

## Log In to the eduPass Community Portal

1. 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 and click 'Log in'.
3. Once logged in, you will be presented with the 'My Account' screen:

**Tip!**

*If you have forgotten your password, click on the Reset Forgotten Password link.*



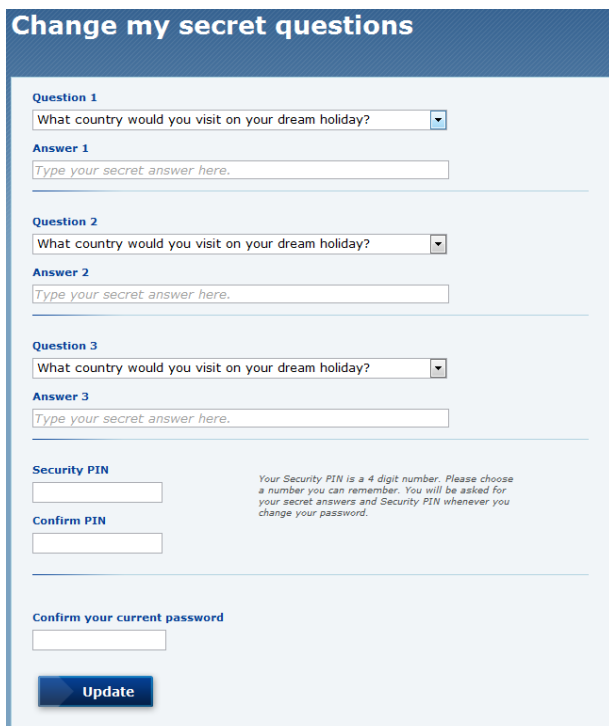
## Update Your Details

1. On the 'My Account' screen, click 'Update my details'.
2. You will be presented with the 'Update My Details' screen.

3. Make any changes required and make sure all the fields marked with a (\*) are completed. Click 'Update'.

## Change Your Secret Questions and PIN

1. On the 'My Account' screen, click 'Change my secret questions'.
2. You will be presented with the 'Change my secret questions' screen.




The screenshot shows a form titled "Change my secret questions". It contains three question-and-answer pairs. Each question is a dropdown menu with the text "What country would you visit on your dream holiday?". Below each question is a text input field with the placeholder "Type your secret answer here.". At the bottom of the form, there is a "Security PIN" section with two input fields labeled "Security PIN" and "Confirm PIN", and 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 this is a "Confirm your current password" section with one input field. At the very bottom is a blue "Update" button.

3. 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.
4. Choose a security PIN. The PIN must be a 4 digit number. Confirm the PIN by entering it again in the 'Confirm PIN' field. You will need to recall this PIN if you have forgotten your password and need to reset it - memorise it.
5. Confirm your current password and click the 'Update' button.

## Change Your Password

1. On the 'My Account' screen, click 'Change my password (external link)'.
4. You will be presented with the 'Reset forgotten password' UserID screen. Enter your eduPass UserID or email address in the first field.



The screenshot shows a form titled "Reset forgotten password". It has a text input field for "UserID or email address" with the placeholder "Type your UserID or email address here.". Below this is a link that says "I forgot my UserID.". There is a blue box containing the numeric code "35035". Below the box is a text input field with the placeholder "Enter the text above". At the bottom is a blue "Submit" button.

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

6. 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.

**Reset forgotten password**

**Question 1**  
What country would you visit on your dream holiday?

**Answer 1**  
Type your secret answer here

**Question 2**  
What is the street name of your first home?

**Answer 2**  
Type your secret answer here

**Security PIN**

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.

**Type new password**

**Confirm new password**

**Password strength**

**Submit**

**Note:** If you have forgotten your security question answers or PIN you will not be able to change your password. Contact your Organisation Administrator to reset your password. When you Log in to eduPass with your reset password you will be asked to set up new security questions and PIN and to change your password.

7. 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

**Note:** For managing your application access refer to the 'Application Access' Fast Card. For responding to an invitation refer to the 'Registration & Account Activation' Fast Card.