eduPass Identity and Access Management for Students
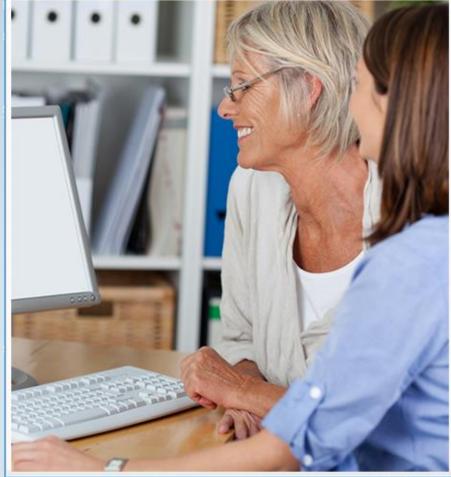
State Government Victoria — Department of Education & Training

An Introduction to eduPass for Principals and Delegated Administrators

Department of
Education & Training | eduPass

State
Government
Victoria

Introduction

This eduPass e-learning course has been developed to equip you with the knowledge and skills to navigate the various administrative functions available to you in the eduPass solution. In this module you will learn about how this training course is structured.

eduPass functionality

The training modules covering eduPass functionality available to you are:

- **Delegate and Revoke eduPass Administration Rights** – Assign delegation rights to staff or specialist technicians. If this functionality is available to you, you have been delegated full administration rights and can on-delegate rights to other staff/specialist technicians.

Or, you may have one or more or all of the following functionalities delegated to you.

- **Provide a Student with an eduPass Identity** – Generate registration letters and provide students with their usernames and initial temporary passwords.
- **Reset a Student's eduPass Password** – Reset a student's password when they have forgotten their password (and their PIN and answers to their secret questions for year 3–12 students).
- **Enable or Disable a Student's eduPass Account** – Enable or disable access to a student's account.
- **Unlock a Student's eduPass Account**
- **Change a Student's eduPass Username** – Generate a new username for a student (for example, if the original name was causing embarrassment).

A supplementary training module is available to you, eduPass Search Tips.

- **eduPass Search Tips** – contains tips on how to best use the search functionality available to you in eduPass.
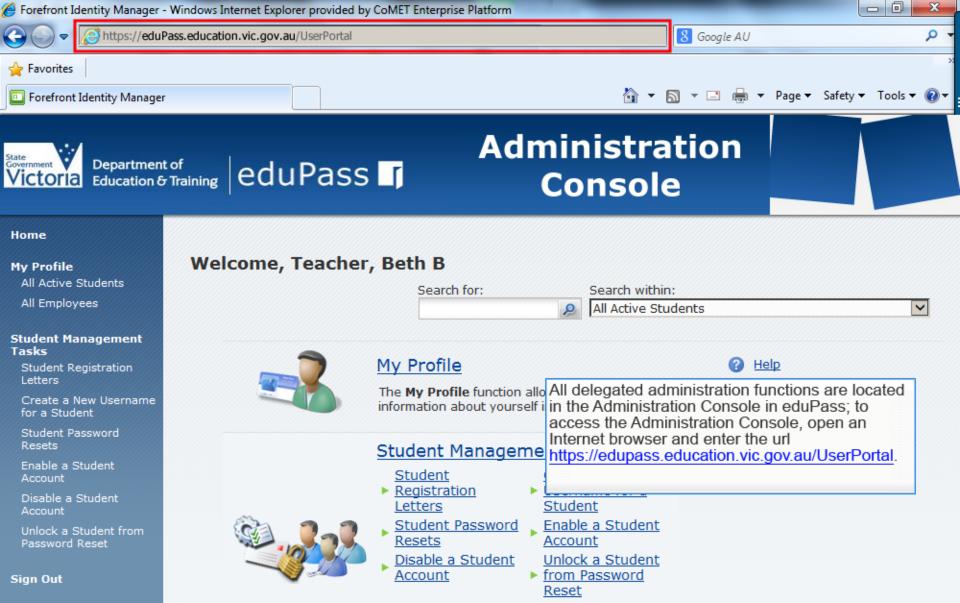
https://eduPass.education.vic.gov.au/UserPortal

Select Members

Search for:

Brown

	Display Name	First Name	Last Name	Account Name	Ho
☐	Bobby Brown	Bobby	Brown	BWBRO	07
☐	Christopher Brown	Christopher	Brown	CCBRO	02
☑	James Brown	James	Brown	JNBRO	08
☐	Luke Brown	Luke	Brown	LLBRO	02
☐	Paul Browning	Paul	Browning	PWBRO	00
☐	Peter Browning	Peter	Browning	PMBRO	09

How to navigate

Each module will take you through a different process, step by step. You will be given information about the topic and be instructed to perform actions that simulate the process you will follow in the eduPass application.

