ABOUT SCHOOLS CONNECT PORTAL

The Schools Connect Portal is an initiative of the Department of Education and Training Victoria, to provide a platform for schools to register and search for a school to form a sister school partnership or to find a project to collaborate on.

The Schools Connect Portal resides within the Department’s secure Edupass environment. To protect the integrity of the site, schools other than Victorian government schools will need to apply for an account before they can access the portal. There are two simple steps to register your school:

- Create an Edupass account
- Complete your school profile and submit it

STEP 1: CREATE AN EDUPASS ACCOUNT

2. Choose “Schools Connect” application and “Next”
3. Complete this form and click “Next”
4. Users will receive this message in the inbox of their specified email account:

You are currently applying for application access in the eduPass portal.
Your email Confirmation Code is:
uf3#

Please use this code to complete your registration. If you are not applying for application access in eduPass, please ignore this email.

If you require assistance, please contact your organisation’s eduPass Administrator.
For eduPass administration support please contact the Service Desk on 1800 541 943.
To reset your forgotten password go to https://edupass.education.vic.gov.au/ResetPassword

5. Enter email confirmation code and click “Submit”
6. Users will receive this message:

![Application Request Complete]

**STEP 2: COMPLETE THE SCHOOL PROFILE**

1. Users receive this email to confirm that their application has been accepted:

![eduPass Email]

Your request to access Schools Connect has been accepted.

If you already have an eduPass account you can now access Schools Connect with your eduPass UserID and Password.

If you do not already have an eduPass account, your eduPass account details and instructions on how to activate it will be emailed to you shortly.

Results of additional requests for access to other applications will be emailed to you separately.

To view other applications you currently have access to, log into eduPass by typing the following web address into your browser:

2. Users will then receive this email with an automatically generated User ID and password. Users should keep the ID in a safe place as it is required to access the portal.

3. Users will receive a further email with a link to their personalised profile page.

4. Users proceed to complete the school profile via the link, using the ID and temporary password provided. The profile page looks like this: