

Managing your identity for the first time – the ‘First Use’ process

Welcome to My Account

Welcome to eduPass
eduPass is your pass to the secure applications and online servi

It enables you to:

- set up and manage your secret questions and answers; and
- set up and manage your password

Continue

1. Access <https://edupassmyaccount.education.vic.gov.au> from your web browser and login with your EDU001 computer account

When accessing eduPass My Account for the first time you will need to register for self-service password reset (SSRP), accept the Department’s Terms of Service for using its computing resources and change your password.

2. Click the Continue to begin ‘first use’ process

Register for Self Service Password Reset

The next step is to register for the Self-Service password reset process.

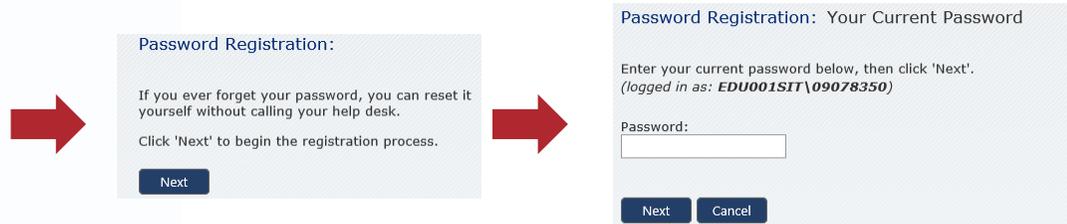
This consists of 3 simple steps:

- Defining a PIN (a PIN is a 4-digit number that you choose)
- Defining answers to secret questions (choose a minimum of three)
- Changing your Password

Select the 'Register' button to continue.

Register

3. Click Register and follow the prompts to enter your current password.



Password Registration: Register Your Answers

You are required to answer 3 question(s) to register.
Each answer must contain at least three characters, with no two answers the same.

What is your mother's maiden name?

What is your favourite pet's name?

4. Answer three of the questions and click Next and then click Finish

Completed:

You are now registered for Self Service Password Reset. If you are currently completing the first use process, please click Finish to continue.

Finish

Change My Password

Enter your current password

Current Password

New Password

Repeat New Password

I accept the Terms of Service
Select [here](#) to view the eduPass terms of service

5. Enter your existing and new password, accept Terms of Service and click Change Password

A password helper will guide you to select a password that meets the Department's password complexity requirements.

Your password contains:

- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one special character
- Length

Registration Successful

You have now successfully complete to be reflected in other systems. You will be automatically logged out

Managing your identity after you've completed first use

Profile

Terms of Service

Self Service Registration – Update Your Secret Questions

Change Password

Sign out

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Now that you have completed first use you can:

1. View your profile for information about your identity
2. Re-register your secret questions and answers for self-service password reset
3. Change your password.