As you work through the modules, you will notice that:

- actions are indicated by a green arrow that points to the element on the screen that you must click on or type in.
- a red box is used to highlight any other elements on the screen you need to take note of
- features and screen instructions will be highlighted in a blue 'tile', like this.

Members to be added:

Stephen Smith;James Brown

6 items total

1 of 1

OK   Cancel

https://eduPass.education.vic.gov.au/UserPortal

Google AU

Favorites

Forefront Identity Manager

Page ▾ Safety ▾ Tools ▾

State Government **Victoria** | Department of Education & Training | **eduPass** | # Administration Console

Home

My Profile
All Active Students

All Employees

Student Management Tasks
Student Registration Letters

Create a New Username for a Student

Student Password Resets

Enable a Student Account

Disable a Student Account

Unlock a Student from Password Reset

Sign Out

Welcome, Teacher, Beth B

Search for:

Search within:
All Active Students

My Profile   ? Help

The **My Profile** function allo
information about yourself i

All delegated administration functions are located in the Administration Console in eduPass; to access the Administration Console, open an Internet browser and enter the url https://edupass.education.vic.gov.au/UserPortal.

Student Manageme

Student Registration Letters

Student Password Resets

Disable a Student Account

Student

Username for a Student

Enable a Student Account

Unlock a Student from Password Reset

Home

My Profile
All Active Students
All Employees

Student Management Tasks
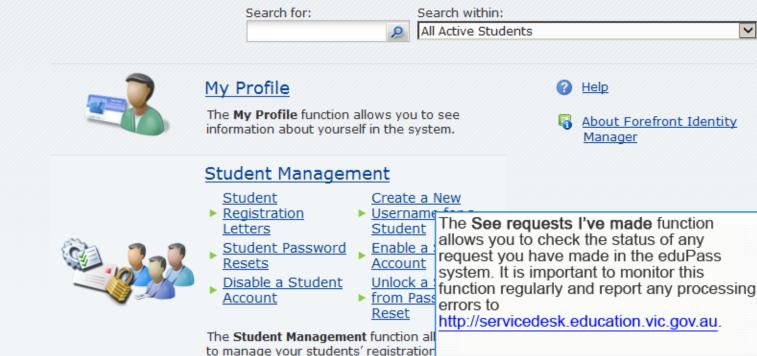Student Registration Letters
Create a New Username for a Student
Student Password Resets
Enable a Student Account
Disable a Student Account
Unlock a Student from Password Reset

Sign Out

Welcome, Teacher, Beth B

Search for: [　　　　　　　] 🔍   Search within: [All Active Students ▼]

My Profile

The **My Profile** function allows you to see information about yourself in the system.

❓ Help

ℹ️ About Forefront Identity Manager

Student Management

Student Registration Letters ▶ Create a New Username for a Student

Student Password Resets ▶ Enable a Student Account

Disable a Student Account ▶ Unlock a Student from Password Reset

The **See requests I've made** function allows you to check the status of any request you have made in the eduPass system. It is important to monitor this function regularly and report any processing errors to http://servicedesk.education.vic.gov.au.

The **Student Management** function all to manage your students' registration eduPass.

See requests I've made

The **See requests I've made** function allows

Introducing eduKate

A character with a voice over – 'eduKate', a kangaroo – is used to help the eduPass training be more engaging for younger students.

Students will see the visual below at the start of each of their interactive training modules. The modules for Years 3–12 are developed in 'learn' mode where students are able to navigate through the module themselves. Modules for Years P–2 are in 'teach' delivery mode and are designed to be viewed with supervision.

Hints and tips for students will be highlighted by eduKate. The Department is placing great emphasis on encouraging students to manage their own eduPass identities proactively using the self-service facility of the product.