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

This guide is created to assist the user to manage their eduPass user account once activated. This provides instructions on updating user details, changing secret questions and answers as well as resetting the user's password.

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MANAGE YOUR EDUPASS ACCOUNT

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1. To manage your eduPass account, login to the eduPass ECP by entering the following address in your browser and pressing enter -

https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx

You will be redirected to the 'Organisation Access Request' page and presented with two options.

2. Select 'I already have an account'.

	To access applications for your organisation,
U	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>

3. Enter your eduPass user ID (including the prefix 'eduweb\') and password on the prompt window and select 'OK'.

I don't have an account.	I have an account.
Windows Security	×
iexplore	
Connecting to edupasstst.edu	cation.vic.gov.au.
eduweb\UserID	
•••••	
Domain: eduweb	
Remember my credential	5
More choices	
OK	Cancel
UK	Cancer





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TRAINING AND SKILLS HIGHER EDUCATION

You will be presented with a 'My Account' page -

Here you can access functions to update your details, change your secret questions and answers, change your password, manage application access and respond to an invitation.

Hy Account	
Update my details Change my secret questions Change my password (external link) Manage application access Respond to an invitation	



Update Your Details

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1. Select 'Update my details' on the 'My Account' page.

You will be presented with an 'Update My Details' page -

pdate My Details	
* Required fields	
First Name *	Address *
Name	Street
Last Name *	City *
Surname	Suburb
Initials	State *
S	Victoria
Title	Country *
Mr	Australia
Date of birth *	Postcode *
1/01/1990	31xx
Email address *	
email@test.com.au X	
Alternate email address	
Type a backup email address here	
Phone number *	
04123456xx	
Gender *	
• Male	
() Female	
Update	

2. Enter your details and select 'Update'.

You will receive a confirmation notification on the following page that 'your details have been updated' -





Change Your Secret Questions

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1. Select 'Change my secret questions' on the 'My Account' page.

The following 'Change my secret questions' page will appear -

Question 1		
What country would you visit on	your dream holiday?	
Answer 1		
Type your secret answer here.		
Question 2		
What country would you visit on	your dream holiday?	
Answer 2		
Type your secret answer here.		
Question 3		
What country would you visit on	your dream holiday?	
Answer 3		
Type your secret answer hers.		
Security PIN	Tour Security PIN is a 4 digit n a number you can nemember. I your secret answers and Decur	umber: Please choose 'ou will be asked for ty PDI schemever you
Confirm PEN	change your passessind.	
Confirm your current password		

- 2. When choosing secret questions, select a preferred question from the three drop down menus and provide memorable answers to each question.
- 3. To confirm changes, enter your 4-digit security PIN in 'Security Pin' and 'Confirm PIN' fields.
- 4. To finalise changes, enter your password and select 'Update'.

You will receive a confirmation notification on the following page that 'your secret questions have been updated' –





Change Your Password

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1. Access the 'My Account' page and select 'Change my password'.

You will be presented with a 'Change password' page -

Change	password	
	UserID or email address	
	I forgot my UserID	
	75417 Enter the text above	
	75414 ×	
	Submit	

- 2. Enter your eduPass user ID or email address in the first field.
- 3. In the second text field enter the security code presented above the text field and select 'Submit'.

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.





You will be presented with the 'Reset forgotten password' security questions page -

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Question 1 What country would you visit on your dream	1 holiday?
Answer 1	
Australia	
Question 2 What is the street name of your first home? Answer 2	
Street	
Security PIN •••• Type new password ••••••	You provided your 4 digit Security PIN when you first activated your account. Your password must contain at least 7 characters and no more than 32 characters. The password must contain at least one lowercase letter, one capital letter and one ourmeric character or special character
Confirm new password	ette and one nome it character of special character.
	Password strength Strong

- 4. Enter the answers to your secret questions and your 4-digit security PIN.
- 5. Enter your new password twice, select 'Submit'.

