Introduction

Application Administrators can perform the following tasks:

1. Manage my application

2. Manage my Application details (including changing the application administrator).

3. Manage access requests

4. Search for a user of the Application

5. Reset a user's password

6. Update a user's details

7. Manage a user's Access to your application

To complete these tasks, Application Administrators will need to log in to the Community Portal.

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 or DET Staff account and password and click 'Log in'.

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

3. Once logged in, you will be presented with the 'Welcome to eduPass' screen:
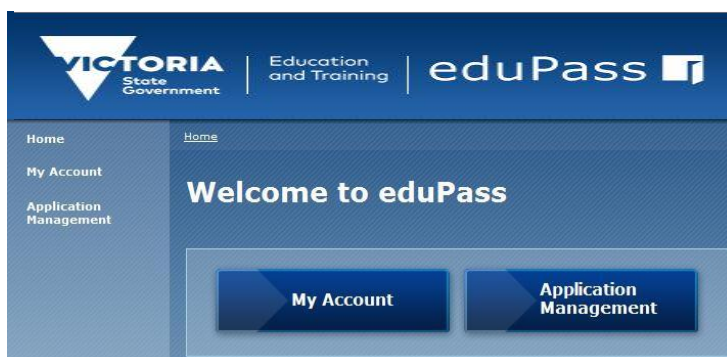
> **Note:** *If you are logging in with a DET Staff account you will not see the 'My Account' Button.*

Manage My Application

As an Application Administrator you have a number of tasks you can perform.

1. Click on 'Application Management'.

2. If you are the administrator of multiple applications, you now have to select the application you want to manage.

3. You will see a screen headed with the name of your application (in this example the application name is 'My Application'). You will be presented with a 'Tasks' list.
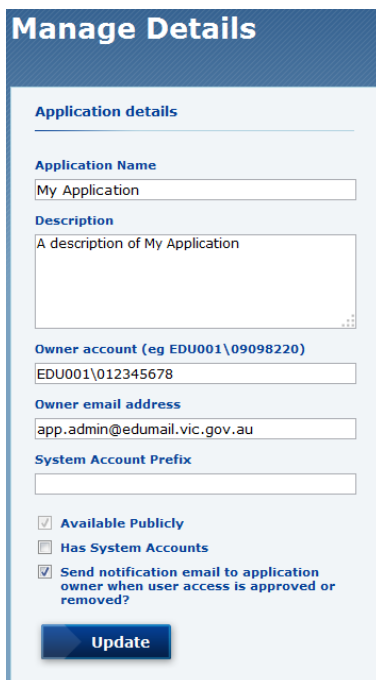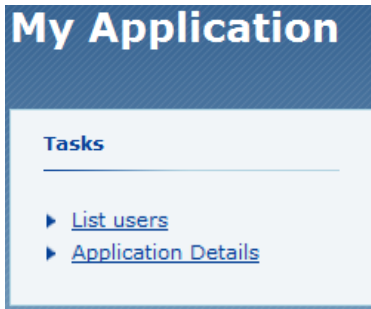

Note: *If you are the Administrator of more than one Application, you will be presented with a list of the Applications you administer. Choose the Application you wish to manage.*

Manage Application Details

As an Application Administrator, you control the name and description of your application along with details of who the Application Administrator is.

1. In the application management screen, click 'Application Details'.

2. You will see the 'Manage Details' screen. Update the application details as required.

Note: *The 'Available Publicly' option signals that the application is available to all eduPass users. If it is not checked, it is only available to users who are part of an organisation.*

3. You can change who the administrator of the application is by entering the new Application Administrators UserID and email address. Each application can only have one Application Administrator.

4. To confirm the changes, click 'Update'.

Manage Access Requests

1. In the application management screen if there are application requests, you will see a 'Requests awaiting approval' box if there are application requests.

Requests awaiting approval					
Organisation	**First name**	**Last name**	**Requested on**	**Requested Until**	
My Organisation	Janet	Anderson	27/11/2012	31/12/2013	View

2. Click on the 'View' link for the request you would like to Manage.

3. You'll see some information including the user's current access to the application, some personal details of the user and the organisation the user belongs to. You can now approve or reject the request.

> **Note:** *You can change the 'Approve access until' date.*

Approve Access

Current access:
INACTIVE
James Rockwell currently does not have access. No access has been been granted previously.

Applicant information:
First Name: James
Last Name: Rockwell
Email: j.rockwell@jrweb.com
Phone: 1234 5678
Address: Treasury Place, Melbourne, Victoria, 3000
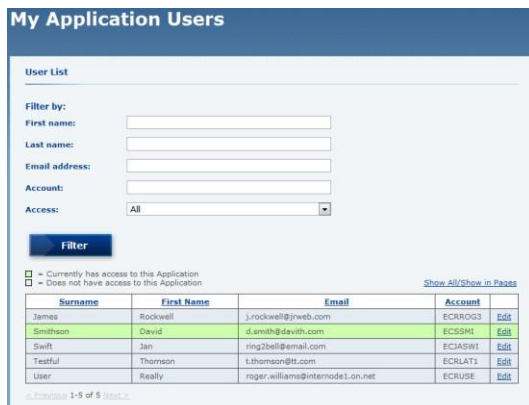**Application:**
Name: My Application

Approve access until:
31/12/2013   OR

Approve   **Reject**

> **Note:** *You can only grant access until the end of the current year or, if it is past November 1st, the end of the next year.*

4. You will then be asked to confirm your request. Click 'Confirm' to approve the request.

Search for a User

1. In the application management screen, in the 'Tasks' list, click 'List Users'. You'll now see a list of users and some filter controls.

