



Identity and Access Management October 2019

Log in to the eduPass Community Portal

1. To Log in to eduPass - enter the following web address into your browser:

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

2. You will be presented with the eduPass Log in screen. Enter your eduPass UserID and password into the Log in form and click 'Log in'.

Security (show)	explanation)
 This is This is 	a public or shared computer a private computer
User ID:	
Password:	
	Reset Forgotten Password Log in
	Copyright Disclaimer Privacy

Note: Your eduPass User/D must start with "EC '. If it does not you must register for eduPass - contact your Organisation Administrator.

Once successfully fogged into eduPass you will be presented with the 'My Account' screen.

Forgotten Password

1. To reset a forgotten password click on 'Reset Forgotten Password' on the log in screen. To get to the log in screen enter the following web address into your browser:

https://edupass.education.vic.gov.au/forgottenpassword

2. You will be presented with the 'Reset forgotten password' UserID screen. Enter your eduPass UserID or email address in the first field.

Chang	je password
	UserID or email address Type your UserID or email address here Lforoot my UserID
	75645 Enter the text above
	Submit

3. Then enter the numeric code displayed in the next field. This is a security feature. Now click 'Submit'.

4. You will be presented with the 'Reset forgotten password' security questions screen. You'll need to enter your answers to the secret questions presented and also your 4 digit PIN. You provided these when you first activated your account. If you have forgotten your security question answers or PIN, contact your Organisation Administrator who can reset your password for you.

What country would you visit on you	ır dream holiday?
Answer 1	
Type your secret answer here	
Answer 2 Type your secret answer here	
Security PIN Type new password	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 numeric character or special character.
Confirm new password	Password strength

- 5. Enter your new password twice and click 'Submit'. The password must be between 7 and 32 characters and must have at least one character from three of the following:
 - Lowercase character
 - Uppercase character
 - Numeric character
 - Special character

Forgotten User ID

1. To retrieve a forgotten UserID - enter the following web address into your browser:

https://edupass.education.vic.gov.au/forgottenuserid

2. You will be presented with the 'Forgotten UserID' screen. Enter your email address in the first field.

Email a	ddress	
Type y	our email address here	
	03151	
Enter	the text above	

- 3. Then enter the numeric code displayed into the next field. This is a security feature. Now click 'Submit'.
- 4. You will now receive an email containing your eduPass UserID.

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If you have forgotten or changed your email address, you can contact your Organisation Administrator to reset your password.