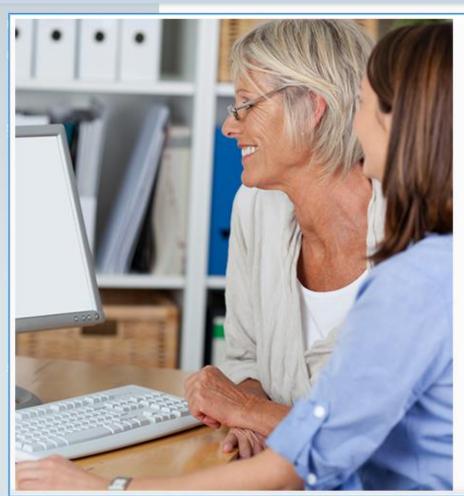
# eduPass Identity and Access Management for Students Victoria Education & Training



Reset a Student's eduPass Password



# Administration Console



# Introduction

In this module you will learn how to Reset a Student's eduPass Password. This action will generate a temporary password letter for the student; the temporary password has to be changed within 10 days to activate the account. If the password is not changed the temporary password expires.

Note: If the student is in Year 3 or above, you may want to confirm that they have tried using their secret questions and answers to reset their password before taking this action.



# eduPass 📑

# Administration Console

Search within:

All Active Students



#### 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, Seth S



# My Profile

Search for:

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

# Student Management



Student Password Resets

<u>Disable a Student</u> Account <u>Create a New</u>
► <u>Username for a Student</u>

Enable a Student Account

Unlock a Student

<u>from Password</u> 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

# Reset a Student's eduPass Password

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

In this example, you will reset eduPass passwords for a number of students who have forgotten their password and, being in Year 3 or above, are unable to use their self-service password reset PIN and/or secret questions and answers because they have forgotten them.

Click on the Student Password Resets link





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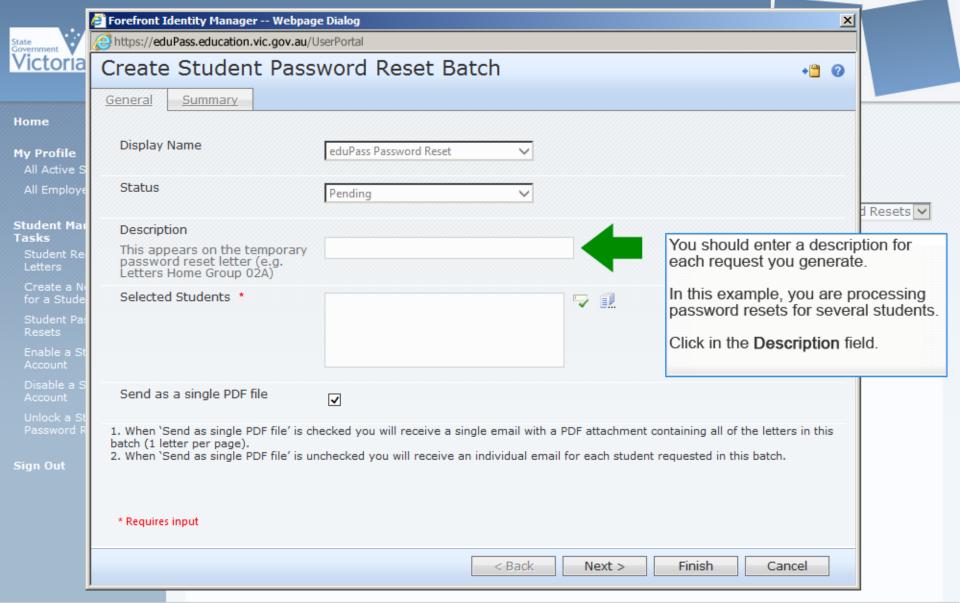
Enable a Student Account

