EDUPASS FOR THE SKILLS VICTORIA TRAINING SYSTEM (SVTS) – ORGANISATION ADMINISTRATION USER GUIDE

This guide is to assist the Organisation Administration (Org Admin) user manage users' accounts in the eduPass External Client Portal (ECP) for the SVTS.

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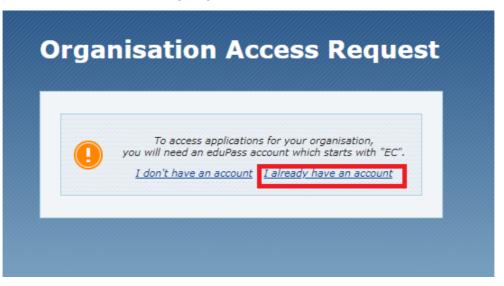


INVITE USERS TO REGISTER AN EDUPASS ACCOUNT

1. To invite new users form your organisation to register for an eduPass account for the SVTS application, enter the below address in your browser and press enter. https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx

You will be presented with the following page -

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2. Select 'I already have an account'.

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3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

Windows Security		>
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Connecting to edupa	asstst.education.vic.gov.au.	
eduweb\		
Domain: eduweb		
Remember my c	redentials	
ОК	Cancel	-







You will arrive at the 'Welcome to eduPass' home page -

4. Select 'Organisation Management'.

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You will be presented with the following page -

Tasks • List users • Invite new user to organisation • Update Organisation details Organisation invitations A list of users who have been invited to the organisation and have not yet accepted. Email First name Last name Sent Expires on email@test.com.au Name Surname 11/04/2019 11/05/2019 Resend Cancel	Manage Organisa	tion Nan	ıe				
A list of users who have been invited to the organisation and have not yet accepted. Email First name Last name Sent Expires on	List users Invite new user to organisation						
Email Firstname Lastname Sent Expires on Image: Comparison of the sent of the							
		-			Fundamentary and		
						Resend	<u>Cancel</u>

5. To invite a new user to register for an eduPass account, select the link 'Invite new user to organisation' at the top of the page.



You will be presented with the following Invite User page -

i rst name ame	
.ast name	
Surname	
Email	
email@gmail.co	m
Choose which Skills Victoria Tr	application(s) this user can access:

- 6. Enter the First name, Last name and email details of the user you would like to invite to register for an eduPass account.
- 7. Select the 'Skills Victoria Training System' application by checking the box on the right.
- 8. Ensure you read and check the disclaimer.
- 9. Select 'Invite'.

Note: Prior to entering the user's details, you must check if the user has already registered for an eduPass ECP account for a different organisation.

• The user can <u>only use their email address once</u> to register for an eduPass ECP account. If they require access to multiple organisations on the SVTS, you <u>must</u> use a different email address for each eduPass ECP account. If you use the same email address for multiple organisations, their login to SVTS will fail.



You will be presented with the following confirmation that the invitation has been sent -

Invitation sent Tasks List users Invite new user to organisation				
► List users				
Update Organisation details				
Organisation invitations				
A list of users who have been invited to the organisation and have not yet accepted.				
Email First name Last name Sent Expires on				
email@test.com.au Name Surname 11/04/2019 11/05/2019 Resend Cancel				

The user will also receive an email from no-reply@edumail.vic.gov.au -

VICTORIA Stoke Government Education and Training eduPass	
Organisation Name has invited you to access secure app Department of Education with an eduPass account. If you want to accept this invitation and register for an eduPase instructions below. Acceptance Instructions: Type the following web address into your web browser: https://edupass.education.vic.gov.au/community/invitation Then use the following code: 2a1ea36d-c20c-4e60-b405-d9f3ec1dde4a Follow the onscreen prompts to accept the invitation.	
Note: This invitation code will expire in 30 days.	
If you require assistance, please contact your organisation's edu For eduPass administration support please contact the Service De To reset your forgotten password go to <u>https://edupass.education.vic.gr</u>	sk on 1800 641 943.





10. The email will include 'Acceptance Instructions' and a unique code for them to register an eduPass user account. The user will need to complete their eduPass user registration by accessing the link and following the prompts.

Users are referred to the 'eduPass for the SVTS – Delegate, Organisation Administration and User Registration Guide' on the Department's website to successfully complete the registration - <u>https://www.education.vic.gov.au/training/providers/funding/Pages/svts.aspx</u>

Note:

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- Users invited to register for an eduPass ECP account by their Org Admin are already considered approved. Therefore their registration will not require Delegate approval.
- If the user cannot locate the invitation email, refer them to their Junk Mail folder.



