

Community Support Application Access Management

Identity and Access Management
October 2019

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



Extend or Cancel your Application Access

1. On the My Account screen, click 'Manage application access'
2. You will be presented with the 'Manage Application Access' screen where you will see a list of the applications that you currently have access to.



3. Click on the 'Update' link for the application you wish to extend or cancel your access to.

4. You will be presented with the 'DEECD Application access' screen which has details of your application access.



DEECD Application access

Application:
Name:
DEECD Application

Organisation:
Name:
My Organisation

Access:
You currently have access until 31/12/2013.
Approve access until:
When would you like your access to DEECD Application to expire?
If you no longer require access, click 'Remove Access'.

Request **Remove Access**

Tip!

You can only request access until the end of the current year or, if it is past November 1st, the end of the next year.

5. To extend your access enter the date you want to extend your access to into the 'Approve access until' field. This field is pre-populated with the maximum date you can request an extension to. You can either keep this pre-populated date or change it. Click 'Request'.
6. To remove your access, click 'Remove Access'.
7. To reduce your access, change the 'Approve access until' date to the reduced date. If you change the date to today's date your access will be removed.
8. The next screen asks you to confirm your change. Click 'Confirm' to accept the changes or 'Cancel' to undo the changes.
9. Extending your access date and confirming the change sends an extension request email to your Organisation Administrator. They will need to approve your request before you will gain any extended access. You will receive notification of the results of you extension request via email.