

eduPass Quick Guide:

Provide Students with an eduPass Identity

Introduction

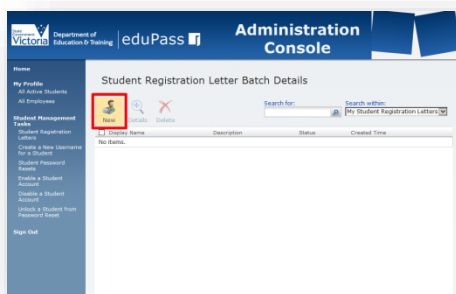
You can generate registration letters to provide students with an eduPass identity. This will allow them access to various DET systems and applications. The registration letters will be emailed to the delegated administrator's eduMail account as a single PDF, ready for printing and issuing to the students.

1.



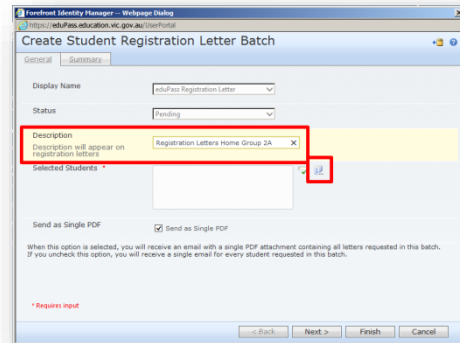
From the Administration Home page, click on the **Student Registration Letters** link.

2.



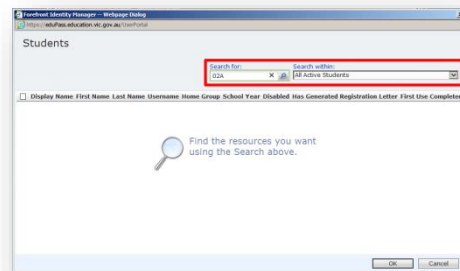
Click on the **New** button.

3.



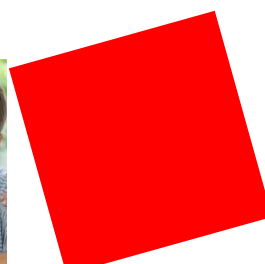
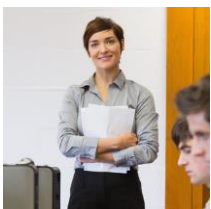
Enter a description, and then click on the **Browse** icon to select students.

4.



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

5.



Click on the **Search** icon beside the **Search for** field.

6.

Click on the **Submit** button.

9.

Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
Christopher Brown	Christopher	Brown	CCBR0	02A	3	Yes	No	No
Clara Smithson	Clara	Smithson	CSM01	02A	2	No	No	Yes
Luke Brown	Luke	Brown	LBRO0	02A	2	Yes	No	No
Margaret Smith	Margaret	Smith	MSM01	02A	3	Yes	No	No
Monica Mathers	Monica	Mathers	MMAT0	02A	3	Yes	No	No
Susan Smithers	Susan	Smithers	SPSM0	02A	2	Yes	No	No

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

7.

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**.

If there is an error in processing a student's registration, you will receive an email to notify you. You can contact the service desk if you require further assistance:

servicedesk@edumail.vic.gov.au

Click on the **Next** button.

8.

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