internet browser and enter the url <https://edupass.education.vic.gov.au/UserPortal>.

## Student Management

 [Student](#)[Registration Letters](#)[Student Password Resets](#)[Disable a Student Account](#)[Student](#)[Enable a Student Account](#)[Unlock a Student from Password Reset](#)

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for a Student

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Account

Disable a Student  
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Unlock a Student from  
Password Reset

Sign Out

**Welcome, Teacher, Beth B**

Search for:



## My Profile

The **My Profile** function allows you to see information about yourself in the system.



[About Forefront Identity  
Manager](#)

The eduPass Delegated Administrator (DA) functions that have been delegated to the Administrator (in this example all administrative functions have been delegated) are shown in the left hand menu of the Administration Console and also in centre of the screen; the functions can be accessed from either location – the choice is yours.

## Student Management



▶ [Student  
Registration  
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▶ [Disable a Student  
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▶ [Create a New  
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The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made

The **See requests I've made** function allows



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## Student Management Tasks

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## Sign Out

Welcome, Teacher, Beth B

Search for:



Search within:



## My Profile

The **My Profile** function allows you to see information about yourself in the system.

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## Student Management



- [Student Registration Letters](#)
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- [Create a New Username for a Student](#)
- [Enable a Student Account](#)
- [Unlock a Student from Password Reset](#)

The **Student Management** function allows you to manage your students' registration in eduPass.

The **See requests I've made** function allows you to check the status of any request you have made in the eduPass system. It is important to monitor this function regularly and report any processing errors to <http://servicedesk.education.vic.gov.au>.

## See requests I've made

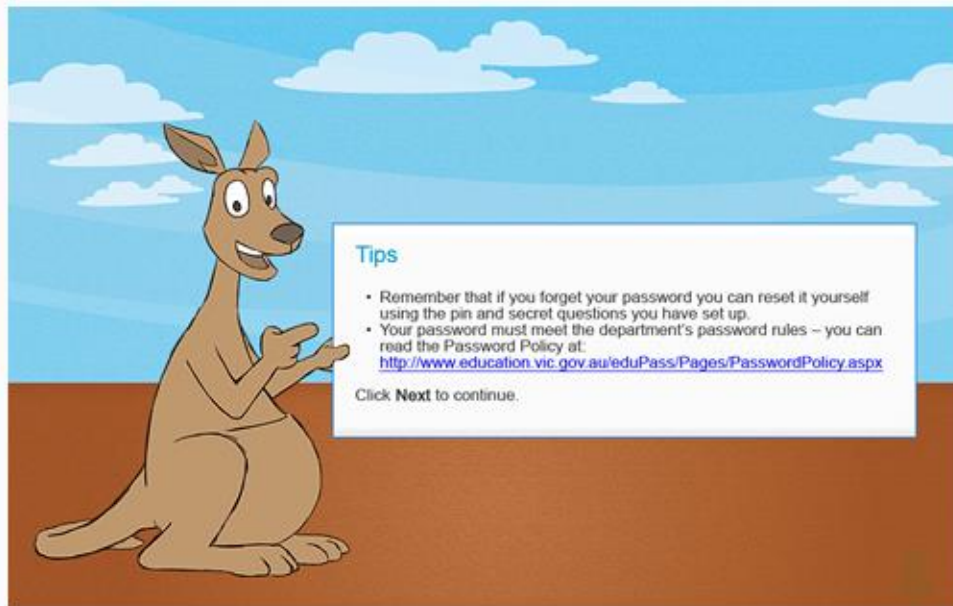
The **See requests I've made** function allows

## Introducing eduKate

A character with a voice over – 'eduKate', a kangaroo – is used to help the eduPass training be more engaging for younger students.

Students will see the visual below at the start of each of their interactive training modules. The modules for Years 3–12 are developed in 'learn' mode where students are able to navigate through the module themselves. Modules for Years P–2 are in 'teach' delivery mode and are designed to be viewed with supervision.

Hints and tips for students will be highlighted by eduKate. The Department is placing great emphasis on encouraging students to manage their own eduPass identities proactively using the self-service facility of the product.





Provide Students with an eduPass Identity



## Introduction

In this module, **Provide Student with an eduPass Identity**, you will learn how to generate registration letters to provide your students with their eduPass identity (username and initial temporary password) to use the department's secure systems.

eduPass identity and access management processes create and manage unique digital identities so authorised students can be given access to various DET systems and applications.

You will receive the registration letter(s) as a PDF attachment via email.

Students then use the details in the letter – their initial password and username – to register themselves in eduPass.

We will now demonstrate how you provide a student with an eduPass identity.

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### Sign Out

Welcome, Teacher, Seth S

Search for:

Search within:



### My Profile

The **My Profile** function allows you to see information about yourself in the system.

### Student Management



▶ [Student  
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▶ [Unlock a Student  
from Password  
Reset](#)

The **Student Management** function allows you to manage your students' registration in eduPass.

### Provide students with an eduPass identity

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

To provide students with eduPass identities, you have to generate registration letters for those students.

Click on the **Student Registration Letters** link.

### See requests I've made

The **See requests I've made** function allows

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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

My Student Registration Letters



Display Name

Description

Status

Created Time

Click on the **New** button.

Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal



## Create Student Registration Letter Batch

General Summary

Display Name

Status

Description  
This appears on the registration letter (e.g. Letters Home Group 02A)

Selected Students \*   

Send as a single PDF file ☒

1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).  
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

< Back Next > Finish Cancel

You should enter a description for each batch of registration letters you generate. This is helpful when reviewing your requests after they are submitted, so try to use descriptive terms.

In this example, you are generating registration letters for students in Home Group 02A.

Click in the **Description** field.



Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal

## Create Student Registration Letter Batch

General Summary

Display Name

Status

Description  
This appears on the registration letter (e.g. Letters Home Group 02A)

Selected Students \*


Send as a single PDF file ☒

1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).  
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

< Back Next > Finish Cancel

Type **Registration Letters Home Group 2A** in the field and then click on the **Browse** button for **Selected Students**.



## Students

Search for:



Search within:

All Active Students

☐ Display Name First Name Last Name Username Home Group School Year Disabled Has Generated Registration Letter First Use Complete

Find the resources you  
using the Search above

Now you can select the students. In this example, you wish to select the students in home group 02A who are yet to have registration letters generated.

The **Search for** field is active.

Type **02A** into the field and then click on the **Search within** drop-down arrow.

OK

Cancel

Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal


## Students

Search for: 02A

Search within:

- All Active Students
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
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- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required

☐ Display Name First Name Last Name Username Home Group School Year Disabled

 Find the resources you are looking for using the Search above

Take a moment to read through the available searches in the **Search within** field.

You can combine the search terms entered in the **Search for** field with the pre-defined filters in the **Search within** field.


Select **All Students – Generate Registration Letter Required**.

OK Cancel

Forefront Identity Manager -- Webpage Dialog


https://eduPass.education.vic.gov.au/UserPortal

## Students

Search for: 02A 

Search within: All Students - Generate Registration Letter Required

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
--------------------------	--------------	------------	-----------	----------	------------	-------------	-----	-----------------------------------	---------------------

 Find the resources you are looking for using the Search above.

**Tip:** Be sure to click on the **Search** button, as clicking **OK** (at the bottom of the screen) will take you away from this screen and you will have to begin the activity again.

Click on the **Search** button.

**OK** Cancel

Forefront Identity Manager - Webpage Dialog

Now you can select all the students using the check box in the table header beside 'Display Name'.


Click in the check box to select all the students.

Search for:

02A

Search within:

All Students - Generate Registration Letter Required



<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	Yes	No	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	No	No	Yes
<input type="checkbox"/>	Luke Brown	Luke	Brown	LLBRO	02A	2	Yes	No	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No	No
<input type="checkbox"/>	Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No	No

Search Students

6 items total Page 1 of 1

OK

Cancel



## Students

Search for:

02A



Search within:

All Students - Generate Registration Letter Required

<input checked="" type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input checked="" type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	No	No	Yes
<input checked="" type="checkbox"/>	Luke Brown	Luke	Brown	LLBRO	02A	2	Yes	No	No
<input checked="" type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No	No

Click on the OK button.

Search Students

6 items total Page 1 of 1

[Christopher Brown](#); [Clare Smithson](#); [Luke Brown](#); [Margaret Smith](#); [Monica Mathers](#); [Susan Smithers](#)

OK

Cancel

Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal

## Create Student Registration Letter Batch

General Summary

Display Name

Status

Description  
This appears on the registration letter (e.g. Letters Home Group 02A)

Selected Students \*

☒ Send as a single PDF file

1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).  
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

< Back Next > Finish Cancel

All the students selected in the previous step are now included in Selected Students.

Notice that the **Send as Single PDF** check box is selected by default. This means that you will receive an email with a PDF attached that includes all the registration letters from this request. If the option is unchecked you will receive a separate email for each student.

Click on the **Next** button.



Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal

## Create Student Registration Letter Batch

General Summary

Attribute	Value
Description	Registration Letters Home Group 2A
Display Name	eduPass Registration Letter
Resource Type	Student Registration Letter Batch Details
Selected Students	Christopher Brown;Clare Smithson;Luke Brown;Margaret Smith;Monica Mathers;Susan Smithers;
Send as Single PDF	True
Status	Pending

1. This job may take between 5 minutes and 2 hours to complete based on the number of students in the batch.  
2. After pressing Submit, you can continue to complete other tasks while the job completes.  
3. You can see the job status after pressing submit by refreshing the webpage.  
4. If you have not received an email containing all of your letters within 2 hours, or receive an error report, log a Service Call for eduPass support using the IT Service Gateway: <http://servicedesk.education.vic.gov.au>

Click on the **Submit** button.

< Back Submit Cancel

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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <a href="#">Display Name</a> ▲	<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Created Time</a>
<input type="checkbox"/> <a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Running	20/04/2015 4:04:49 PM

After submitting you will see the request now appears in a table on this screen. Notice the status – the request is currently being processed.

Selected Items:

1 items total Page 1 of 1

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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <a href="#">Display Name</a> ▲	<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Created Time</a>
<input type="checkbox"/> <a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM

After a moment, if you refresh this page you will notice that the request has been completed.

Selected Items:

1 items total Page 1 of 1



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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/> <a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM



The registration letters will be sent to your email account in a single PDF for printing and issuing to the students.

Remember, it will take 60 minutes after the registration letter has been generated, before the student is able to log in to eduPass to register and change their password.

You can view the status of a request by clicking on the link in the Display Name column.

Click on the **eduPass Registration Letter** link.

Selected Items:

Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal

## Student Registration Letter Batch Details

[General](#)

Display Name	eduPass Registration Letter
Status	Completed
Description	Registration Letters Home Group 2A
Completed Time	20/04/2015 4:05:42 PM
Selected Students	<a href="#">Christopher Brown</a> ; <a href="#">Susan Smithers</a> ; <a href="#">Luke Brown</a> ; <a href="#">Margaret Smith</a> ; <a href="#">Monica Mathers</a> ; <a href="#">Clare Smithson</a>
Failed Students	<p>If there are students listed in this box, please contact support using the service gateway on <a href="http://servicesdesk.education.vic.gov.au">http://servicesdesk.education.vic.gov.au</a></p>


Letters ▾

4:49 PM

Notice the details of the request are displayed.

You should always check the details in case any students have failed to have a registration letter generated.

Click on the **OK** button.



OK Cancel

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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/>	<u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/>	<a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM

Selected Items:

1 items total Page 1 of 1

# eduPass Registration Letter - Home Group 02A Registration Letters 03/06/2015 11:26:58 AM

FIM2010, FIMService1sit

To: [Teacher, Seth S](#)

Attachments:  [eduPass Registration Lette~1.pdf \(113 KB\) \[Open as Web Page\]](#)

Wednesday, June 03, 2015 11:27 AM

## Department of Education and Training - Victoria

### eduPass Registration Letter - Home Group 02A Registration Letters 03/06/2015 11:26:58 AM

Dear Teacher, Seth S,

Please find attached the notifications generated for:

<b>Notification</b>	: eduPass Registration Letter
<b>Description</b>	: Home Group 02A Registration Letters
<b>Date and Time of Generation</b>	: 03/06/2015 11:26:58 AM
<b>Password Expiry Date</b>	: 03 July, 2015

The Description and the Date and Time of Generation can be used within the [eduPass Administration Portal](#) to track the details of each batch of generated registration letters and the batch status.

If there are any errors, you will receive a separate email detailing the error (i.e. Total Batch Failure or Exception Failure) and the number of students affected.

If no error message is received, the batch has processed successfully.

Here is an example of the email you will receive. Notice there is a PDF attachment. You can save and print this document which will contain the registration letters to be issued to each student.

Depending on your email software you will be able to click on a link or icon for the attachment to save and print the document.

## Department of Education and Training - Victoria

### CJGRE: eduPass Registration Letter

03 June, 2015

School Ref : 9810|09A

Dear Chris Grech

Welcome to the Department of Education and Training (the Department) eduPass system. eduPass provides you with secure access to Information and Technology (ICT) resources provided by our school and the Department. These include:

- our school wireless network (eduSTAR.net)
- other online services, including:
  - The eduSTAR catalogue - where you can download software for your device ([www.edustar.vic.edu.au](http://www.edustar.vic.edu.au))
  - Cloud Services – such as Office 365.

Before using the system please read some important privacy information in the following document:  
<http://www.education.vic.gov.au/Pages/privacy.aspx>

Your eduPass User Name and temporary password are:

User Name: CJGRE  
Temporary Password: o4W3Kad2  
Password Expiry Date: 03 July, 2015

Note: You must change your password to complete your account activation. Your temporary password will expire in 30 days, on the date above.

An example of an eduPass Registration Letter is shown here. A student will be able to set up their account immediately upon receiving the letter.

#### Actions Required:

To activate your username and password you must complete the following actions:

1. Open a browser and navigate to <https://eduPass.education.vic.gov.au/MyAccount>
2. Login using your temporary password and eduPass username exactly as shown above and follow the prompts to change your password

**Congratulations!** You are registered in eduPass and can access the school wireless network and other services, as advised by your teacher.

# Department of Education and Training - Victoria

Dear Teacher, Seth S,

An error (i.e. Exception error) has occurred while generating the eduPass Temporary Password Reset Letters. Some users were not processed successfully.

Summary:

**Batch Details** : Clare Smithson Password Reset - 20/04/2015 17:15:21 PM  
**Total Users in batch** : 1  
**Successful Users in batch** : 0  
**Failed Users in batch** : 1

Registration letter generation failed for the following user/s:

Display Name	User ID
Clare Smithson	CPSMI

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](mailto:servicedesk@edumail.vic.gov.au).

## Actions Required:

To activate your username and password you must complete the following actions:

1. Log the error with the Service Desk on <http://servicedesk.education.vic.gov.au>
2. Provide the Service Desk with the batch information contained within this email.
3. Attempt to re-generate the batch.





## Tips

Some tips for you to remember:

- Registration letters are emailed to the delegated administrator eduMail account for printing and issuing to students.
- Searches are performed across fields; you can use combinations of the **Search for** and **Search within** screens to narrow down your search. For more details on using the search functionality, see the 'Search Tips' module.
- The links on the Student Registration Letter Batch Details screen enable you to view details of the requests you have made. Check the status regularly and report any post processing errors promptly to [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au).

Reset a Student's eduPass Password



## Introduction

In this module you will learn how to Reset a Student's eduPass Password. This action will generate a temporary password letter for the student; the temporary password has to be changed within 10 days to activate the account. If the password is not changed the temporary password expires.

**Note:** If the student is in Year 3 or above, you may want to confirm that they have tried using their secret questions and answers to reset their password before taking this action.

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## Sign Out

Welcome, Teacher, Seth S

Search for:

Search within:

My Profile

The **My Profile** function allows you to see information about yourself in the system.

Student Management

- |  |  |
|--|--|
| ▶ <a href="#">Student Registration Letters</a> | ▶ <a href="#">Create a New Username for a Student</a>  |
| ▶ <a href="#">Student Password Resets</a>      | ▶ <a href="#">Enable a Student Account</a>             |
| ▶ <a href="#">Disable a Student Account</a>    | ▶ <a href="#">Unlock a Student from Password Reset</a> |

The **Student Management** function allows you to manage your students' registration in eduPass.

See requests I've made

The **See requests I've made** function allows

**Reset a Student's  
eduPass Password**

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

In this example, you will reset eduPass passwords for a number of students who have forgotten their password and, being in Year 3 or above, are unable to use their self-service password reset PIN and/or secret questions and answers because they have forgotten them.

Click on the **Student Password Resets** link.

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## Sign Out

## Student Password Reset Batch Details



Search for:

Search within:

My Student Password Resets



<input type="checkbox"/> Display Name	Description	Status	Created Time
[Empty row]			

Click on the **New** button.



## Create Student Password Reset Batch

General

Summary

Display Name

eduPass Password Reset

Status

Pending

Description

This appears on the temporary password reset letter (e.g. Letters Home Group 02A)

Selected Students \*

Send as a single PDF file



1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).

2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

&lt; Back

Next &gt;

Finish

Cancel

You should enter a description for each request you generate.

In this example, you are processing password resets for several students.

Click in the **Description** field.



## Create Student Password Reset Batch

General

Summary

Display Name

eduPass Password Reset

Status

Pending

Description

This appears on the temporary password reset letter (e.g. Letters Home Group 02A)

Password Resets

Selected Students \*

Send as a single PDF file



1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

Type ***Password Resets*** in the field and then click on the **Browse** button for **Selected Students**.



&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

9810



Search within:

All Active Students

☐ Display Name First Name Last Name Username Home Group School Year Display Name Has Generated Registration Letter First Use Completed

Find the resources you  
using the Search above.

