

eduPass Training for Year P–2 Students



An Introduction to eduPass for Students

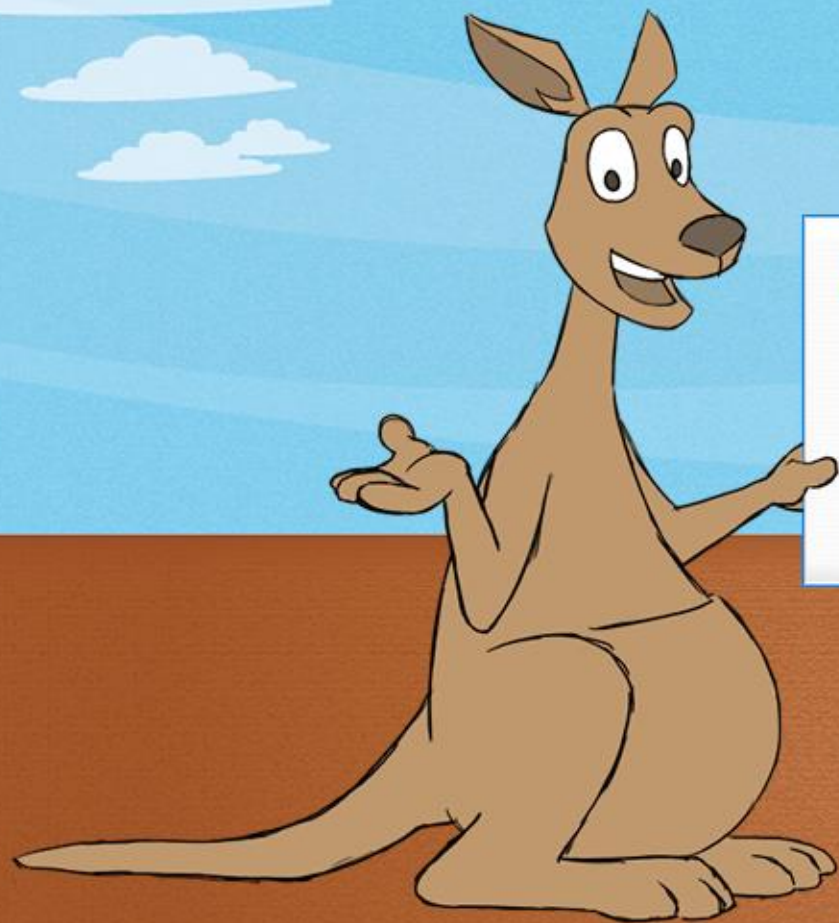


Introduction

Welcome to eduPass!


This course will show you how to register with your eduPass identity and also how to manage your eduPass account online.

My name is 'eduKate' and I'll help you remember the important things as you go through this course.



About eduPass

eduPass provides you with an eduPass identity – a username and password – so that you can register and have access to Department of Education and Training (the Department) secure systems. It is important the Department's systems are kept secure and unauthorised users are excluded.



This training will show you how to set up your eduPass account and how to perform common tasks, including:

- initial registration and changing your password
- if you are in Years 3–12 setting up your PIN (4-digit number) and secret questions and answers
- resetting your password if you forget it.

All of the training activities are quick and easy to follow.

Each answer must contain at least four characters, with no two answers being the same.

What was the name of a favourite childhood pet?



What is the name of your favourite colour?

Answer is duplicated or has less than four characters.

What is your favourite superhero or TV character?

What is the name of your oldest cousin/sibling?

What is your Mother's middle name?

What is your favourite team?

What is your favourite food?

What is your favourite holiday destination?

How to navigate the Training Modules

In each module you will learn about a different process, step by step, so that you can manage your own eduPass account.