MANAGE A USERS' PERSONAL DETAILS

 To manage another user's personal details on the eduPass ECP, enter the below address in your browser and press enter. <u>https://edupass.education.vic.gov.au/community/welcome/OrgAccessReguest.aspx</u>

You will be presented with the following page -

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	To access applications for your organisation, you will need an eduPass account which starts with "EC".
J	<u>I don't have an account</u> <u>I already have an account</u>

- 2. Select 'I already have an account'.
- 3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

Windows Security	
iexplore	
Connecting to edupasstst	.education.vic.gov.au.
eduweb\	

Domain: eduweb	
Remember my creder	ntials
OK	Cancel





Home Home Home Welcome to eduPass
Organisation
Nanagement
My Account Organisation
My Account Organisation
Management

You will arrive at the Welcome to eduPass home page -

4. Select 'Organisation Management'.

You will be presented with the following page -

Tasks Users User to organisation Update Organisation details Organisation invitations					
Organisation invitations					
Organisation invitations A list of users who have been invited to the organisation and have not yet accepted.					
	tname Lastname		Expires on		
email@test.com.au Name	Surname	11/04/2019	11/05/2019	Resend	Cancel

5. Select the link 'List users' at the top of the page.



You will be presented with the following page –

Organis	ation N	lame Users		
User List				
Filter by: First name:				
Last name: Email address Account:	•			
Access:	All		~	
	has access to eo		Download Use	er List
Last Name	<u>First Name</u> Name	Email email@test.com.au	Account UserID	Edit
< Previous 1-2	of 2 <u>Next ></u>			

6. To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.





The User Details page will appear once a user is selected -

User Details	
Tasks	
<u>Reset Password</u>	
Personal details	
UserID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx
Modify	

7. To make changes to the user's details select 'Modify'.



You will be presented with the following page which contains the user's current details and editable fields –

User Details	
Tasks	
<u>Reset Password</u>	
Personal details	
* Required fields	
First Name *	Address *
Name	Street
Last Name *	City *
Surname	Suburb
Initials	State *
R	Victoria
Title	Country *
Ms	Australia
Date of birth *	Postcode *
1/01/1990	31xx
Email address *	
email@test.com.au	
Alternate email address	
Type a backup email address here	
Phone number *	
04123456xx X	
Gender *	
() Male	
• Female	
Update Details	

8. To make changes, replace information in editable text fields and select 'Update Details'.



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You will be presented with the following page where you can confirm that the changes have been made –

User Details	
Tasks	
Reset Password	
Personal details	
UserID:	ECNR.SUR3
Firstname:	Name
Surname:	Surname
Initials:	R
Title:	Ma
Date of birth :	1/01/199C
Email address:	email@test.com.au
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street Suburb
City: State:	Suburb Victoria
State: Country:	Australia
Postcode:	Australia 31xx
Modify	



RESET A USER'S PASSWORD

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 To reset another user's password for their eduPass account, enter the below address in your browser and press enter https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx

You will be presented with the following page -

-		
	s for your organisation, ccount which starts with "EC <u>I already have an account</u>	

- 2. Select 'I already have an account'.
- 3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

Windows Security	
iexplore	
Connecting to edupasstst	.education.vic.gov.au.
eduweb\	
Domain: eduweb	
Remember my crede	ntials
ок	Cancel







You will arrive at the 'Welcome to eduPass' home page -

4. Select 'Organisation Management'.

EDUCATION

You will be presented with the following page -

	sation Nan					
Tasks						
List users						
Invite new user to organisation						
 <u>Update Organisation details</u> 						
Organisation invitations						
A list of users who have been invite	ed to the organisation and	have not yet accept	ed.			
Email	Firstname	Last name	Sent	Expires on		
	Name	Surname	11/04/2019	11/05/2019	Resend	Cancel

5. Select the link 'List users' at the top of the page.





You will be presented with the following page –

Organis	ation N	lame Users		
User List				
Filter by: First name:				
Last name:				
Email address				
Account				
Access:	All		v	
Filter				
☐ = Currently ☐ = Does not h	has access to eo nave access to e		Download Use	er List
<u>Last Name</u>	<u>First Name</u>	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit
< Previous 1-2	of 2 <u>Next ></u>			

