

Registering an account

To register for an eduPass account you will first need to be invited to register by your organisation eduPass administrator (Organisation Administrator). You will need to speak to your Organisation Administrator and ask them to invite you to the application you require.

Once you have been invited (received an invitation email) you will need to follow the process below to register for an eduPass account.

1. You will be sent an invitation email. The email will contain instructions on how to accept the invite. In the email you will receive an invitation code in the following format:

12345678-1234-1234-1234-123456789012

Note:

If you have not received an invitation you will need to speak to your organisation's eduPass administrator.


2. To action the invitation - enter the following web address into your browser:

<https://edupass.education.vie.gov.au/community/invitation>

3. You will be presented with the following 'Invitation' screen. Enter the invitation code from your email invitation and click 'Confirm Invitation Code'.



4. You will be presented with the following 'Invitation' screen.



On this screen there is a choice. You can choose to either:

- a. To register a new eduPass account (click on 'I don't have an account') if you don't currently have an eduPass account,
- or
- b. Link your invitation to an existing eduPass account (click on 'I already have an account')

There is a third option – you can reject the invitation – only do this if you don't wish to accept the offer of application access that has been sent to you.

I Don't Have an Account

Select 'I don't have an account' if you don't currently have an eduPass account or your eduPass account does not begin with 'EC'.

1. If you select 'I don't have an account' you will be presented with the following 'Register your details' screen where you will be asked to enter your personal details.

The form will already have your name and email address as provided by your Organisation Administrator. The address will also be pre-populated with the address of the organisation. Complete all fields marked with an (*) and make sure you read and accept the Terms of Service. Click on 'Create Account'.

2. You will see an on screen message confirming the successful creation of your account.
3. You will be sent an email with your UserID, temporary password and account activation instructions. You will then need to use these details to activate your account.

I Already Have an Account

Select 'I already have an account' if you already have an eduPass account. If you already have an account – this invitation is only for additional application access or is an invitation to join an additional organisation.

1. If you select 'I already have an account' you will be presented with the eduPass Log in screen and prompted to Log in to eduPass using your eduPass UserID and Password.
2. Once you have successfully Logged in you will be presented with a screen detailing the access rights associated with the invitation. You will be asked to confirm that you wish to accept the invitation. Click 'Accept'.

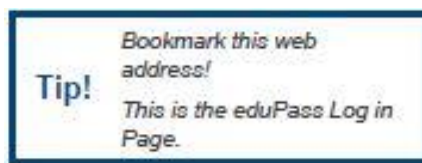
Note: *You will need an eduPass account beginning with 'EC' to successfully accept the invitation.*

Activating an account

Once you have completed registering for an eduPass account you will receive an email containing your eduPass UserID and a temporary password. You now need to activate your account.

1. To activate your account - enter the following web address into your browser:

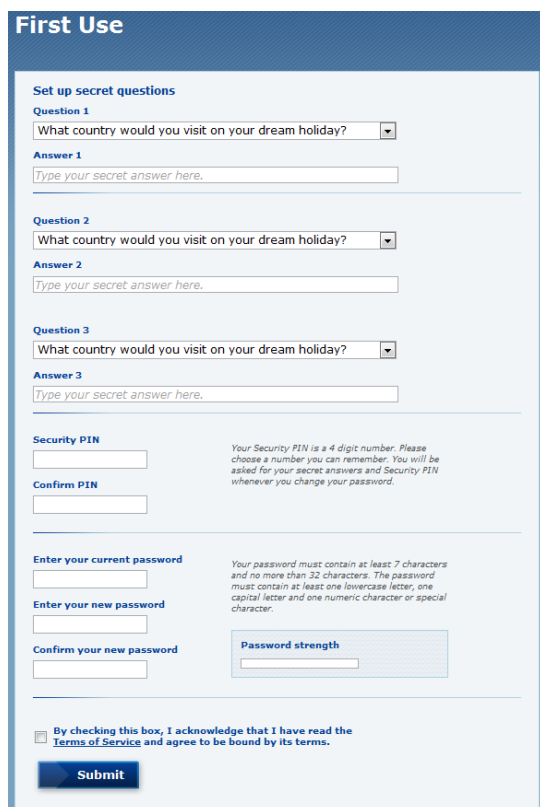
<https://edupass.education.vic.gov.au/community/portal/>



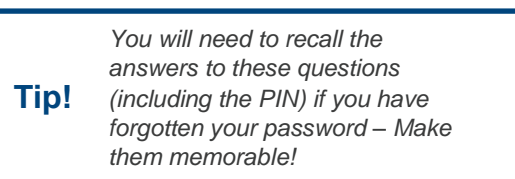
2. You will be presented with the eduPass Login Page. Enter your eduPass UserID and temporary password that were contained in the email and click 'Log in'.

A screenshot of the eduPass login page. At the top, it says "VICTORIA State Government Education and Training eduPass". Below that, there's a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There are input fields for "User ID:" and "Password:". Below the password field are links for "Reset Forgotten Password" and "Log in". At the bottom, there are links for "Copyright | Disclaimer | Privacy".

3. You will be presented with the 'Account Activation' screen where you will need to enter some information that will be used to keep your account secure.

A screenshot of the "First Use" account activation screen. It has a blue header with "First Use". The main content is "Set up secret questions". There are three questions, each with a dropdown menu and an answer field. The questions are: "What country would you visit on your dream holiday?". Below the questions is a "Security PIN" section with a 4-digit PIN input field and a "Confirm PIN" field. There's a note: "Your Security PIN is a 4 digit number. Please choose a number you can remember. You will be asked for your secret answers and Security PIN whenever you change your password." Below that is a "Password" section with fields for "Enter your current password", "Enter your new password", and "Confirm your new password". There's a "Password strength" indicator. At the bottom, there's a checkbox: "By checking this box, I acknowledge that I have read the Terms of Service and agree to be bound by its terms." and a "Submit" button.

4. Choose and provide answers for the secret questions. Select a different question from the drop down box for questions 1, 2 and 3 and provide an answer for each.
5. Choose a security PIN. The PIN must be a 4 digit number. You will need to recall this PIN if you have forgotten your password and need to reset it - memorise it.



6. Enter your temporary password (from the email), and then enter a new password (of your choice). The password must be between 7 and 32 characters and must have at least one character from 3 or more of the following:

- Lowercase character
- Uppercase character
- Numeric character
- Special character

Tip!

Longer passwords are much more secure. Try creating one using first letters from a sentence so it's also easier to remember.

7. Ensure you have read the Terms of Service and click 'Activate'. You will be presented with an on screen account activation confirmation message.

Your account is now activated and ready to use. You can now manage your access to applications and your personal details. Please view the relevant Fast Cards for more information.