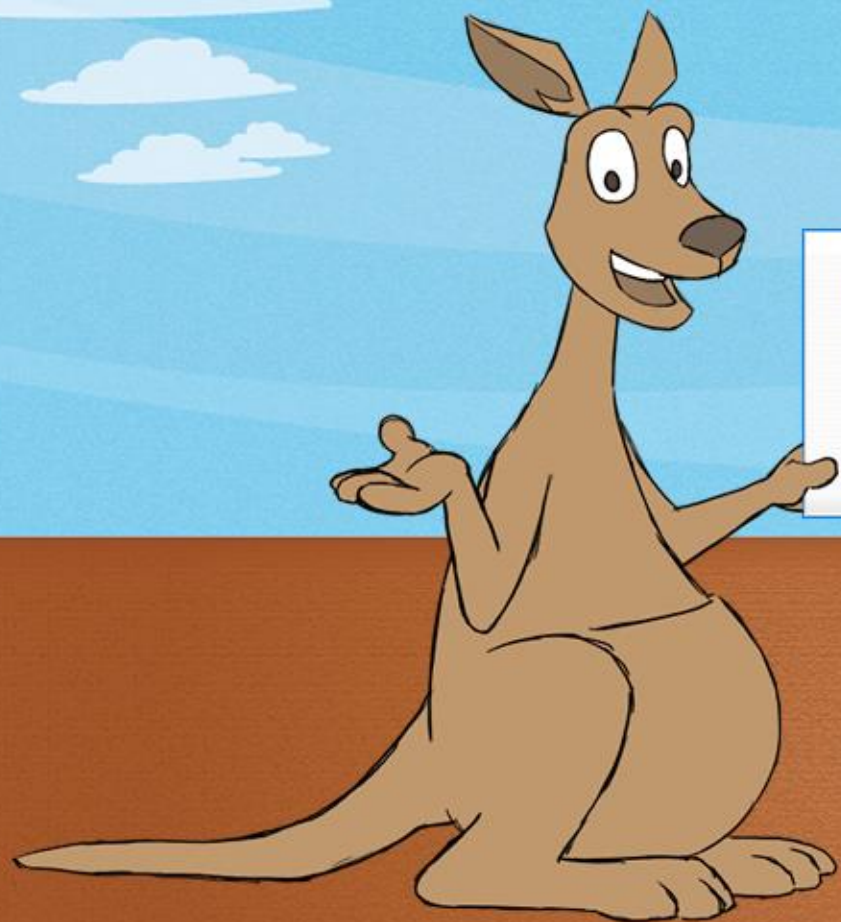
As you go through the training modules, you will see that actions are indicated by a green arrow, while a red box is used to highlight other important things on the screen.

The responses you provide are stored by your organization in Forefront Identity Manager.

Next

Cancel

Year P–2 eduPass Registration (with supervision)



Introduction

You need to register in eduPass to protect your privacy and to keep the Department's systems and information safe from unauthorised access.

FIM2010, FIMService1sit

To: Teacher, Seth S

Wednesday, November 26, 2014 10:04 AM

Department of Education and Training - Victoria

AA6: eduPass Registration Letter

17 February, 2015

Dear Stephen SMITH

Welcome to the Department of Education and Training (the Department) eduPass system. eduPass provides you with secure access to Information



- our school wireless network (eduSTAR.net)
- other online services, including:
 - The eduSTAR catalogue - where you can download software for your device (v
 - Cloud Services – such as Office 365.

Registering in eduPass

This is an example of the registration letter that you will be given by your eduPass Administrator. Notice the username and password.

Before using the system please read some important privacy information in the

[u/Pages/privacy.aspx](#)

Your eduPass User Name and temporary password are:

User Name: SSSMI

Temporary Password: cKNL3II3

Password Expiry Date: 19 March, 2015

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

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.



 Department of Education & Training | eduPass 

Security (show explanation)

☒ This is a public or shared computer
☐ This is a private computer

User ID: SSSMI

Password: ●●●●●●●●

[Reset Forgotten Password](#) | [Log in](#)

[Copyright](#) | [Disclaimer](#) | [Privacy](#)

You access eduPass by logging in to <https://eduPass.education.vic.gov.au/MyAccount>. This is the login screen you will see each time.

The first time you log in, you will use the username and password from your registration letter.

In this example, we have entered these details for you.

Welcome to My Account

Welcome to eduPass!

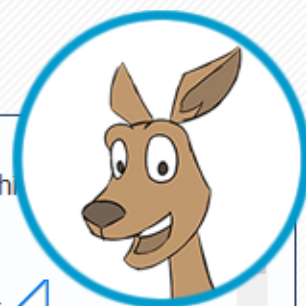
Continue



'My Account' in the eduPass application is shown.

You would click on the **Continue** button.

Terms of Service



By clicking on the "Accept" button you agree to be bound by the following terms (Terms of Service) which you will use of:

- i. the Identity and Access Management solution (eduPass); and
- ii. any other system or service which you are authorised to access via eduPass (Authorised System).

You should read and understand the Terms of Service before you click on the **Accept** button.

First up, you must accept the Terms of Service. If you don't accept the Terms of Service you can't use the system. Your teacher can explain what the Terms of Service are.

You would click on the **Accept** button.

These Terms of Service are approved by and govern your use of the system.

