

Provide Students with an eduPass Identity

Introduction

You can generate registration letters to provide students with an eduPass identity. This will allow them access to various DET systems and applications. The registration letters will be emailed to the delegated administrator's eduMail account as a single PDF, ready for printing and issuing to the students.

1.



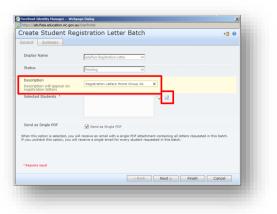
From the Administration Home page, click on the **Student Registration Letters** link.

2.



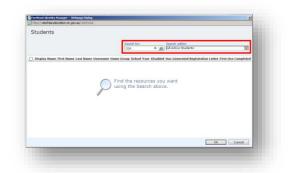
Click on the New button.

3.



Enter a description, and then click on the **Browse** icon to select students.

4.



Enter the relevant details into the **Search for** field, and use the **Search within** filters to narrow your search.



5.

02A > 🤌 All Active Students	~
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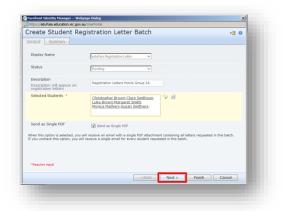
Click on the **Search** icon beside the **Search for** field.

6.

Social Anti- S	nts - Generate Registration Letter Required 💌
Christopher Christopher Dance (CCED) 014 D Von Ma	
Christopher Christopher Design COTTON 014 D. Vice Ma	
	No
Clare Smithson Clare Smithson CPSMI 02A 2 No No	Yes
Luke Brown Luke Brown LLBRO 02A 2 Yes No	No
Arganet Smith Marganet Smith MMSHI1 02A 3 Yes No	No
Monica Mathers Monica Mathers MSMAT 02A 3 Yes No	No
Susan Smithers Susan Smithers SPSNE 02A 2 Yes No	No
sendi Rustres Indisper Roem Class Senthans Luke Breen Managert South Honca Nathers Susan Senthers	6 Rems total Page 1 of 1 (4 4 9 9)

Select the students using the check boxes and then click on the **OK** button.

7.



Click on the Next button.

	dent Registration Letter Batch •2 •
ieneral Summ	ury .
Attribute	Value
Description	Registration Letters Home Group 2A
Display Name	eduPass Registration Letter
Resource Type	Student Registration Letter Batch Details
Selected Students	Christopher Brown; Clare Smithson; Luke Brown; Margaret Smith; Monica Mathers; Susan Smithers;
Send as Single PDF	True
Status	Pending
This job may take s complete other task If this job has either	Inity low job to generate registration letters. The limit is completed presenting upon the number of letters requested. During this time you are able to ring completed or failed or after 2 hours has elegated please contact the service desk using the service gateway is addition vice give as
This job may take s complete other task If this job has either	some time to complete depending upon the number of letters requested. During this time you are able to as, not completed or failed or after 2 hours has eleased please contact the service desk using the service gateway

Click on the Submit button.

9.



The registration letters will be generated and sent as a single PDF to your email address. When the request is processed, the status will show as **Completed**.