Now you can select the students. In this example, you wish to display all students in school 9810.

The **Search for** field is active.

Type **9810** into the field and then click on the **Search** button.

OK

Cancel

Stu

The first student you need to select is Beulah Dealer. You can select an individual student by clicking in the check box beside their name.

Select **Beulah**.

Search for:

9810



Search within:

All Active Students



	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Arden Mulloway	Arden	Mulloway	AMMUL	00A	1	No	Yes	No
<input checked="" type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	Yes	No	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Blaine Lamisi	Blaine	Lamisi	BMLAM1	00A	1	Yes	No	No
<input type="checkbox"/>	Bobby Brown	Bobby	Brown	BWBRO	07A	7	No	Yes	No
<input type="checkbox"/>	Bobby Zammit	Bobby	Zammit	BEZAM1	09A	9	Yes	No	No
<input type="checkbox"/>	Charise Rubin	Charise	Rubin	CSRUB	09A	9	No	Yes	No
<input type="checkbox"/>	Chris Grech	Christopher	Grech	CJGRE	09A	9	Yes	No	No
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No	No
<input type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	No	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No	No

Search Students

56 items total Page 1 of 2

OK

Cancel

Forefront Identity Manager -- Webpage Dialog

https://eduPass.education.vic.gov.au/UserPortal

## Students

Search for: 9810 Search within: All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Arden Mulloway	Arden	Mulloway	AMMUL	00A	1	No	Yes	No
<input checked="" type="checkbox"/>	Beaulah Dealer	Beaulah	Dealer	BCDEA	09A	9	Yes	No	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Blaine Lamisi	Blaine	Lamisi	BMLAM1	00A	1	Yes	No	No
<input type="checkbox"/>	Bobby Brown	Bobby	Brown	BWBRO	07A	7	No	Yes	No
<input checked="" type="checkbox"/>	Bobby Zammit	Bobby	Zammit	BEZAM1	09A	9	Yes	No	No
<input type="checkbox"/>	Charise Rubin	Charise	Rubin	CSRUB	09A	9			No
<input checked="" type="checkbox"/>	Chris Grech	Christopher	Grech	CJGRE	09A	9			No
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6			No
<input type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3			No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5			No

Search Students

56 items total Page 1 of 2

Beaulah Dealer;Chris Grech;Bobby Zammit

OK Cancel

In this example, we have selected the remaining two students, Bobby Zammit and Chris Grech for you.

Click on the OK button.

## Create Student Password Reset Batch

General

Summary

Display Name

eduPass Password Reset

Status

Pending

Description

This appears on the temporary password reset letter (e.g. Letters Home Group 02A)

Password Resets Home Group 02A

Selected Students \*

Beaulah Dealer; Chris Grech;  
Bobby Zammit;

Send as a single PDF file



1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment batch (1 letter per page).

2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student

All the students selected in the previous step are now included in Selected Students.

Notice that the **Send as Single PDF** check box is selected by default. This means that you will receive an email with a PDF attached that includes all the password reset letters from this request. If the option is unchecked you will receive a separate email for each student.

Click on the **Next** button.

\* Requires input

&lt; Back

Next &gt;

Finish

Cancel

## Create Student Password Reset Batch

General

Summary

Attribute	Value
Description	Password Resets
Display Name	eduPass Password Reset
Resource Type	Student Password Reset Batch Details
Selected Students	Beulah Dealer;Chris Grech;Bobby Zammit;
Send as Single PDF	True
Status	Pending

1. This job may take between 5 minutes and 2 hours to complete based on the number of students in the batch.
2. After pressing Submit, you can continue to complete other tasks while the job completes.
3. You can see the job status after pressing submit by refreshing the webpage.
4. If you have not received an email containing all of your letters within 2 hours, or receive an error report, log a Service Call for eduPass support using the IT Service Gateway: <http://servicedesk.education.vic.gov.au>

Click on the **Submit** button.

&lt; Back

Submit

Cancel



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## Sign Out

## Student Password Reset Batch Details



New



Details



Delete

Search for:

Search within:



<input type="checkbox"/> <a href="#">Display Name</a> ▲	<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Created Time</a>
<input type="checkbox"/> <a href="#">eduPass Password Reset</a>	Password Resets	Running	20/04/2015 4:22:01 PM

After submitting you will see the request now appears on this screen. Notice the status – the request is currently being processed.

Selected Items:

1 items total Page 1 of 1



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## My Profile

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## Sign Out

## Student Password Reset Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <a href="#">Display Name</a> ▲	<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Created Time</a>
<input type="checkbox"/> <a href="#">eduPass Password Reset</a>	Password Resets	Completed	20/04/2015 4:22:01 PM

After a moment, if you refresh this page you will notice that the request has been completed.

Selected Items:

1 items total Page 1 of 1

## Home

## My Profile

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## Sign Out

## Student Password Reset Batch Details



New



Details



Delete

Search for:

Search within:

My Student Password Resets



<input type="checkbox"/> <u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/> <a href="#">eduPass Password Reset</a>	Password Resets	Completed	20/04/2015 4:22:01 PM



The password reset letters will be sent to your email account in a single PDF for printing and issuing to the students.

You can view the status of a request by clicking on the link in the Display Name column.

Click on the **eduPass Password Reset** link.

Selected Items:

1 items total Page 1 of 1



## Student Password Reset Batch Details

### General

Display Name eduPass Password Reset

Status Completed

Description Password Resets

Completed Time 20/04/2015 4:22:10 PM

#### Selected Students

Beulah Dealer; Chris Grech;  
Bobby Zammit

#### Failed Students

If there are students listed in this box,  
please contact support using the service  
gateway on  
<http://servicesdesk.education.vic.gov.au>

Resets ▼

Notice the details of the request  
are displayed.

You should always check the  
details in case any students have  
failed to have a password reset  
letter generated.

Click on the **OK** button.



OK

Cancel

## Home

## My Profile

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## Sign Out

## Student Password Reset Batch Details



New



Details



Delete

Search for:

Search within:

 ▼

<input type="checkbox"/> <u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/> <a href="#">eduPass Password Reset</a>	Password Resets	Completed	20/04/2015 4:22:01 PM

Selected Items:

1 items total Page 1 of 1



# eduPass Temporary Password Reset Letter - Password Reset Home Group 09A 03/06/2015 11:53:56 AM

FIM2010, FIMService1sit

To: [Teacher, Seth S](#)

Attachments:  [eduPass Password Reset Let~1.pdf \(91 KB\)](#) [\[Open as Web Page\]](#)

Wednesday, June 03, 2015 11:54 AM

## Department of Education and Training - Victoria

### eduPass Temporary Password Reset Letter - Password Reset Home Group 09A 03/06/2015 11:53:56 AM

Dear Teacher, Seth S,

Please find attached the notifications generated for:

<b>Notification</b>	: eduPass Temporary Password Reset Letter
<b>Description</b>	: Password Reset Home Group 09A
<b>Date and Time of Generation</b>	: 03/06/2015 11:53:56 AM
<b>Password Expiry Date</b>	: 13 June, 2015

The Description and the Date and Time of Generation can be used within the [eduPass Administration Portal](#) to track the details of each batch of generated registration letters and the batch status.

If there are any errors, you will receive a separate email detailing the error (i.e. Total Batch Failure or Exception Failure) and the number of students affected.

If no error message is received, the batch has processed successfully.

Here is an example of the email you will receive. Notice there is a PDF attachment. You can save and print this document which will contain all the password reset letters to be issued to each student.

Depending on your email software you will be able to click on a link or icon for the attachment to save and print the document.



## Department of Education and Training - Victoria

### CJGRE: eduPass Temporary Password Reset Letter

03 June, 2015

School Ref : 9810|09A

Dear Chris Grech

You have been issued with a user name and temporary password to access the eduPass service.

Your eduPass User Name and temporary password are:

User Name: CJGRE  
Temporary Password: i4Q9DjAd5  
Password Expiry Date: 13 June, 2015

Note: You must change your password to complete your account activation. Your temporary password will expire in 10 days, on the date above.

An example of an eduPass Temporary Password Reset Letter is shown here. A student will be able to log back into eduPass and set up their account again immediately upon receiving the letter.

#### Actions Required:

To activate your username and password you must complete the following actions:

1. Open a browser and navigate to <https://eduPass.education.vic.gov.au/MyAccount>
2. Login using your temporary password and eduPass username exactly as shown above and follow the prompts to change your password

#### Things to Remember for Password Management

1. You cannot change your password more than once in 24 hours.
2. You are required to change your password once every year; this can be done by going to <https://eduPass.education.vic.gov.au> and following the prompts.
3. If you are in Years 3-12, and forget your password, you can go to: <https://eduPass.education.vic.gov.au> and follow the prompts to reset your password using the secret questions and answers you set up when you registered.

For further information or questions, please contact your School eduPass Administrator.



