



Registration

The school IDAM administrator, who registers you for the eduPass, needs some personal details including your name, contact number and a valid email address. They will give you a welcome letter that includes a temporary password and instructions. Your username will be sent to the email address you provided.

To finish registration you need to take two actions:

- Activate your account
- Log in to change your password, and to set up secret questions and a personal identification number (PIN).

Activate your account

1

To activate your account you must have access to the internet, your email account and a welcome letter from the school.

Go to your email account and open the **Activate Your Account** email from `idam_noreply`. Read the privacy information and make a note of your username. Then click on the **Activation** link in the email.

<https://education.vic.gov.au/parent/ActivateAccount>

2

When the **You have now activated your account** message appears, close all open browsers and log out.

Log in

1

Open a web browser and enter the following web address:
<http://www.education.vic.gov.au/firstuse>

2

Click in the **Username** field and type your username from the activation email.

Click in the **Password** field and type the password from your welcome letter.

3

Click on the **eduPass Terms of Service** link and read these. Then click on the checkbox next to **I will comply with the Terms of Service** and click on **Log on**.

Set up a password

1

When the **First Time Login** screen appears with your username already filled in, click in the **Current Password*** field and type the password from your welcome letter.

2

Click in the **New Password*** field and type a password you will remember.

Make sure it has between 7 and 32 characters, and has three different types of characters – lowercase (a-z), uppercase (A-Z), numeral (0-9) or special character (#\$&!@).

Click in the **Confirm Password*** field and type your new password again, exactly as before.

Click on **Next**.

If your new password doesn't match the requirements and you receive an error message, follow the instructions in the message to go back and try again.

If your password is accepted, you can set up your secret questions.

Set up your secret questions

Choose and answer three questions from the **Secret Questions and Answers** section. To do this:

Click on the arrow for the first secret question and choose a question from the drop-down list.

Click in the empty field next to this question and type your answer. Then do the same for the next two questions.

What was the make and model of your first car? Toyota Camry
 What is the street name of your first home? Church Street
 What was your first car's registration number? VAB 269

Set up your PIN

Click in the first empty *PIN field and type your four-digit PIN.

Click in the *Confirm PIN field and type your four-digit PIN again.

Please create a PIN. This must be a four digit number.
 * PIN 1 4 2 7
 * Confirm PIN 1 4 2 7

Click on **Submit**.

If you are successful in changing your password and setting up your secret questions and PIN, you will receive a message telling you this.

Information
 Your password has been successfully changed. You may now use this password when logging onto DEECD websites.
 OK

Click on **OK**, and then close all open browsers.

Congratulations. You can now use the eduPass during your assignment at this school. Just click on the <http://www.eduPass.vic.edu.au> link and log in with your username and your new password.

Self service

Log into Self-service to:

- Reset your password (if you forget it)
- Change your password (to keep it safe)
- Change your secret questions and answers or PIN
- Update your account details.

Reset Forgotten Password, Change Password, Maintain Security Questions

See the following fast cards on the public training site (<http://www.edupass.vic.gov.au/access>) for self-service instructions to:

- Reset Password (on Net)
- Change Password
- Maintain Security Questions.

Update your account details

To change any of your details (except your username, job title and your assignment or access to a school):

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 **All Other Users** link, at the bottom of the screen, under **Manage My Account**.

When the **Log on** screen appears, click in the **Username** field and type your username.

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

Click on the **eduPass Terms of Service** link and read these. Then click on the checkbox next to **I will comply with the Terms of Service** and click on **Log on**.

Username: sv-clow
 Password: [masked]
 I will comply with the [Terms of Service](#)

The **Manage My Account** screen will appear with the default task (**Change My Password**).

Change Password
 Please enter and confirm all of the:
 Username * sv-clow
 Current Password *
 New Password *
 Confirm Password *
 Submit

Click on the **Maintain/View Profile** tab at bottom-left of the screen.

Maintain/View Profile

When the **My Profile** screen appears, click in a field you wish to change and type your new details.

My Profile
 Once you have updated your details, click **Update Profile** to save your changes. Fields marked with * must be filled in.
 Username sv-clow
 * Title sv-clow
 * First Name Chloe
 Middle Name
 Preferred Name
 * Surname Lowrie
 Home Phone No.
 E.g. 03 9999 9999
 Mobile Phone No. 0411 111 111
 E.g. 0400 000 000
 * Email Address chloe.lowrie@gmail.com
 * Confirm Email Address chloe.lowrie@gmail.com
 * You can access information for the schools below between the job start date and job end date.

School	Job Title	Job Start Date
CAEES1 Training School	Victor	24/01/2011

 Update Profile

Fields marked with an asterisk (*) are compulsory.

When you're happy with the changes you've made, click on **Update Profile**.

If the changes to your details are accepted and you receive a confirmation message, click on **OK**.

Information
 Your profile has been updated.
 OK

If you receive an error message, follow the instructions in the message to go back and try again.

An email confirming changes to your details will be sent to your email address.

Close all web browsers before logging into the eduPass.