

Parents - Manage My eduPass Household

Identity and Access Management
February 2011



Log into **Household management** to:

- See the details of students in your eduPass Household
- Remove a student from your eduPass Household.

Log into Manage My Household

Open a web browser and enter the eduPass web address <http://www.eduPass.vic.edu.au>

When the eduPass Sign In page appears, click on the Parent/Guardian link, at the bottom of the screen, under Manage My Household.



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When the log-in screen appears, click in the **Username** field and type your username (i.e. your email address).

Click in the **Password** field and type your password.

Once you have read and agree to the terms of service, click on the checkbox to tick the I will comply with the **Terms of Service** field, and click on **Log on**.

Add another student to your eduPass Household

Log into Manage My Household.

When the My Household screen appears, showing students in your eduPass Household, click on **Add Student**.

First Name	Surname
Diana	BERRIDGE

Click in the first empty *Parent/Guardian key field and type the Parent/Guardian key from your Welcome Letter for this additional student.

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Remove a student from your household

Click on the arrow for each of the three boxes for the date and choose the option, from the drop-down list, which provides the correct information about your child.

Click on the arrow next to the *Relationship to student field **Select** and choose the option from the drop-down list that best defines your relationship to this student.

Click on **Submit**.

If you succeed in adding this student to your eduPass Household and you receive a confirmation message, click on **OK** to return to the My Household table.

If you don't succeed in adding this student to your eduPass Household and you receive an error message, follow the instructions in the message to either go back and try again or contact the school.

Log into Manage My Household.

Click on the student you want remove from your eduPass Household and click on

Remove Student

First Name	Surname
Diana	BERRIDGE
Alice	BERRIDGE

Add Student **View Relationship Details** **Remove Student**

When the Confirmation message appears, click on **Yes**.

Confirmation

By choosing to remove Diana BERRIDGE from your Household, you will not be able to see their education details in the Ultranet anymore. Are you sure you want to permanently remove this student?

Yes **No**

If you succeed in removing this student from your eduPass Household and you receive a confirmation message, click on **OK** to return to the My Household table.

If you don't succeed in removing this student from your eduPass Household and you receive an error message, follow the instructions in the message to either go back and try again or contact the school.

View Student Relationship Details

Log into Manage my Household to display the details of all students who are a member of your eduPass Household.

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First Name	Surname
Diana	BERRIDGE
Alice	BERRIDGE

Add Student **View Relationship Details** **Remove Student**

When the My Household screen appears, showing students in your eduPass Household, click on the student whose details you want to see.

Click on **View Relationship Details** to see the following details:

Alice BERRIDGE

First Name	Alice
Surname	BERRIDGE
DOB	15-Apr-2001
School	CASES21 Training School - Campus 1
Year Level	4
Homegroup	O4A
Your Relationship to Student	Parent

Click on **Close** to return to the Manage My Household screen.