## Tips

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.

Enable or Disable a Student's eduPass Account



## Introduction

In this module you will learn how to Enable and Disable a Student's eduPass account. If a student was to have a disabled account they would not have access to the various DET (the Department) systems that their username and password provides.

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Welcome, Teacher, Beth B

Search for:



Search within:



### My Profile

The **My Profile** function allows you to see information about yourself in the system.

### Student Management



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The **Student Management** function allows you to manage your students' registration in eduPass.

### See requests I've made

The **See requests I've made** function allows

### Disabling a student's account

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

Sometimes it may be necessary to disable a student's eduPass account; this could be for any number of reasons including a disciplinary reason or a parent request. You can temporarily disable a student's eduPass account and re-enable it at a later date. The account will remain disabled until it is re-enabled again.

Click on the **Disable a Student Account** link.



## Disable a Student Account

[General](#)[Manually-managed Members](#)

Display Name

Disable a Student Account

Description

Students added to this set will have the account dis

In this example, we will disable the eduPass account of student, Simon Smith.

Click on the **Manually-managed Members** tab.

OK

Cancel



## Disable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.



Click on the **browse** icon for **Members to Add**.

OK

Cancel

## Select Members

Search for:

Smith



Search within:

All Active Students



<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
--------------------------	--------------	------------	-----------	----------	------------	-------------	----------	-----------------------------------

Type **Smith** in the **Search for** field and then click on the **Search** button.



Find the resources you want using the Search above.

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	05A	5	Yes	No
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	02A	2	Yes	No

A list of all students with the name Smith or any part of that word is displayed.

Select **Simon Smith**.

14 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No

Members to be added:

14 items total Page 1 of 1

Simon Smith

Click on the OK button.

OK

Cancel

## Disable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.

Simon Smith;



Click on the **OK** button.



OK

Cancel

## Disable a Student Account

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Simon Smith;

Click on the **Submit** button.

&lt; Back

Submit

Cancel



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Welcome, Teacher, Beth B

Search for:



Search within:



## My Profile

The **My Profile** function allows you to see information about yourself in the system.

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[About Forefront Identity Manager](#)

## Student Management



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[Disable a Student  
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[Create a New  
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[Enable a Student  
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[Unlock a Student  
from Password  
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The **Student Management** function allows you to manage your students' registration in eduPass.

Simon's access has been disabled. You can confirm the request has been processed by clicking on the See requests I've made link on the Home Page, which allows you to review your historical requests.

Click on the **See requests I've made** heading link.

## See requests I've made

The **See requests I've made** function allows

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## Manage My Requests



Cancel

Search for:

Search within:

<input type="checkbox"/> Request Title	Date Submitted ▼	Status
<input type="checkbox"/> <a href="#">Update to Set: 'Disable a Student Account' Request</a>	26/11/2014 11:19:53 AM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Reset a Student Password' Request</a>	26/11/2014 11:13:16 AM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 11:01:03 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 10:20:34 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 10:04:35 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	25/11/2014 2:57:58 PM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Reset a Student Password' Request</a>	25/11/2014 2:43:51 PM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	25/11/2014 2:36:57 PM	Completed
<input type="checkbox"/> <a href="#">Update to Person: 'Teeacher, Seth S' Request</a>	24/11/2014 1:27:02 PM	Denied

You can also confirm Simon's account status by clicking on **All Active Students** in the left hand menu and searching for Simon. You will see his status is showing as disabled.

Click on **All Active Students** in the left hand menu.

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## Search Result

Type **Simon** in the **Search for** field and then click on the **Search** button.



[Details](#)

Search for:

Simon



Search within:

All Active Students

<input type="checkbox"/>	Display Name ▲	First Name	Last Name	Username	Home	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	<a href="#">Arden Mulloway</a>	Arden	Mulloway	AMMUL	00A	1	Yes	No
<input type="checkbox"/>	<a href="#">Beulah Dealer</a>	Beulah	Dealer	BCDEA	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Bert Hotsen</a>	Norberto	Hotsen	NBHOT	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Blaine Lamisi</a>	Blaine	Lamisi	BMLAM1	00A	1	Yes	No
<input type="checkbox"/>	<a href="#">Bobby Brown</a>	Bobby	Brown	BWBRO	07A	7	No	Yes
<input type="checkbox"/>	<a href="#">Bobby Zammit</a>	Bobby	Zammit	BEZAM1	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Charise Rubin</a>	Charise	Rubin	CSRUB	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Chris Grech</a>	Christopher	Grech	CJGRE	09A	9	No	Yes
<input type="checkbox"/>	<a href="#">Christine Smitha</a>	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	<a href="#">Christopher Brown</a>	Christopher	Brown	CCBRO	02A	3	Yes	No
<input type="checkbox"/>	<a href="#">Clare Smith</a>	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	<a href="#">Clare Smithson</a>	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	<a href="#">Damian Duff</a>	Damian	Duff	DDDUF	10A	10	No	Yes
<input type="checkbox"/>	<a href="#">Damian Zammit</a>	Damian	Zammit	DDZAM	08A	8	Yes	No

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## Search Result

[Details](#)

Search for:

Simon



Search within:

All Active Students



<input type="checkbox"/> Display Name ^	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/> <a href="#">Simon Smith</a>	Simon	Smith	SSSMI1	12A	12	Yes	Yes

You will see Simon now has 'Yes' against his name in the Disabled column.

Click **Home** to continue.

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**Welcome, Teacher, Beth B**

Search for:



Search within:



## My Profile

The **My Profile** function allows you to see information about yourself in the system.

## Student Management



- ▶ [Student Registration Letters](#)
- ▶ [Student Password Resets](#)
- ▶ [Disable a Student Account](#)
- ▶ [Create a New Username for a Student](#)
- ▶ [Enable a Student Account](#)
- ▶ [Unlock a Student from Password Reset](#)

The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made

The **See requests I've made** function allows

## Enabling a student's account

You can re-enable a student's account using a similar process.

Click on the **Enable a Student Account** link.



## Enable a Student Account

[General](#)[Manually-managed Members](#)

Click on the **Manually-managed Members** tab.

Display Name

Enable a Student Account

Description

Students added to this set will have the account enabled if they are disabled

OK

Cancel



## Enable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.



Click on the **browse** button for **Members to Add**.

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	Yes	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	02A	2	Yes	No

Notice that Simon's access is shown as 'Yes' in the Disabled column.

Select Simon Smith.

14 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No

Members to be added:

14 items total Page 1 of 1

Simon Smith

Click on the OK button.

OK

Cancel

## Enable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.

Simon Smith;

Click on the **OK** button.



OK

Cancel

## Enable a Student Account

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Simon Smith;

Click on the **Submit** button.

&lt; Back

Submit

Cancel

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## Sign Out

Welcome, Teacher, Beth B

Search for:



Search within:



### My Profile

The **My Profile** function allows you to see information about yourself in the system.

[? Help](#)

Simon's account has been re-enabled.

You can confirm his account has been enabled from your Home page. You can either confirm your request by clicking on the See requests I've made link, or you can search for Simon's record and check the status of the disabled column (yes or no).

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The **Student Management** function allows you to manage your students' registration in eduPass.

### See requests I've made

The **See requests I've made** function allows





Unlock a Student's eduPass Account



## Introduction

In this module you will learn how to **Unlock a Student's eduPass Account** for a student for whom the self service password reset (referred to as SSPR) function has been locked for security reasons.

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Welcome, Teacher, Beth B

Search for:

Search within

All Active Stu



## My Profile

The **My Profile** function allows you to see information about yourself in the system.

## Student Management



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The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made

The **See requests I've made** function allows

## Unlocking a Student's eduPass Account

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your Department username and password.

A student may become "locked out" of the eduPass Password Reset function because too many attempts to access their account with an incorrect password have occurred within a 30 minute timeframe. When the account is unlocked from password reset, the student will be able to use the self service password reset function again.

Note: To unlock a student's account you can use either the left hand menu or the centrally placed link, whichever is most convenient for you.

Click on the **Unlock a Student from Password Reset** link.

## Unlock a Student from Password Reset

[General](#)[Manually-managed Members](#)

Click on the **Manually-managed Members** tab.

Display Name

Unlock a Student from Password Reset

Description

Students added to this set will have their SSPR functionality unlocked

OK

Cancel

## Unlock a Student from Password Reset

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.



Click on the **Browse** button for **Members to Add**.

OK

Cancel

## Select Members

Search for:

Search within:

☐ Display Name First Name Last Name Username Home Group School Year Disabled Has Generated Registration Letter



Find the resources you want  
using the Search above.

Click on the **Search within**  
drop-down arrow.

OK

Cancel

## Select Members

Search for:

Search within:

- All Active Students
- All Employees
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (AccountName)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required
- All Schools
- All Delegated Admins

☐ Display Name First Name Last Name Username Home Group School

Find the resources  
using the Search above

**Note:** SSPR stands for self service password reset; this includes the PIN and secret questions and answers that the student set up at registration.

