

## Provide Students with an eduPass Identity





## Introduction

In this module, **Provide Student with an eduPass Identity**, you will learn how to generate registration letters to provide your students with their eduPass identity (username and initial temporary password) to use the department's secure systems.

eduPass identity and access management processes create and manage unique digital identities so authorised students can be given access to various DET systems and applications.

You will receive the registration letter(s) as a PDF attachment via email.

Students then use the details in the letter – their initial password and username – to register themselves in eduPass.

We will now demonstrate how you provide a student with an eduPass identity.

## Home

## My Profile

All Active Students

All Employees

Student Management  
TasksStudent Registration  
LettersCreate a New Username  
for a StudentStudent Password  
ResetsEnable a Student  
AccountDisable a Student  
AccountUnlock a Student from  
Password Reset

## Sign Out

## Welcome, Teacher, Seth S

Search for:

Search within:



### My Profile

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



### Student Management

- ▶ [Student Registration Letters](#)
- ▶ [Student Password Resets](#)
- ▶ [Disable a Student Account](#)
- ▶ [Create a New Username for a Student](#)
- ▶ [Enable a Student Account](#)
- ▶ [Unlock a Student from Password Reset](#)

The **Student Management** function allows you to manage your students' registration in eduPass.

### See requests I've made

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

## Provide students with an eduPass identity

To access eduPass, navigate to <https://edupass.education.vic.gov.au/UserPortal> and log in with your department username and password.

To provide students with eduPass identities, you have to generate registration letters for those students.

Click on the **Student Registration Letters** link.

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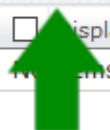
## Student Registration Letter Batch Details



Search for:

Search within:

<input type="checkbox"/>	Display Name	Description	Status	Created Time
<input type="checkbox"/>				

Click on the **New** button.

Forefront Identity Manager -- Webpage Dialog

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

## Create Student Registration Letter Batch

General Summary

Display Name: eduPass Registration Letter

Status: Pending

Description: This appears on the registration letter (e.g. Letters Home Group 02A)

Selected Students \*

Send as a single PDF file

1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).  
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

< Back Next > Finish Cancel

You should enter a description for each batch of registration letters you generate. This is helpful when reviewing your requests after they are submitted, so try to use descriptive terms.

In this example, you are generating registration letters for students in Home Group 02A.

Click in the **Description** field.



Forefront Identity Manager -- Webpage Dialog  
https://eduPass.education.vic.gov.au/UserPortal



## Create Student Registration Letter Batch

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Registration Letters Home Group 2A

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2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

< Back Next > Finish Cancel

Type **Registration Letters Home Group 2A** in the field and then click on the **Browse** button for **Selected Students**.



## Students

Search for:

Search within:

 Display Name First Name Last Name Username Home Group School Year Disabled Has Generated Registration Letter First Use Comp

Find the resources you  
using the Search above

Now you can select the students. In this example, you wish to select the students in home group 02A who are yet to have registration letters generated.

The **Search for** field is active.

Type **02A** into the field and then click on the **Search within** drop-down arrow.

OK

Cancel

## Students

Search for:

02A

Search within:

- All Active Students
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required

 Display Name First Name Last Name Username Home Group School Year Disabled

Find the resources you  
using the Search above

Take a moment to read through the available searches in the **Search within** field.

You can combine the search terms entered in the **Search for** field with the pre-defined filters in the **Search within** field.

Select **All Students – Generate Registration Letter Required**.

OK


Cancel



Forefront Identity Manager -- Webpage Dialog


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

# Students

Search for: 02A 

Search within: All Students - Generate Registration Letter Required

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Dis	Has Generated Registration Letter	First Use Completed
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 Find the resources you are looking for using the Search button.

**Tip:** Be sure to click on the **Search** button, as clicking **OK** (at the bottom of the screen) will take you away from this screen and you will have to begin the activity again.

Click on the **Search** button.

**OK** Cancel

Now you can select all the students using the check box in the table header beside 'Display Name'.  
Click in the check box to select all the students.