1. Acceptance of Terms

- 1.1 These Terms of Service constitute a legal agreement between you and the Department of Education and Training, acting through the Department of Education and Training, which grants you access to and use of eduPass and each Authorised System.

2. Terms of Service documents and priority

These Terms of Service consist of the following (in order of priority):

- 2.1 these Terms of Service;
- 2.2 any requirements specified on this website, the eduPass website or the website of any Authorised System;
- 2.3 applicable Victorian government policies which may apply to eduPass or Authorised Systems, including but not limited to the Department's Acceptable Use Policy (AUP) (Victorian government policies) as amended from time to time.



Accept

Do not Accept

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

Repeat New Password

☒ I accept the Terms of Service

Change Password

Cancel



Now you can register. First you need to type in the password that was in the letter that your teacher has shown to you.

You will see dots like this when you the password is typed in. Don't worry! This is to keep it a secret.

Change My Password

Enter your current password (or) Enter your existing password

Current Password

New Password

Repeat New Password

☒ I accept the Terms of Service

Change Password

Cancel



When you choose your own password you must create a password that has numbers, capital letters or small letters (uppercase or lower case), so it's impossible for other people to guess.

Note: Your password cannot be your own name (first name or last name) in full.

Now we will type in your new password.

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••••

Repeat New Password

☒ I accept the Terms of Service

Change Password

Cancel



For this training exercise we have chosen 'Passw0rd'.

You would type ***Passw0rd*** in the **New Password** field and then click in the next field.

You will see dots like this again. Don't worry! This is to keep the new password a secret.

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••••

Repeat New Password

••••••••

☒ I accept the Terms of Service

Change Password


Cancel

Then you need to type the password in again, exactly the same, and click on the **Change Password** button.







Awesome! You're done. Now you can log in.
You would close your browser to return to the login page.

 **State Government
Victoria**

Department of
Education & Training

eduPass 



Year P–2 Change your eduPass Password
(with supervision)



Introduction

Your eduPass password allows you to use the Department's (DET) information technology services and systems. You need to know your current password to change your password.

Password rules: Your password must include at least seven characters, and include at least one character from at least three out of the four sets below:

- Uppercase letter (A-Z)
- Lowercase letter (a-z)
- Numeral (0-9)
- Special character () ~ ` # \$ & @ ^

Your password **cannot** be your own name (first name or last name) in full.

Profile

Terms of Service

Change Password

Sign out

Welcome to My Account

Welcome to eduPass!

Continue



Changing your password

'My Account' in the eduPass application is shown.

You would click on the **Change my Password** option in the left hand menu.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

Repeat New Password

☐ **I accept the Terms of Service**

Change Password

Cancel



Now you can change your password. First you need to type in your current password.

In this example, we have entered the current password for you.

You will see dots like this as you enter your password. This is so that your password is always kept completely secret.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

Repeat New Password

☐ I accept the Terms of Service

Change Password

Cancel

For your password to meet the Department's rules, it must include at least seven characters, and include at least one character from at least three out of the four sets below:

- Uppercase letter (A-Z)
- Lowercase letter (a-z)
- Numeral (0-9)
- Special character () ~ ` # \$ & @ ^



[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••

Repeat New Password

☐ I accept the Terms of Service

Change Password

Cancel



For this training exercise we have chosen 'Passw0rd'.

You would type ***Passw0rd*** in the **New Password** field and then click in the **Repeat New Password** field.

You will see dots like this again. Don't worry! This is to keep the new password a secret.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••••

Repeat New Password

••••••••

☒ I accept the Terms of Service

Change Password

Cancel



Then you need to type the password in again, exactly the same.

Remember to click on the check box to accept the **Terms of Service** otherwise you will get an error message and have to start again. If you don't accept the Terms of Service you can't use the system.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••••

Repeat New Password

••••••••

☒ I accept the Terms of Service

Change Password

Cancel



Then you would click on the **Change Password** button.



Department of
Education & Training

eduPass 

You have successfully logged off from eduPass. We recommend that you close all browser windows at this time.

Close Window



Awesome! You're done. Now you can log in again.

You would close your browser to return to the login page.



Tips

Password rules: Your password must include at least seven characters, and include at least one character from at least three out of the four sets below:

- Uppercase letter (A-Z)
- Lowercase letter (a-z)
- Numeral (0-9)
- Special character (~`#\$%&@^)

Your password **cannot** be your own name (first name or last name) in full.

If you need help to change your password, please talk to your School's eduPass Administrator.