Select **All Students - SSPR Locked**.



OK

Cancel



## Select Members

Search for:

Search within:

☐ Display Name First Name Last Name Username Home Group School Year Disabled Has Generated Registration Letter

Find the resources you  
using the Search above

**Tip:** Because you have selected **All students - SSPR Locked** in the **Search within** field, all students who have been locked out will be returned.

Click on the **Search** button.

OK

Cancel

## Select Members

Search for:

Search within:

<input type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input checked="" type="checkbox"/> Damian Duff	Damian	Duff	DDDUF	10A	10	No	Yes

In this example, Damian Duff has been locked out of the password reset facility for his account because one of his friends has been trying to hack the account and has tried to change the password more than 25 times in 30 minutes. The password reset feature has been locked.

(Note: Damian can still access the account if he knows his password)

Select **Damian Duff**.

Members to be added:

1 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

Search within:

<input checked="" type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input checked="" type="checkbox"/>	Damian Duff	Damian	Duff	DDDUF	10A	10	No	Yes

Click on the OK button.

Members to be added:

1 items total 1 of 1

Damian Duff

OK

Cancel

## Unlock a Student from Password Reset

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.



Click on the **OK** button.



OK

Cancel

## Unlock a Student from Password Reset

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Damian Duff;

Click on the **Submit** button.



&lt; Back

Submit

Cancel

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Search for:



Search within:



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The **My Profile** function allows you to see information about yourself in the system.

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The **Student Management** function allows you to manage your students' registration in eduPass.

Damian will now be able to access password reset (self service) facility.

## See requests I've made

The **See requests I've made** function allows



Change a Student's eduPass User Name





## Introduction

In this module you will learn how to change a student's eduPass username for a student with an existing eduPass account.

Home

Welcome, Teacher, Beth B

## Change a Student's eduPass Username

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

The eduPass Administration Console Home screen is displayed.

You may come across a scenario in your school where a student's username needs to be changed for various reasons.

**Note:** To change a student's username you can use either the left hand menu or the centrally placed link, whichever is most convenient for you.

Click on the **Create a New Username for a Student** link.

Search for:



Search within:



### My Profile

The **My Profile** function allows you to see information about yourself in the system.

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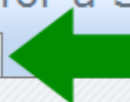


The **Student Management** function allows you to manage your students' registration in eduPass.

### See requests I've made

The **See requests I've made** function allows

## Create a New Username for a Student

[General](#)[Manually-managed Members](#)

Click on the **Manually-managed Members** tab.

Display Name

Create a New Username for a Student

Description

Students added to this set will have their AccountName generated based on the Alternate Account Name rules

OK

Cancel

## Create a New Username for a Student

[General](#)[Manually-managed Members](#)

## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name	Description
This set has no manually-managed members.	

0 items total

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.



In this example there is a student, Lucy Ussan, whose assigned username is 'LUSSA' and the other students in her home group are teasing her as a result.

The new username will be automatically created by the system using an alternate rule from the original name (there is no choice in spelling or the characters that go into the new username) so that it is different to the original name.

Click on the **Browse** button.



OK

Cancel

## Select Members

Search for:

LUSSA



Search within:

All Active Students



<input type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	Year	Disabled	Has Generated Registration Letter
---------------------------------------	------------	-----------	----------	------------	------	----------	-----------------------------------



Type **LUSSA** and then click on the **Search** button.



Find the resources you want  
using the Search above.

OK

Cancel

## Select Members

Search for:

LUSSA

Search within:

All Active Students

<input type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/> Lucy Ussan	Lucy	Ussan	LUSSA	11A	11	No	Yes

Select Lucy.

Members to be added:

1 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

LUSSA



Search within:

All Active Students



<input checked="" type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input checked="" type="checkbox"/> Lucy Ussan	Lucy	Ussan	LUSSA	11A	11	No	Yes

Click on the **OK** button.

Members to be added:

Lucy Ussan

1 items total

e

1 of 1



OK

Cancel



## Create a New Username for a Student

[General](#)[Manually-managed Members](#)[More information](#)

## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.

Lucy Ussan;

Click on the **OK** button.



OK

Cancel

## Create a New Username for a Student

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Lucy Ussan;

Click on the **Submit** button.

&lt; Back

Submit

Cancel

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Search for:



Search within:



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The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made

The **See requests I've made** function allows

The request has been submitted. A new registration letter has been generated for Lucy to re-register.

Let's check that Lucy's username has been updated successfully. You can search for a student directly from the home page of the eduPass Administration Console.

Click in the **Search for** field.

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Welcome, Teacher, Beth B

Type **ussan** and then click on  
the **Search** button.

Search for:

ussan



Search within:

All Active Students



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The **Student Management** function allows you  
to manage your students' registration in  
eduPass.

## See requests I've made

The **See requests I've made** function allows



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## Search Result



Search for:

ussan

Search within:

All Active Students

[Details](#)

<input type="checkbox"/> Display Name ▲	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/> <a href="#">Lucy Ussan</a>	Lucy	Ussan	LU	11A	11	No	Yes

Notice that Lucy's username has been changed to 'LU'.





## Tips

**Remember:** Changing a username will generate a new registration letter that will be mailed to the delegated administrator's mailbox. It will require the student to go through the registration process again (if it has been done already) including, if they are a Year 3-12 student, setting up a PIN & secret questions and answers.

Delegate and Revoke eduPass Administration Rights





## Introduction

In this module you will learn how to delegate and revoke eduPass administration rights for eduPass student management functions to a staff member or specialist technician.

The school principal is granted the full administration rights to eduPass at their school and they can delegate these administrative rights to other staff members and specialist technicians.

Granting staff eduPass delegation rights allows the delegate to administer student eduPass accounts at your school. You can delegate rights to all functions, to a single function or to several functions to meet your business need.

Each function is outlined below:

- Provide a student with an eduPass identity
- Reset a student's eduPass password
- Enable or disable a student's eduPass account
- Unlock a student's eduPass account
- Change a student's eduPass username.

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Search for:

Search within:



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The **Student Management** function allows you to manage your students' registration in eduPass.

### See requests I've made

The **See requests I've made** function allows

## Assigning Delegation Rights in eduPass

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

The eduPass Administration Console is displayed.

You can only grant administrative entitlements in eduPass to one staff member or specialist technician at a time, but it is a quick and easily repeatable process.

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Search for:



Search within:

In this example, you will delegate the function to 'Assign Delegation Rights' to a member of staff, Felicity Teacher.

You can search for employees using the **All Employees** option in the left hand menu.

Click on the **All Employees** option.



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tion allows you to see  
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## Search Result



Details

Search for:

teacher



Search within:

All Employees



<input type="checkbox"/> Display Name ^	Username	First Name	Last Name	E-mail
<input type="checkbox"/> <a href="#">(No display name)</a>	S825523			
<input type="checkbox"/> <a href="#">(No display name)</a>	S722024			
<input type="checkbox"/> <a href="#">(No display name)</a>	0999944411			
<input type="checkbox"/> <a href="#">(No display name)</a>	S9876521			
<input type="checkbox"/> <a href="#">(No display name)</a>	S89II21			
<input type="checkbox"/> <a href="#">(No display name)</a>	04039282			
<input type="checkbox"/> <a href="#">(No display name)</a>	S347023			
<input type="checkbox"/> <a href="#">(No display name)</a>	ST99998			
<input type="checkbox"/> <a href="#">(No display name)</a>	08908988			
<input type="checkbox"/> <a href="#">(No display name)</a>	TESTSP			
<input type="checkbox"/> <a href="#">(No display name)</a>	cgateway			
<input type="checkbox"/> <a href="#">.A Do Not Send to this Address</a>	virusredir			
<input type="checkbox"/> <a href="#">00000111</a>	00000111	Harvey	Spector	
<input type="checkbox"/> <a href="#">00000112</a>	00000112	Mike	Ross	
<input type="checkbox"/> <a href="#">00000113</a>	00000113	Rutherford	Bronwen	

Type **teacher** into the **Search for** field and click on the **Search** button.



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## Search Result



Details

Search for:

teacher



Search within:

All Employees



<input type="checkbox"/> Display Name ^	Username	First Name	Last Name	E-mail
<input type="checkbox"/> <a href="#">00000155</a>	00000155	Nicole	Teacher	
<input type="checkbox"/> <a href="#">99999983</a>				
<input type="checkbox"/> <a href="#">99999987</a>				
<input type="checkbox"/> <a href="#">99999993</a>				
<input type="checkbox"/> <a href="#">ABCTeacher2, Teacher T</a>				
<input type="checkbox"/> <a href="#">C04932201</a>				
<input type="checkbox"/> <a href="#">S333923</a>				
<input type="checkbox"/> <a href="#">S678924</a>				
<input type="checkbox"/> <a href="#">s888800</a>				
<input type="checkbox"/> <a href="#">Teacher Development</a>				
<input type="checkbox"/> <a href="#">Teacher, Barry I</a>				
<input type="checkbox"/> <a href="#">Teacher, Beth B</a>				
<input type="checkbox"/> <a href="#">Teacher, Brad B</a>				
<input type="checkbox"/> <a href="#">Teacher, Clay T</a>	99999928	Clay	Teacher	

The search results return all staff that meet the search criteria. You can further narrow your search by keying in the staff member's Account Name in the Search for field, if required. You can learn more about eduPass search features in the training module 'eduPass Search Tips'.