6. To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.





The User Details page will appear once a user is selected -

EDUCATION STATE

lser Details		
Tasks		
<u>Reset Password</u>		
Personal details		
UserID:	UserID	
First name:	Name	
Surname:	Surname	
Initials:	R	
Title:	Me	
Date of birth:	1/01/1990	
Email address:		
Alternate email address:		
Phone number:	04123456xx	
Gender:	Female	
Address:	Street	
City:	Suburb	
State:	Victoria	
Country:	Australia	
Postcode:	31хх	
Modify		

7. To reset the User's password select 'Reset Password' at the top of the page (as above).

You will be presented with a 'Reset Password' warning notification -

Reset Password	
Warning! You should only reset Name Sumame's password at their request. Are yo sure you want to reset Name Surname's password?	u
Reset Cancel	





8. To change the User's password select 'Reset' (see previous page).

This will generate a temporary password for the User -

Reset Password
Please print off this page and give to the account holder.
Dear Name Surname, your account password has been reset. Your new temporary password is:
bB6&vG6+ To update your password, follow the instructions below. 1. Type the following address into your web browser. edupass.education.vic.gov.au/community/portal 2. Follow the on-screen instructions to update your password.
Print page

9. Save the temporary password by selecting the 'Print Page' option at the bottom of the page. The temporary password will then need to be provided by the Org Admin to the user.

Note: all users will be required to **change their password each year** on the anniversary of their registration. An email notification will be sent to the user, at the address registered with their eduPass account, around 30 days prior to expiry.



CHANGE ACCESS OF AN EXISTING USER

 To change the access of an existing user to their eduPass ECP account, enter the below address in your browser and press enter. <u>https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx</u>

You will be presented with the following page -

To access applications for your organisation,
you will need an eduPass account which starts with "EC". <u>I don't have an account</u> <u>I already have an account</u>

- 2. Select 'I already have an account'.
- 3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

Windows Security		>
c iexplore		
Connecting to edupassts	st.education.vic.gov.au.	
eduweb\		
Domain: eduweb		
Remember my crede	entials	
ОК	Cancel	-





You will arrive at the 'Welcome to eduPass' home page -Home
Hy Account
Organisation
Management
Home
My Account
Organisation
Management

4. Select 'Organisation Management'.

You will be presented with the following page -

Manage Organisation Name							
Tasks							
List users							
Invite new user to organisation							
Update Organisation details							
Organisation invitations							
A list of users who have been invited	to the organisation and	have not yet accept	ed.				
Email	Firstname	Lastname	Sent	Expires on			
email@test.com.au	Name	Surname	11/04/2019	11/05/2019	Resend	<u>Cancel</u>	

5. Select the link 'List users' at the top of the page.





You will be presented with the following page –

Organis	ation N	lame Users		
User List				
Filter by: First name:				
Last name:				
Email address				
Account				
Access:	All		v	
Filter				
☐ = Currently ☐ = Does not h	has access to eo nave access to e		Download Use	er List
<u>Last Name</u>	<u>First Name</u>	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit
< Previous 1-2	of 2 <u>Next ></u>			

6. To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.





The User Details page will appear once a user is selected -

User Details			
Tasks			
▶ <u>Reset Password</u> *			
Personal details			
UserID:	UserID		
Firstname:	Name		
Surname:	Surname		
Initials:	R		
Title:	Ms		
Date of birth : Email address :	1/01/1990		
Alternate email address: Phone number:	04123456xx		
Gender:			
Address:	Female		
City:	Street Suburb		
State:			
Country:	Victoria Australia		
Postcode:	31xx		
Modify			
User access granted by this o	rga nisa tion		
 = Currently has access = Does not have access 			
Application	Active until		
Skills Victoria Training System	31/12/2019 Change		
Back to top			





The applications the user has access to are shaded in green. There will be a 'Change' hyperlink on the right column, next to each application that the user has access to (see previous page).

7. Select 'Change' next to 'Skills Victoria Training System' application.

You will be presented with the following page with the user's current access information -

Approv	ve Access
Current acc ACTIVE Name Surnan	ess: ne currently has access until 31/12/2019.
Phone:	Name
Organisatio Name:	n: Gordon Institute of TAFE
Application: Name:	Skills Victoria Training System
Approve acc 31/12/2019	
Арг	Cancel Remove Access

- 8. Change the information in the 'Approve access until' field.
- Select 'Approve'. 9.