2. You can filter users by First and Last names, email address, account (UserID) and current account access or a combination of any. Once you click 'Filter', a list of matching users will be displayed. You can then manage a user by clicking the 'Edit' link at the end of the row.

Reset a User's password
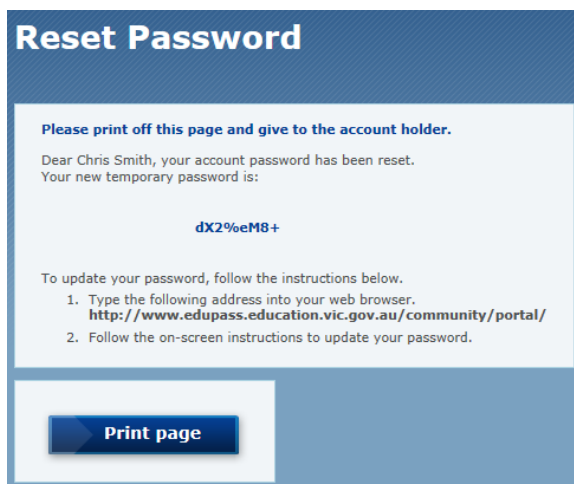
1. After clicking the 'Edit' link for a user in the application users screen, you will see a 'Tasks' list. Click 'Reset Password'.

Tasks

▸ Reset Password
▸ Promote To Organisation Administrator
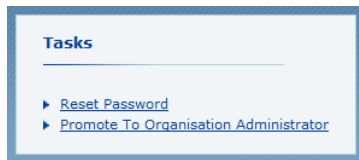
2. You will see the 'Reset Password' screen. Confirm you wish to reset the password by clicking 'Reset'.

Reset Password

⚠ Warning! You should only reset *James Rockwell's* password at their request. Are you sure you want to reset *James Rockwell's* password?

[Reset]   [Cancel]

3. The user's password will now have been reset to a randomly generated password. You should print off the page and give it to the user.

Reset Password

Please print off this page and give to the account holder.

Dear Chris Smith, your account password has been reset.
Your new temporary password is:

dX2%eM8+

To update your password, follow the instructions below.
1. Type the following address into your web browser.
   http://www.edupass.education.vic.gov.au/community/portal/
2. Follow the on-screen instructions to update your password.

[Print page]

Note: *You can also print via your browser's menu or in most cases by using the keyboard shortcut of Ctrl-P (Windows) or Command-P (Mac).*

Update a User's Details

1. After clicking the 'Edit' link for a user in the application user's screen, you will see a box containing 'Personal Details'. Click 'Modify'.

Personal details

UserID:	ECJR
First name:	James
Surname:	Rockwell
Initials:	JR
Title:	Mr
Date of birth:	01/04/1984
Email address:	j.rockwell@jrweb.com
Alternate email address:	
Phone number:	1234 5678
Gender:	Male
Address:	2 Treasury Place
City:	Melbourne
State:	Victoria
Country:	Australia
Postcode:	3000

Modify

2. You will now see a 'Personal details' screen where you can change the users details:

Personal details

Required fields

First Name *	**Address ***
James	Treasury Place
Surname *	**City ***
Rockwell	Melbourne
Initials	**State ***
	Victoria
Title	**Country ***
	Australia
Date of birth *	**Postcode ***
01/04/1984	3000

Email address *
j.rockwell@jrweb.com

Alternate email address

Phone number *
1234 5678

Gender *
- ● Male
- ○ Female

Update Details

3. Update the details as required. Note that fields with a (*) are mandatory fields. Click 'Update Details' to confirm the changes.

Manage a User's Application Access

As an Application Administrator, you are able to modify user access to your Application. You can extend access, revoke access or change it to a date of your choice. However, you can only extend application access to the end of the current year (or end of the following the year if the date is after the 1st November)

1. After clicking the 'Edit' link for a user in the application user's screen, you will see a list of applications relevant to your organisation in the 'User access granted by this organisation' box.

| Note: | If you are an Application Administrator your access to your application will never expire. |

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

2. If the user has current access there will be a future date in the 'Active until' field. If their access has expired the date in the 'Active until' field will be in the past, if they have never had access there will be no date in the 'Active until' field.

3. Click on the 'Change' link for the Application you wish to modify the user's access to. You will see the 'Approve Access' screen.

| Tip! | You can remove a user's access immediately by clicking 'Remove Access' |

4. You can now enter a date to extend the user's access to. If you enter a date before the current date, it will remove the user's access to that application. Click 'Approve' then confirm your action on the next screen.