Search for:  Search within:

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	Yes	No	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	No	No	Yes
<input type="checkbox"/>	Luke Brown	Luke	Brown	LLBRO	02A	2	Yes	No	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No	No
<input type="checkbox"/>	Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No	No

Search Students

6 items total Page 1 of 1

OK Cancel

## Students

Search for:

02A



Search within:

All Students - Generate Registration Letter Required

<input checked="" type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	First Use Completed
<input checked="" type="checkbox"/>	Christopher Brown	Christopher	Brown	CCBRO	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	No	No	Yes
<input checked="" type="checkbox"/>	Luke Brown	Luke	Brown	LLBRO	02A	2	Yes	No	No
<input checked="" type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Monica Mathers	Monica	Mathers	MSMAT	02A	3	Yes	No	No
<input checked="" type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No	No

Click on the OK button.

Search Students

6 items total Page 1 of 1

[Christopher Brown](#); [Clare Smithson](#); [Luke Brown](#); [Margaret Smith](#); [Monica Mathers](#); [Susan Smithers](#)

OK

Cancel

## Create Student Registration Letter Batch

General

Summary

Display Name

eduPass Registration Letter

Status

Pending

Description

This appears on the registration letter (e.g. Letters Home Group 02A)

Home Group 02A Registration Letters

Selected Students \*

[Christopher Brown](#);[Clare Smithson](#);  
[Luke Brown](#);[Margaret Smith](#);  
[Monica Mathers](#);[Susan Smithers](#);



Send as a single PDF file



1. When 'Send as single PDF file' is checked you will receive a single email with a PDF attachment containing all of the letters in this batch (1 letter per page).
2. When 'Send as single PDF file' is unchecked you will receive an individual email for each student requested in this batch.

\* Requires input

All the students selected in the previous step are now included in Selected Students.

Notice that the **Send as Single PDF** check box is selected by default. This means that you will receive an email with a PDF attached that includes all the registration letters from this request. If the option is unchecked you will receive a separate email for each student.

Click on the **Next** button.

&lt; Back

Next &gt;

Finish

Cancel

## Create Student Registration Letter Batch

General

Summary

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

1. This job may take between 5 minutes and 2 hours to complete based on the number of students in the batch.
2. After pressing Submit, you can continue to complete other tasks while the job completes.
3. You can see the job status after pressing submit by refreshing the webpage.
4. If you have not received an email containing all of your letters within 2 hours, or receive an error report, log a Service Call for eduPass support using the IT Service Gateway: <http://servicedesk.education.vic.gov.au>

Click on the **Submit** button.

&lt; Back

Submit

Cancel

## Home

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[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

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <a href="#">Display Name</a> ▲	<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Created Time</a>
<input type="checkbox"/> <a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Running	20/04/2015 4:04:49 PM

After submitting you will see the request now appears in a table on this screen. Notice the status – the request is currently being processed.

Selected Items:

1 items total Page 1 of 1

## 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  
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## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/>	<u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/>	<a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM

After a moment, if you refresh this page you will notice that the request has been completed.

Selected Items:

1 items total Page 1 of 1

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TasksStudent Registration  
LettersCreate a New Username  
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## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/> <u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/> <a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM



The registration letters will be sent to your email account in a single PDF for printing and issuing to the students.

Remember, it will take 60 minutes after the registration letter has been generated, before the student is able to log in to eduPass to register and change their password.

You can view the status of a request by clicking on the link in the Display Name column.

Click on the **eduPass Registration Letter** link.

Selected Items:



## Student Registration Letter Batch Details

### General

Display Name	eduPass Registration Letter
Status	Completed
Description	Registration Letters Home Group 2A
Completed Time	20/04/2015 4:05:42 PM

#### Selected Students

[Christopher Brown](#); [Susan Smithers](#);  
[Luke Brown](#); [Margaret Smith](#);  
[Monica Mathers](#); [Clare Smithson](#)

#### Failed Students

If there are students listed in this box,  
please contact support using the service  
gateway on  
<http://servicesdesk.education.vic.gov.au>

Notice the details of the request  
are displayed.

You should always check the  
details in case any students have  
failed to have a registration letter  
generated.

Click on the **OK** button.