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10. Review the change you have made -

Approve Access	
Current access: ACTIVE Name Surname currently has access until 31/12/2019.	
Confirm access: Name Surname will be granted access until 31/12/2019. Confirm Cancel	

11. If you would like to proceed with the changes, select 'Confirm'.





You will be presented with an 'Access to application updated' notification on the User Details page, where you can confirm that the 'Active until' date has been updated –

lser Details			
Access to application up	odated		
Personal details			
UserID: First name:	UserID Name		
Surname:	Surname		
Surname: Initials:	R		
Title:	Ms		
Date of birth:	1/01/199	0	
Email address:	1/01/199		
Alternate email address:			
Phone number:	0412345	6xx	
Gender:	Female		
Address:	Street		
City:	Suburb		
State:	Victoria		
Country:	Australia		
Postcode:	31xx		
Modify			
User access granted by this	organisat	ion	
 = Currently has access = Does not have access 			
Application		Active until	
Skills Victoria Training System		31/12/2019	Change
Back to top			an the fight



REMOVE A USER'S ACCESS

EDUCATION

 To remove an existing user's access to their eduPass ECP account, enter the below address in your browser and press enter. <u>https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx</u>

You will be presented with the following page -

	To access applications for your organisation, you will need an eduPass account which starts with "EC
U	<u>I don't have an account</u> <u>I already have an account</u>

- 2. Select 'I already have an account'.
- 3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

Windows Security		×
de iexplore		
Connecting to edupasstst.e	ducation.vic.gov.au.	
eduweb\		
Domain: eduweb		
Remember my credent	ials	
Remember my credent	Cancel	





 Home
 Home

 My Account
 Welcome to eduPass

 Organisation Management
 My Account

4. Select 'Organisation Management'.

You will be presented with the following page -

You will arrive at the 'Welcome to eduPass' home page -

Manage Organisation Name						
Tasks List users Invite new user to organisation Update Organisation details						
Organisation invitations A list of users who have been invited to the organisation and have not yet accepted.						
	Firstname	Lastname	Sent	Expires on		
Email						

5. Select the link 'List users' at the top of the page.



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You will be presented with the following page –

Organis	ation N	lame Users		
User List				
Filter by: First name:				
Last name:				
Email address				
Account				
Access:	All		v	
Filter				
☐ = Currently ☐ = Does not h	has access to eo nave access to e		Download Use	er List
<u>Last Name</u>	<u>First Name</u>	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit
< Previous 1-2	of 2 <u>Next ></u>			

6. To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.





The User Details page will appear once a user is selected -

User Details				
Tasks				
<u>Reset Password</u>				
Personal details				
UserID:	UserID			
First name:	Name			
Surname:	Surname			
Initials:	R			
Title: Date of birth:	ME			
Email address:	1/01/1000			
Alternate email address:				
Phone number:	04123456xx			
Gender:	Female			
Address:	Street			
City:	Suburb			
State:	Victoria			
Country:	Australia			
Postcode:	31xx			
Modify				
User access granted by this o	orga nisa tion			
 = Currently has access = Does not have access 				
Application	Active until			
Skills Victoria Training System	31/12/2019 Change			
Back to top				





The applications the user has access to are shaded in green. There will be a 'Change' hyperlink on the right column, next each application that the user has access to.

7. Select 'Change' next to 'Skills Victoria Training System' application.

You will be presented with the following page with the user's current access information -

Αρριον	re Access
Current acco ACTIVE Name Surnam	ess: ne currently has access until 31/12/2019.
Phone:	Name
Organisation Name:	Gordon Institute of TAFE
Application: Name:	Skills Victoria Training System
Approve acc 31/12/2019	ess until:
Арр	Cancel Remove Access

8. Select 'Remove Access'.





9. Review the change you have made -

Approve Access	
Current access: ACTIVE Name Surname currently has access until 31/12/2019.	
Confirm access: Name Surname will have their existing access revoked. Confirm Cancel	

10. If you would like to proceed with the changes, select 'Confirm'.





You will be presented with an 'Access to application updated' notification on the following page. When access has been removed, the Skills Victoria Training System application will be white -

User Details			
Access to application (up date d		
Personal details	_		
UserID: First name: Surname: Initials: Title: Date of birth: Email address: Alternate email address: Phone number: Gender: Address: City: State: Country: Postcode:	UserID Name Surname R Ms 1/01/1990 04123456x Female Street Suburb Victoria Australia 31xx	x	
User access granted by thi	s organisatio	n	
 = Ourrently has access = Does not have access 			
Application Skills Victoria Training System	Active until 11/04/2019	Change	
Back to top			