**Tip:** eduPass returns 30 records on each displayed page. You can scroll through the pages one by one by clicking on the chevrons at the bottom right of the screen or go directly to the last page by clicking on the chevron on the extreme right.

In this example, Felicity is further down the list.

Click on the **scroll down** arrow.

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## Search Result



Search for:

teacher

Search within:

All Employees

Details

<input type="checkbox"/>	<a href="#">Teacher, Felicity F</a>	99999937	Felicity	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Georgie G</a>	99999997	Georgie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Harriet H</a>	S980021	Harriet	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Henry H</a>	99999980	Henry	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Jessica J</a>	99999982	Jessica	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Linda L</a>	99999984	Linda	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Lindon L</a>	99999972	Lindon	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marcia M</a>	99999933	Marcia	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marjorie M</a>	99999931	Marjorie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Mary M</a>	99999985	Mary	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Matt M</a>	99999968	Matt	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Max P</a>	99999973	Max	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Owen O</a>	99999938	Owen	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Robert R</a>	S678956	Robert	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Sarah P</a>	99999970	Sarah	Teacher	

Select **Teacher, Felicity F** by clicking on her name in the Display Name column.

Selected Items:

36 items total Page 1 of 2

## Teacher, Felicity F



[General](#)

[Group Membership](#)

[Delegated Administration](#)



[More information](#)

Display Name Teacher, Felicity F

Title Education Support

First Name Felicity

Preferred Given Name

Middle Name

Last Name Teacher

Initials

Birth Date

User Type Employee

Account Name 99999937  
User's log on name

Felicity's details are displayed. Notice that her details are shown on the General tab.

**Tip:** These details are held in the Department's data repositories, for example, in the eduPay or eduMail systems and cannot be updated here.

Click on the **Delegated Administration** tab.

OK

Cancel



## Teacher, Felicity F

[General](#)

[Group Membership](#)

[Delegated Administration](#)



[More information](#)

### Enable/Disable User

Select one or more Schools to allow the user the functionality



### Generate Registration Letter

Select one or more Schools to allow the user the functionality



### Password Reset

Select one or more Schools to allow the user the functionality



### Unlock User Account

Select one or more Schools to allow the user the functionality



Notice the individual permissions that can be assigned here.

**Assign Delegation Rights** is further down the page.

Click on the **scroll down** arrow.



OK

Cancel

## Teacher, Felicity F



General

Group Membership

Delegated Administration

[More information](#)

### Unlock User Account

Select one or more Schools to allow the user the functionality



### Generate Alternate Username

Select one or more Schools to allow the user the functionality



Use the control below to delegate all rights to a school for this user.

### Assign Delegation Rights

Select one or more Schools to allow the user the functionality



### Assign Delegation Rights

automatically delegates all eduPass administrative tasks to the nominated staff member or specialist technician. The nominated individual has the ability to on-delegate these rights to another staff member/specialist technician.

Click on the **Browse** icon for **Assign Delegation Rights**.



OK

Cancel

## Schools

Search for:

Search within:

<input type="checkbox"/> Display Name	School Code	School Name	School Campus	School Region
---------------------------------------	-------------	-------------	---------------	---------------



Find the resources you want  
using the Search above.

Click on the **Search** button.


OK

Cancel

## Schools

Search for:

Search within:


All Schools 

<input type="checkbox"/> Display Name	School Code	School Name	School Campus	School Region
<input checked="" type="checkbox"/> eduPass Training Material School - 9810	9810	eduPass Training Material School	00	NORTH-EASTERN VICTORIA
<input type="checkbox"/> EP Monitoring School - 9800	9800	EP Monitoring School	00	NORTH-EASTERN VICTORIA

A search of 'all schools' will only return the school(s) that you are either the principal of, or have been assigned delegated administrator rights to. In this example, you have the rights to delegate administration rights at two schools. It is important that each function is delegated to the appropriate person at each school.

Select **eduPass Training Material School**.

Search Schools

2 items total Page 1 of 1 


OK

Cancel

## Schools

Search for:

Search within:

All Schools 

<input type="checkbox"/> Display Name	School Code	School Name	School Campus	School Region
<input checked="" type="checkbox"/> eduPass Training Material School - 9810	9810	eduPass Training Material School	00	NORTH-EASTERN VICTORIA
<input type="checkbox"/> EP Monitoring School - 9800	9800	EP Monitoring School	00	NORTH-EASTERN VICTORIA

Click on the OK button.

Search Schools

2 items total

Page 1 of 1 

eduPass Training Material School - 9810

OK

Cancel

## Teacher, Felicity F



[General](#)

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[More information](#)

### Unlock User Account

Select one or more Schools to allow the user the functionality



### Generate Alternate Username

Select one or more Schools to allow the user the functionality



Use the control below to delegate all rights to a school for this user.

### Assign Delegation Rights

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810



Click on the **OK** button.



OK

Cancel

## Teacher, Felicity F



[General](#)

[Group Membership](#)

[Delegated Administration](#)

Multiple-Value Attributes	Removed Items	Inserted Items
Assign Delegation Rights	EP Monitoring School - 9800;	eduPass Training Material School - 9810;
Enable Disable User	EP Monitoring School - 9800;	(no inserted item)
Generate Alternate Username	EP Monitoring School - 9800;	(no inserted item)
Generate Registration Letter	EP Monitoring School - 9800;	(no inserted item)
Password Reset	EP Monitoring School - 9800;	(no inserted item)
Unlock User Account	EP Monitoring School - 9800;	(no inserted item)

You can see that Felicity has been assigned Assign Delegation Rights for the eduPass Training Material School -9810; no rights to EP Monitoring School -9800 have been assigned to Felicity.

Click on the **Submit** button.



< Back

Submit

Cancel



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## Search Result



Search for:

teacher

Search within:

All Employees

Details

<input type="checkbox"/>	<a href="#">Teacher, Felicity F</a>	99999937	Felicity	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Georgie G</a>	99999997	Georgie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Harriet H</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Henry H</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Jessica J</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Linda L</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Lindon P</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marcia M</a>			Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marjorie M</a>	99999931	Marjorie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Mary M</a>	99999985	Mary	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Matt M</a>	99999968	Matt	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Max P</a>	99999973	Max	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Owen O</a>	99999938	Owen	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Robert R</a>	S678956	Robert	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Sarah P</a>	99999970	Sarah	Teacher	

You can confirm that Felicity has been delegated the 'Assign Delegation Rights' function for by clicking on her name again in the Display Name column.

Click on **Teacher, Felicity F** in the Display Name column.

## Teacher, Felicity F



[General](#)

[Group Membership](#)

[Delegated Administration](#)



[More information](#)

Display Name Teacher, Felicity F

Title Education Support

First Name Felicity

Preferred Given Name

Middle Name

Last Name Teacher

Initials

Birth Date

User Type Employee

Account Name  
User's log on name 99999937

Click on the **Delegated Administration** tab.

OK

Cancel

## Teacher, Felicity F



[General](#)

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### Enable/Disable User

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Generate Registration Letter

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Password Reset

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Unlock User Account

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



You can see Felicity now has rights for all eduPass functions for the eduPass Training Material School and no eduPass rights for the eduPass Monitoring School.

OK

Cancel

## Teacher, Felicity F



[General](#)

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### Enable/Disable User

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Generate Registration Letter

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Password Reset

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Unlock User Account

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



## Revoking a delegation right

You can remove permission to any of the eduPass administrative rights simply by deleting the school from the selection field. Let's do this for Generate Registration Letter.

Click in the **Generate Registration Letter** field.

OK

Cancel

## Teacher, Felicity F



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### Enable/Disable User

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Generate Registration Letter

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



Press the **Backspace** key on your keyboard.

### Password Reset

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Unlock User Account

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



OK

Cancel

## Teacher, Felicity F



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### Enable/Disable User

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Generate Registration Letter

Select one or more Schools to allow the user the functionality



### Password Reset

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



### Unlock User Account

Select one or more Schools to allow the user the functionality

[eduPass Training Material School - 9810](#)



Click on the OK button.



OK

Cancel

## Teacher, Felicity F



[General](#)

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Multiple-Value Attributes	Removed Items	Inserted Items
Generate Registration Letter	eduPass Training Material School - 9810;	(no inserted item)

Click on the **Submit** button.