OK

Cancel

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[All Active Students](#)[All Employees](#)Student Management  
Tasks[Student Registration  
Letters](#)[Create a New Username  
for a Student](#)[Student Password  
Resets](#)[Enable a Student  
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Password Reset](#)

## Sign Out

## Student Registration Letter Batch Details



New



Details



Delete

Search for:

Search within:

<input type="checkbox"/>	<u>Display Name</u> ▲	<u>Description</u>	<u>Status</u>	<u>Created Time</u>
<input type="checkbox"/>	<a href="#">eduPass Registration Letter</a>	Registration Letters Home Group 2A	Completed	20/04/2015 4:04:49 PM

Selected Items:

1 items total Page  of 1

# eduPass Registration Letter - Home Group 02A Registration Letters 03/06/2015 11:26:58 AM

FIM2010, FIMService1sit

To: [Teacher, Seth S](#)

Attachments:  [eduPass Registration Lette~1.pdf \(113 KB\) \[Open as Web Page\]](#)

Wednesday, June 03, 2015 11:27 AM

## Department of Education and Training - Victoria

### eduPass Registration Letter - Home Group 02A Registration Letters 03/06/2015 11:26:58 AM

Dear Teacher, Seth S,

Please find attached the notifications generated for:

<b>Notification</b>	:	eduPass Registration Letter
<b>Description</b>	:	Home Group 02A Registration Letters
<b>Date and Time of Generation</b>	:	03/06/2015 11:26:58 AM
<b>Password Expiry Date</b>	:	03 July, 2015

The Description and the Date and Time of Generation can be used within the [eduPass Administration Portal](#) to track the details of each batch of generated registration letters and the batch status.

If there are any errors, you will receive a separate email detailing the error (i.e. Total Batch Failure or Exception Failure) and the number of students affected.

If no error message is received, the batch has processed successfully.

Here is an example of the email you will receive. Notice there is a PDF attachment. You can save and print this document which will contain the registration letters to be issued to each student.

Depending on your email software you will be able to click on a link or icon for the attachment to save and print the document.

## Department of Education and Training - Victoria

### CJGRE: eduPass Registration Letter

03 June, 2015

School Ref : 9810|09A

Dear Chris Grech

Welcome to the Department of Education and Training (the Department) eduPass system. eduPass provides you with secure access to Information and Technology (ICT) resources provided by our school and the Department. These include:

- our school wireless network (eduSTAR.net)
- other online services, including:
  - The eduSTAR catalogue - where you can download software for your device ([www.edustar.vic.edu.au](http://www.edustar.vic.edu.au))
  - Cloud Services – such as Office 365.

Before using the system please read some important privacy information in the following document:  
<http://www.education.vic.gov.au/Pages/privacy.aspx>

Your eduPass User Name and temporary password are:

User Name: CJGRE  
Temporary Password: o4W3Kad2  
Password Expiry Date: 03 July, 2015

Note: You must change your password to complete your account activation. Your temporary password will expire in 30 days, on the date above.

An example of an eduPass Registration Letter is shown here. A student will be able to set up their account immediately upon receiving the letter.

#### Actions Required:

To activate your username and password you must complete the following actions:

1. Open a browser and navigate to <https://eduPass.education.vic.gov.au/MyAccount>
2. Login using your temporary password and eduPass username exactly as shown above and follow the prompts to change your password

**Congratulations!** You are registered in eduPass and can access the school wireless network and other services, as advised by your teacher.

# Department of Education and Training - Victoria

Dear Teacher, Seth S,

An error (i.e. Exception error) has occurred while generating the eduPass Temporary Password Reset Letters. Some users were not processed successfully.

Summary:

**Batch Details** : Clare Smithson Password Reset - 20/04/2015 17:15:21 PM  
**Total Users in batch** : 1  
**Successful Users in batch** : 0  
**Failed Users in batch** : 1

Registration letter generation failed for the following user/s:

Display Name	User ID
Clare Smithson	CPSMI

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](mailto:servicedesk@edumail.vic.gov.au).

## Actions Required:

To activate your username and password you must complete the following actions:

1. Log the error with the Service Desk on <http://servicedesk.education.vic.gov.au>
2. Provide the Service Desk with the batch information contained within this email.
3. Attempt to re-generate the batch.



## Tips

Some tips for you to remember:

- Registration letters are emailed to the delegated administrator eduMail account for printing and issuing to students.
- Searches are performed across fields; you can use combinations of the **Search for** and **Search within** screens to narrow down your search. For more details on using the search functionality, see the 'Search Tips' module.
- The links on the Student Registration Letter Batch Details screen enable you to view details of the requests you have made. Check the status regularly and report any post processing errors promptly to [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au).