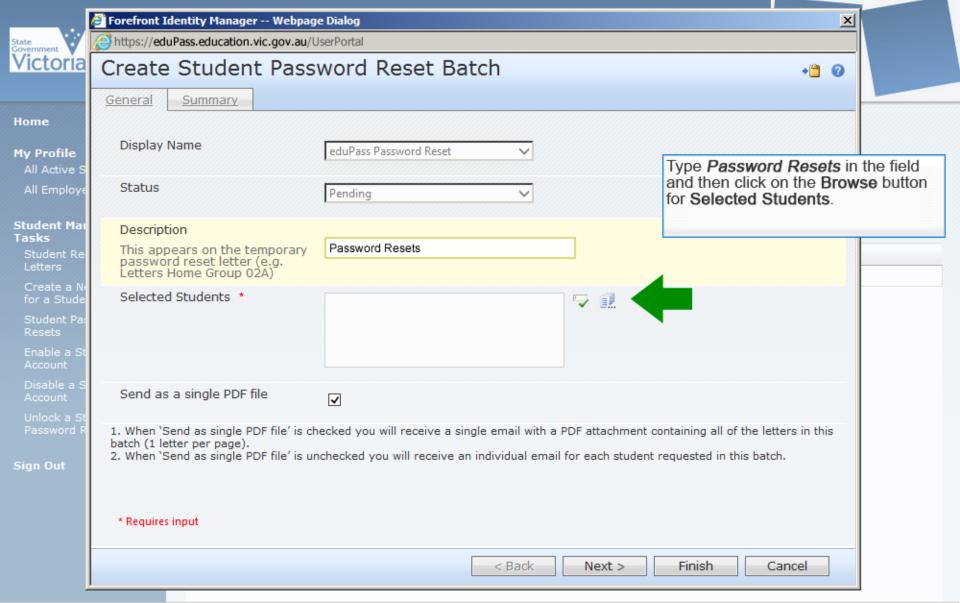
Disable a Student Account

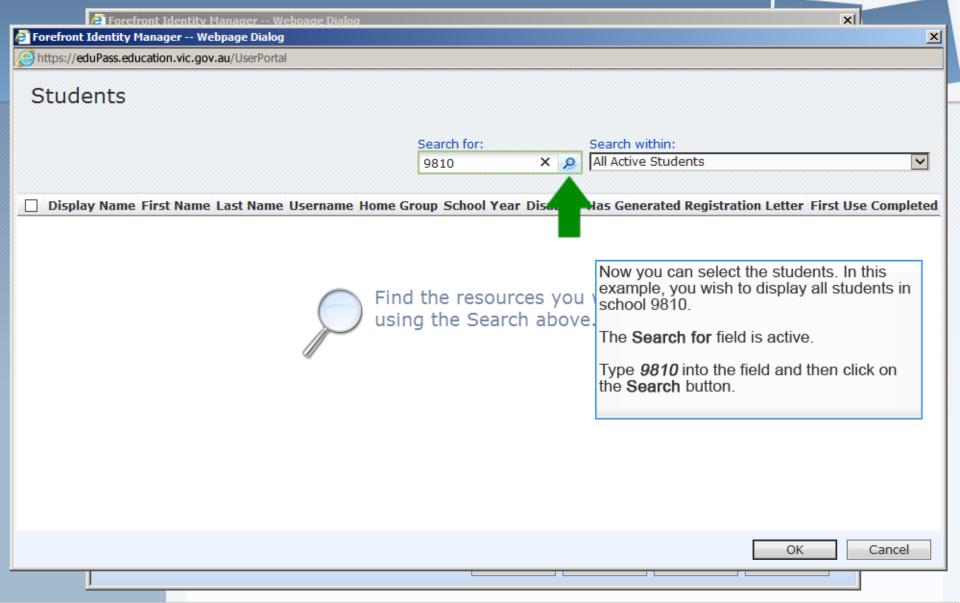
Unlock a Student from Password Reset

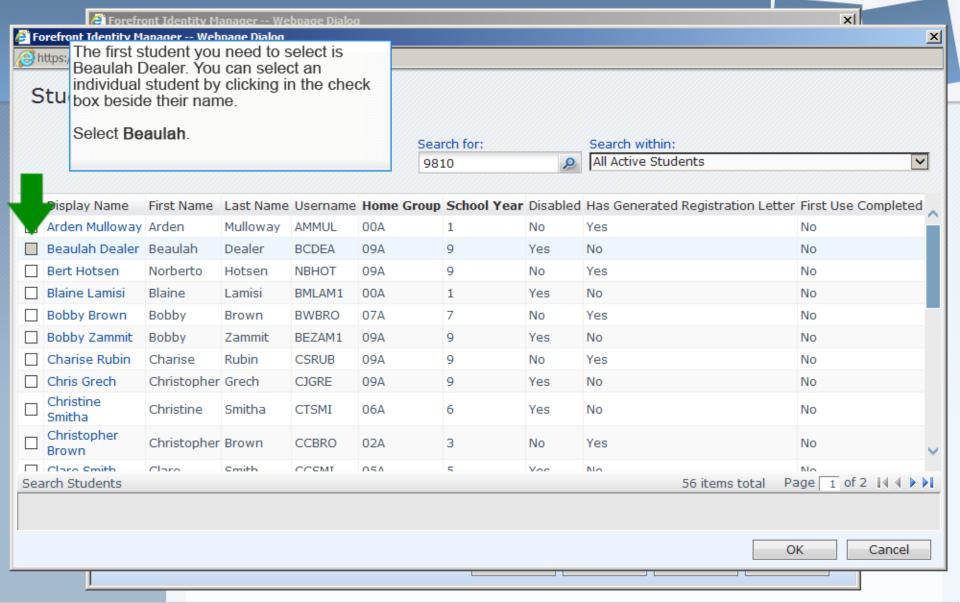