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Submit

Cancel

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## Search Result



Search for:

teacher



Search within:

All Employees



Details

<input type="checkbox"/>	<a href="#">Teacher, Felicity F</a>	99999937	Felicity	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Georgie G</a>	99999997	Georgie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Harriet H</a>	S980021	Harriet	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Henry H</a>	99999980	Henry	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Jessica J</a>	99999982	Jessica	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Linda L</a>	99999984	Linda	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Lindon P</a>	99999972	Lindon	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marcia M</a>	99999933	Marcia	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Marjorie M</a>	99999931	Marjorie	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Mary M</a>	99999985	Mary	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Matt M</a>	99999968	Matt	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Max P</a>	99999973	Max	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Owen O</a>	99999938	Owen	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Robert R</a>	S678956	Robert	Teacher	
<input type="checkbox"/>	<a href="#">Teacher, Sarah P</a>	99999970	Sarah	Teacher	

You can confirm Felicity's permissions have been updated by clicking on her name, as before.

## eduPass Search Tips



## Introduction

In this module you will learn how to search for users within the eduPass system.

The eduPass search facility is flexible with the option to search quickly and effectively for both single and multiple users.



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## Sign Out

Welcome, Teacher, Seth S

Search for:



Search within:



## My Profile

The **My Profile** function allows you to see information about yourself in the system.

## Student Management



- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▶ <a href="#">Student Registration Letters</a></li> <li>▶ <a href="#">Student Password Resets</a></li> <li>▶ <a href="#">Disable a Student Account</a></li> </ul> | <ul style="list-style-type: none"> <li>▶ <a href="#">Create a New Username for a Student</a></li> <li>▶ <a href="#">Enable a Student Account</a></li> <li>▶ <a href="#">Unlock a Student from Password Reset</a></li> </ul> |
|--|---|

The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made

The **See requests I've made** function allows

## eduPass search fields

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your Department username and password.

There are two search fields available to you in the eduPass system, the **Search within** and **Search for** fields. The two fields work in conjunction with each other to return a final result.



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Welcome, Teacher, Seth S

Search for:

Search within:

- All Active Students
- All Employees
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required
- All Schools
- All Delegated Admins
- Student Administration Functions

**Search within** is a drop-down list of predefined searches. Notice all of the pre-defined searches available in this list for searching in the eduPass system.

function allows you  
ut yourself in the s

## Student Management



- [Student Registration Letters](#)
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- [Create a New Username for a Student](#)
- [Enable a Student Account](#)
- [Unlock a Student from Password Reset](#)

The **Student Management** function allows you to manage your students' registration in the eduPass system.

## See requests I've made

The **See requests I've made** function allows







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Welcome, Teacher, Seth S

Search for:



Search within:

All Active Students



**Search for** can be used to search across all of the following fields for students:

- Username
- DisplayName
- FirstName
- LastName
- HomeGroup
- PreferredGivenName
- SchoolCampus
- SchoolCode
- SchoolCodeAndSchoolHomeGroup
- SchoolCodeAndSchoolYear
- SchoolName.



The **Student Management** function allows you to manage your students' registration in eduPass.

[? Help](#)

[About Forefront Identity Manager](#)

## See requests I've made



The **See requests I've made** function allows



You use the **Search for** field combined with a **Search within** predefined search. We will now demonstrate combining searches without adding any further data. The default search in the **Search within** field is 'All Active Students'.

Active in the context of eduPass means all students who have an active enrolment. As a Delegated Administrator you are able to access all students who have an active enrolment in all of the schools for which you are assigned delegation rights.



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Welcome, Teacher, Seth S

Search for:

Search within:

## Basic searching

Click on the **Search** button.

ction allows you to see  
yourself in the system.

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## Student Management



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▶ [Student Password  
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▶ [Disable a Student  
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▶ [Create a New  
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▶ [Enable a Student  
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▶ [Unlock a Student  
from Password  
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The **Student Management** function allows you to manage your students' registration in eduPass.

## See requests I've made


The **See requests I've made** function allows

## Students

Search for:



Search within:

All Active Students 

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Complete
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bblam8	07A	7	No	Yes	No

Search Students

All active students at school(s) that the Delegated Administrator is associated with are returned.

Now, we will change the pre-defined search in **Search within** and add data to the **Search for** field to search for students with the surname Smithers in Year 2.

Click on the **Search within** drop-down arrow.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

Search within:

- All Active Students
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux				
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux				
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	blam18	07A	7	No

Select All Active Students - Year 2.

Search Students

108 items total Page 1 of 4

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Click in the **Search for** field.

Search for:

Search within:

All Active Students - Year 2

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bhlamb	07A	7	No	Yes	No

Search Students

108 items total Page 1 of 4

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

smithers



Search within:

All Active Students - Year 2

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disa	Has Generated Registration Letter	First Use Completed
--------------------------	--------------	------------	-----------	----------	------------	-------------	------	-----------------------------------	---------------------

Type ***smithers*** and then click on the **Search** button.



Find the resources you want  
using the Search above.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

smithers



Search within:

All Active Students - Year 2

<input type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/> Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes	No
<input type="checkbox"/> Susan Smithers	Susan	Smithers	SPSMI	02A	2	No	Yes	No

Two matching students are returned.

Search Students

2 items total Page 1 of 1

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students



Search for:

Search within:

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disable
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bblam8	07A	7	No

Search Students

## Searching by school number

We have displayed all active students in the search results.

You may be a Delegated Administrator across more than one school. If so, you can search by school number. This is entered in the search for field and is combined with the pre-defined search you have chosen in the search within dropdown menu.

In this example, the results show students from schools 9800 and 9810.

Click in the **Search for** field.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel



## Students

Search for:

9800



Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	An					No	Yes	No
<input type="checkbox"/>	Arden Mullane	Ar					No	Yes	No
<input type="checkbox"/>	Arden Malloway	Ar					Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bhlam8	07A	7	No	Yes	No

Type **9800** and then click on the **Search** button.

Search Students

108 items total Page 1 of 4

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students



Search for:

9800

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7			
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P			
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P			
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bmlam8	07A	7	No	Yes	No
<input type="checkbox"/>	Bunny Garber	Bunny	Garber	btgar8	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Charise Rubel	Charise	Rubel	cscrub1	12A	12	Yes	No	No
<input type="checkbox"/>	Chris	Christopher	Greenway	cjgre34	12A	12	No	Yes	No

The students from school 9800 are shown.  
Double-click in the **Search for** field.

Search Students

52 items total Page 1 of 2

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

9800



Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	b					No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	n					No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bmlam8	07A	7	No	Yes	No
<input type="checkbox"/>	Bunny Garber	Bunny	Garber	btgar8	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Charise Rubel	Charise	Rubel	cscrub1	12A	12	Yes	No	No
<input type="checkbox"/>	Chris	Christopher	Greenway	cjgre34	12A	12	No	Yes	No

Press the **Backspace** key on your keyboard.

Search Students

52 items total Page 1 of 2

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Type **9810** and then click on the **Search** button.

Search for:

9810



Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bmlam8	07A	7	No	Yes	No
<input type="checkbox"/>	Bunny Garber	Bunny	Garber	btgar8	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Charise Rubel	Charise	Rubel	cscrub1	12A	12	Yes	No	No
<input type="checkbox"/>	Chris	Christopher	Greenway	cjgre34	12A	12	No	Yes	No

Search Students

52 items total Page 1 of 2

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

9810

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Arden Mulloway	Arden	Mulloway	AMMUL	00A	1	Yes	No	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No	Yes	No
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input type="checkbox"/>	Blaine Lamisi	Blaine	Lamisi	BMLAM1	00A	1	Yes	No	No
<input type="checkbox"/>	Bobby Brown	Bobby	Brown	BWBRO	07A	7	No	Yes	No
<input type="checkbox"/>	Bobby Zammit	Bobby	Zammit	BEZAM1	09A	9	No	Yes	No
<input type="checkbox"/>	Charise Rubin	Charise	Rubin	CSRUB	09A	9	No	Yes	No
<input type="checkbox"/>	Chris Grech	Christopher	Grech	CJGRE	09A	9	No	Yes	No
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No	No
<input type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	No	Yes	No

Search Students

The students from school 9810 are now shown.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel



Two additional predefined searches by school number are available; they are entered in the **Search for** field using the '|' character (known as the vertical bar or pipe).

For example:

- School Number|Home Group
- School Number|Year Level.

**Tip:** The vertical bar can be found on your keyboard either beside or below the Backspace key on most Australian keyboards.

## Students

Search for:

9810|02A



Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
--------------------------	--------------	------------	-----------	----------	------------	-------------	-----	-----------------------------------	---------------------



Find the resources you want  
using the Search above.

Let's try the School Number|Home Group  
search.

The **Search for** field is active.