You will receive confirmation on the following page that 'Your password has been reset' -

Password	reset complete	
	Your password has been reset. <u>Click here to login</u>	

6. To login with your new password, select 'Click here to login'.



Change User Type to Organisation Administration User

If you already have an eduPass for SVTS account for your organisation, and now require Organisation Administration (Org Admin) access follow the steps below.

1. Open a new internet browser and clear your cookies and cache.

Note: this will **remove your entire browsing history and stored data**, including all your saved passwords. If required, record your passwords **prior** to clearing your cookies and cache.

2. Close your browser and reopen.

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3. Paste the following URL into the browser and press enter -

https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx



4. Select 'I already have an account'.





5. Enter your eduPass user ID (including the prefix 'eduweb\') and password on the prompt window and select 'OK'.

elcome to eduPass	
I don't have an account.	I have an account.
Windows Security	×
iexplore	
Connecting to edupasstst.educ	ation.vic.gov.au.
eduweb\UserID	
Remember my credentials	
More choices	
ОК	Cancel

6. Select 'Training Provider' from the drop-down menu and enter your Training Organisation Identifier (TOID)

Please Search for you	r organisation using its unique identifier.
Note: If you have received a instead.	an invitation to access applications, please enter your invitation code
* Required fields	
Organisation type *	Training Provider
Organisation identifier *	1234 ×





7. Once your organisation is found, select 'Next'

rganisation	Access Request
Please Search for your o	organisation using its unique identifier.
Note: If you have received an instead.	invitation to access applications, please enter your invitation code
* Required fields	
Organisation type *	Training Provider
Organisation identifier *	3044
Find Found Organisation: Organ	isation Name
Is this correct? To apply for a above to find a different organ	coess under this organisation, dick "Next", or change the details risation.
Next	

- 8. On the following page, tick the 'Skills Victoria Training System' application <u>and</u> 'Organisation Administration', to request Org Admin access.
- 9. Select 'Next'.

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Please choose which ap	plication(s) you need acc	ess to.
Skills Victoria Training Syst	m	
Organisation Administrati	'n	
Organisation Administration		





You will then be presented with a confirmation of your request for Org Admin access, and a request for approval will be sent to your organisation's Delegate -



The email to the Delegate will be sent from <u>no-reply@edumail.vic.gov.au</u> with the subject line – 'Request for access to Organisation Administration by (your name)'.

10. The Delegate needs to select the link within the email and follow the steps to approve your request.

State Conversion and Training eduPass
You have received a request for application access within Organisation Name Request details: Name: Name Surname Application Requested: Organisation Administration Email: email@test.com.au Phone: 0412 345 6xx Requests expire after 7 days. To approve or reject this request for access to Organisation Administration, visit eduPass using the following link: https://edupass.education.vic.gov.au/community/welcome/ orgaccessprocessrequest.aspx?ID=3d57d3ed-41f8-4367-b720-58201c93fad8
If you require assistance, please contact your organisation's eduPass Administrator. For eduPass administration support please contact the Service Desk on 1800 641 943. To reset your forgotten password go to <u>https://edupass.education.vic.gov.au/ForgottenPassword</u>





11. Once your organisation's Delegate has approved your request for Org Admin access, a confirmation email from <u>no-reply@edumail.vic.gov.au</u> will be sent to your email -

State Government and Training edupass			
You have been granted administration rights to Organisation Name in eduPass. You can now manage eduPass access for other users in your organisation. To view and manage users in your organisation log into eduPass by typing the following web address into your browser: https://edupass.education.vic.gov.au/community/portal			
If you require assistance, please contact your organisation's eduPass Administrator. For eduPass administration support please contact the Service Desk on 1800 641 943. To reset your forgotten password go to <u>https://edupass.education.vic.gov.au/ForgottenPassword</u>			

Users are referred to the 'eduPass for the SVTS – Org Admin Guide' on the Department's website to assist in managing users' accounts in the eduPass ECP for the SVTS https://www.education.vic.gov.au/training/providers/funding/Pages/svts.aspx