Sign Out

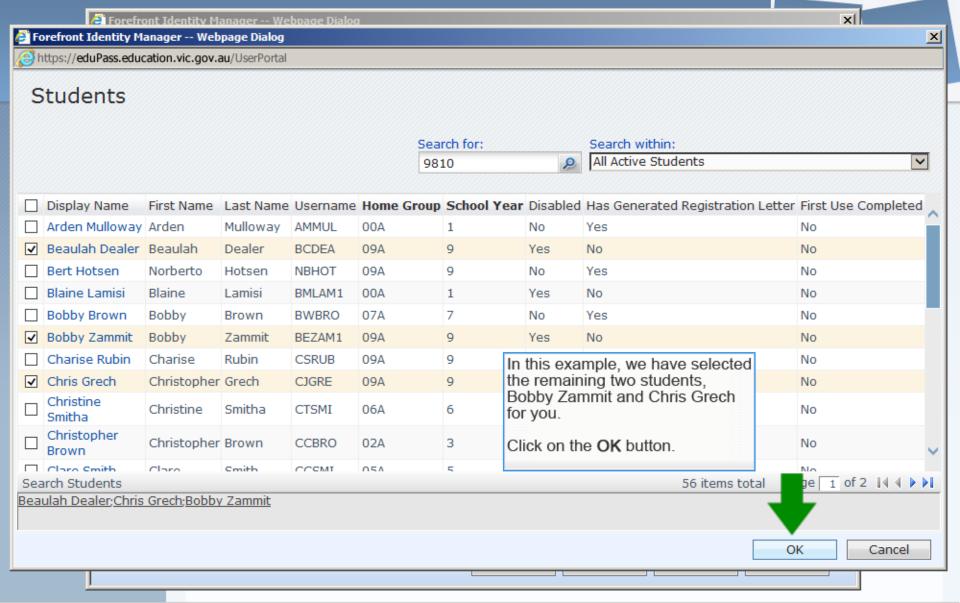
ew	Details	Delete		Search for:	Search within:  My Student Password Resets
isplay Name		o Circle	Description	Status	Created Time