Type **9810|02A** and then click on the  
**Search** button.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel



## Students

Search for:

9810|02A



Search within:

All Active Students

<input type="checkbox"/> Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/> Christopher Brown	Christopher	Brown	CCBRO	02A	3	No	Yes	No
<input type="checkbox"/> Clare Smithson	Clare	Smithson	CPSMI	02A	2	No	Yes	No
<input type="checkbox"/> Luke Brown	Luke	Brown	LLBRO	02A	2	No	Yes	No
<input type="checkbox"/> Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No	No
<input type="checkbox"/> Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input type="checkbox"/> Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes	No
<input type="checkbox"/> Patrick Smit	Patrick	Smit	PSSMI	02A	3	Yes	No	No
<input type="checkbox"/> Susan Smithers	Susan	Smithers	SPSMI	02A	2	No	Yes	No

Search Students

8 items total Page 1 of 1

The students in home group 2A at school 9810 are shown.

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9			
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9			
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12			
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bhlamb	07A	7			

## Managing your search results

We have displayed all active students in the search results.

eduPass returns 30 records on each page. You can select individual users by clicking the check box next to their name.

4

&lt; Back

Next &gt;

Finish

Cancel

Cancel

## Students

Search for:

Search within:

All Active Students

<input checked="" type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input checked="" type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input checked="" type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input checked="" type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes	No	No
<input checked="" type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input checked="" type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes	No	No
<input checked="" type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No	Yes	No
<input checked="" type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No	Yes	No
<input checked="" type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No	Yes	No
<input checked="" type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No		
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bblam8	07A	7	No		

Search Students

Angelo Friedel;Arden Mullane;Arden Malloway;Arletta Arceneaux;Arletta Arceneaux;Beulah D  
Lamberti;Blaine Lamisi;Bobby Brown;Bobby Zammit;Bunny Garber;Charise Rubel;Charise Rubi  
Smiths;Christopher Brown;Clara Smith;Clara Smithson;Damian Buff;Damian Zammit;Davis Cornell;Davis Corp;Denise Mancini;Denise Mancin;Deron

You can select all users on the page using the check box adjacent to the Display Name column header.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students



Search for:

Search within:

<input type="checkbox"/> Display Name ^	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/> Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/> Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/> Arden Malloway	Arden	Malloway	AMMUL	00A				No
<input type="checkbox"/> Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ				No
<input type="checkbox"/> Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ				No
<input type="checkbox"/> Beulah Deakins	Beulah	Deakins	bcdea4	12A				No
<input type="checkbox"/> Beulah Dealer	Beulah	Dealer	BCDEA	09A				No
<input type="checkbox"/> Bert Hotsen	Norberto	Hotsen	NBHOT	09A				No
<input type="checkbox"/> Bert Hott	Norberto	Hott	nbhot1	12A				No
<input type="checkbox"/> Blaine Lamberti	Blaine	Lamberti	bmlam8	07A	7	No	Yes	No

You can sort the results by clicking on the column header. Notice that the results are currently sorted by Display Name, A–Z.

**Note:** You can reverse the order of the data in all the displayed columns except Home Group and School Year.

Click on the **Display Name** column header.

Search Students

108 items total Page 1 of 4

OK

Cancel

< Back

Next >

Finish

Cancel

## Students

Search for:

Search within:

All Active Students

<input type="checkbox"/> Display Name ▼	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/> Zoraida Nower	Zoraida	Nower	ZMNOW	00A	1	Yes	No	No
<input type="checkbox"/> Zoraida Nowacki	Zoraida	Nowacki	zmnow1	06A	6	No	Yes	No
<input type="checkbox"/> Vanita Pewter	Vanita	Pewter	VRPEW	07A				No
<input type="checkbox"/> Vanita Pew	Vanita	Pew	vrpew1	10A				No
<input type="checkbox"/> Theron Polk	Theron	Polk	tmpol3	00A				No
<input type="checkbox"/> Temple Madruga	Temple	Madruga	tamad5	05A				No
<input type="checkbox"/> Susan Smithers	Susan	Smithers	SPSMI	02A				No
<input type="checkbox"/> Susan Smith	Susan	Smith	SSSMI2	05A				No
<input type="checkbox"/> Stephen Smith	Stephen	Smith	SSSMI	12A				No
<input type="checkbox"/> Simon Smith	Simon	Smith	SSSMI1	12A	12	Yes	Yes	No
<input type="checkbox"/> Shellie Gulotta	Shellie	Gulotta	smgul7	02A	2	No	Yes	No
<input type="checkbox"/> Sally Simson	Sally	Simson	SSSIM	10A	10	Yes	No	No

The results are now sorted Z-A.

You can navigate forward and backward between pages, or go to the first or last page of the results, using the navigation buttons at the bottom-right of the screen.

Click on the **next page** button.

Search Students

108 items total Page 1 of 4



OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

Search within:

All Active Students

<input type="checkbox"/> Display Name ▾	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/> Na Pence	Na	Pence	nlpen3	02A	3	Yes	No	No
<input type="checkbox"/> Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No	No
<input type="checkbox"/> Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input type="checkbox"/> Millard Hart	Millard	Hart	MVHAR	00A	1	Yes	No	No
<input type="checkbox"/> Millard Hardrick	Millard	Hardrick	mvhar6	08A	8	No	Yes	No
<input type="checkbox"/> Mika Cail	Jamika	Cail	jjcai4	05A	5	No	Yes	No
<input type="checkbox"/> Merrilee Sicard	Merrilee	Sicard	mksic1	00A	1	No	Yes	No
<input type="checkbox"/> May Chancellor	Mayme	Chancellor	mmchan	02A	2	No	Yes	No
<input type="checkbox"/> Max Walko	Maximina	Walko	mywal1	00A	1	No	Yes	No
<input type="checkbox"/> Matilde Solut	Matilde	Solut	MASOL	00A	1	Yes	No	No
<input type="checkbox"/> Matilde Soluri	Matilde	Soluri	masol6	05A	5	Yes	No	No
<input type="checkbox"/> Marion Smith	Marion	Smith	MMSMT	12A	12	Yes	No	No

Page 2 of the results is displayed.

Search Students

108 items total

Page 2 of 4



OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel

## Students

Search for:

%j



Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Angelo Friedel	Angelo	Friedel	aefri4	00A	1	No	Yes	No
<input type="checkbox"/>	Arden Mullane	Arden	Mullane	ammulc	07A	7	No	Yes	No
<input type="checkbox"/>	Arden Malloway	Arden	Malloway	AMMUL	00A	1	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Arletta	Arceneaux	aparc3	ZZZ	P	Yes	No	No
<input type="checkbox"/>	Arletta Arceneaux	Monitor	Arceneaux	qabla	ZZZ	P	Yes		
<input type="checkbox"/>	Beulah Deakins	Beulah	Deakins	bcdea4	12A	12	No		
<input type="checkbox"/>	Beulah Dealer	Beulah	Dealer	BCDEA	09A	9	No		
<input type="checkbox"/>	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	No		
<input type="checkbox"/>	Bert Hott	Norberto	Hott	nbhot1	12A	12	No		
<input type="checkbox"/>	Blaine Lamberti	Blaine	Lamberti	bblam8	07A	7	No		

Search Students

## Wildcard search

We have displayed all active students in the search results.

eduPass also has a wildcard search function. The wildcard symbol is '%'. Type %j into the **Search for** field and then click on the **Search** button.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel



## Students

Search for:

%j

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Chris Grech	Christopher	Grech	CJGRE	09A	9	No	Yes	No
<input type="checkbox"/>	Chris Greenway	Christopher	Greenway	cjgre34	12A	12	No	Yes	No
<input type="checkbox"/>	Helen Stuart	Helen	Stuart	HJSTU1	04A	4	Yes	No	No
<input type="checkbox"/>	Jamal Aredale	Jamal	Aredale	JJARE	00A	1	Yes	No	No
<input type="checkbox"/>	Jamal Arenas	Jamal	Arenas	jjare4	07A	7	No	Yes	No
<input type="checkbox"/>	Jamal Arenas	Jamal	Arenas	rjban5	07A	7	No	Yes	No
<input type="checkbox"/>	James Brown	James	Brown	JNBRO	08A	8	Yes	No	No
<input type="checkbox"/>	Jeanett Heesch	Jeanett	Heesch	jchee2	05A	5	No	Yes	No
<input type="checkbox"/>	Jesusa Capel	Jesusa	Capel	jecap5	02A	3	No		
<input type="checkbox"/>	Jo Holston	Jonna	Holston	jahol33	02A	2	No		
<input type="checkbox"/>	Linsey Nickson	Linsey	Nickson	ljnich	06A	6	No		

Search Students

All students with a 'j' in any of the 11 fields are returned – the obvious ones being students with names that begin with 'j'. Notice that Chris Grech is also returned – he has a 'j' in his username.

OK

Cancel

&lt; Back

Next &gt;

Finish

Cancel



## Tips

Some tips for you to remember:

- **Search within** is a drop-down list of pre-defined searches you can use to narrow the search data set you want to access.
- You can enter the details of the individual(s) for whom you want to search in the **Search for** field.
- You can combine **Search within** and **Search for** to return data records quickly and easily in eduPass.
- eduPass has a wild card function; the wildcard symbol is '%'.