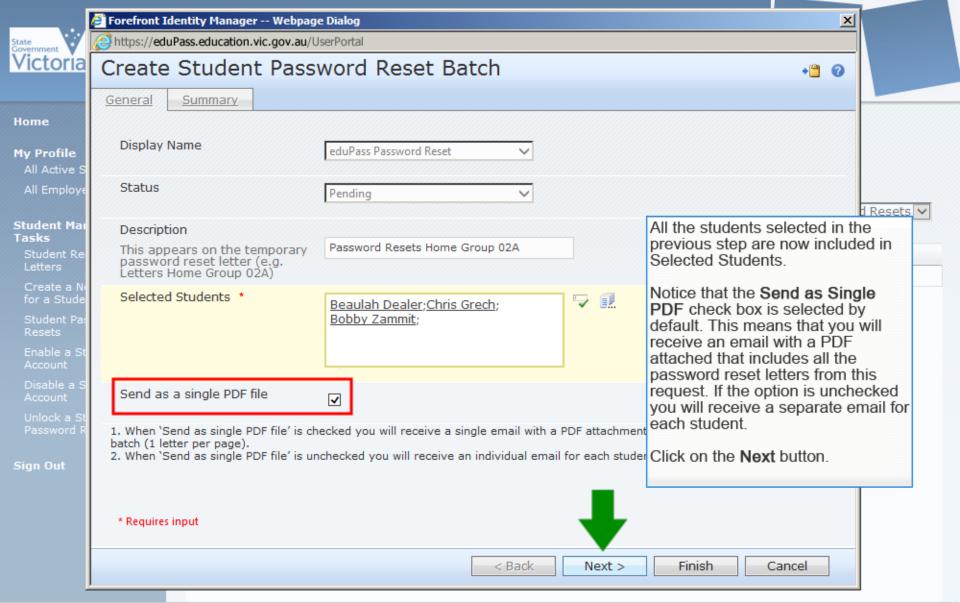


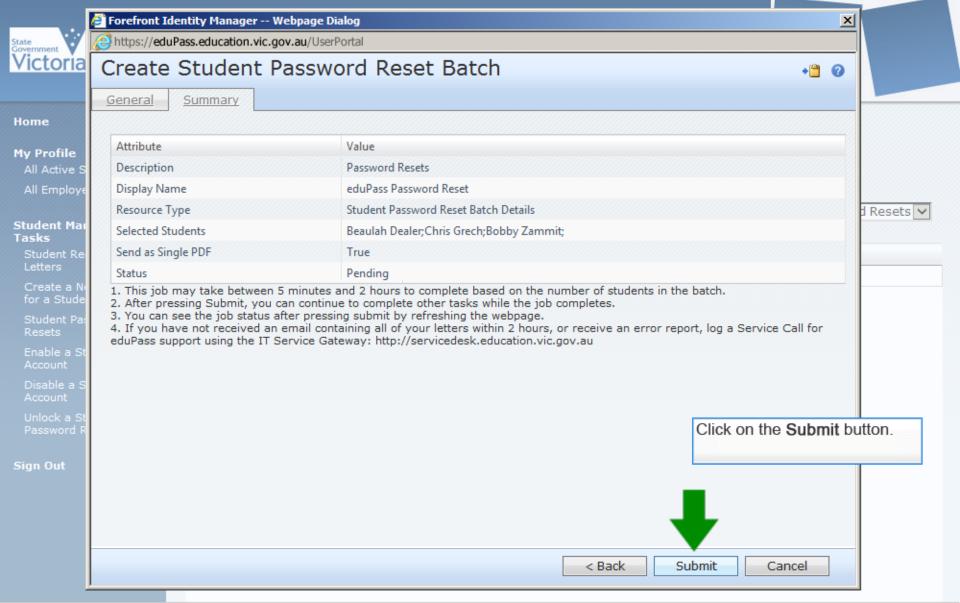














# eduPass I

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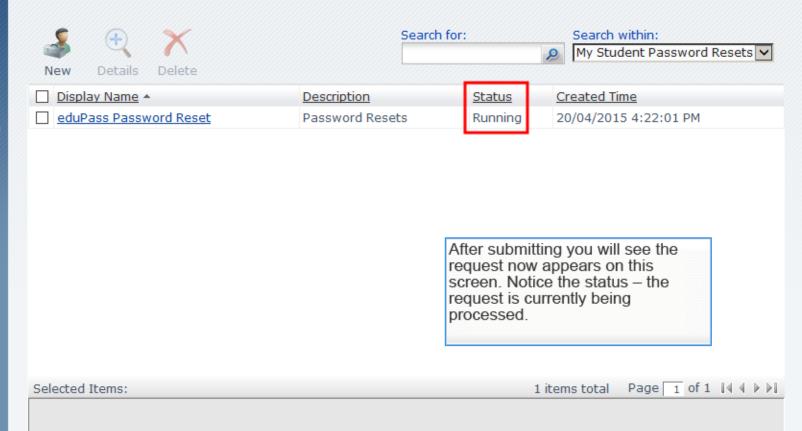
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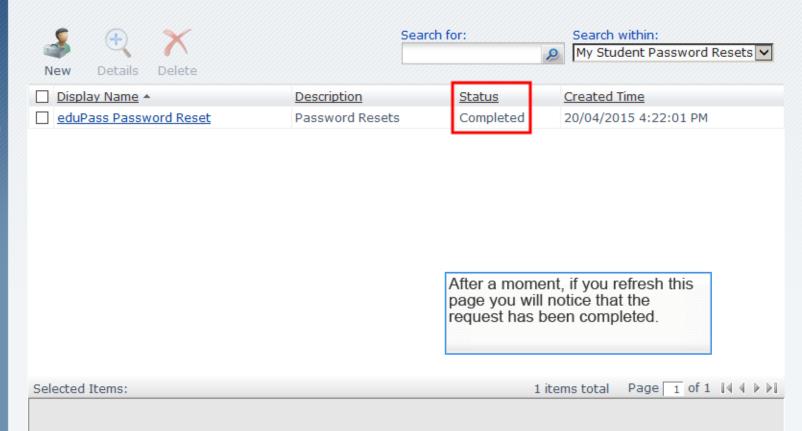
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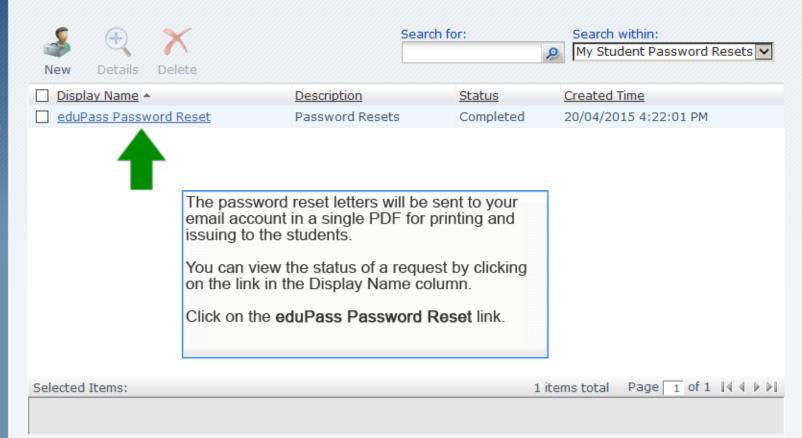
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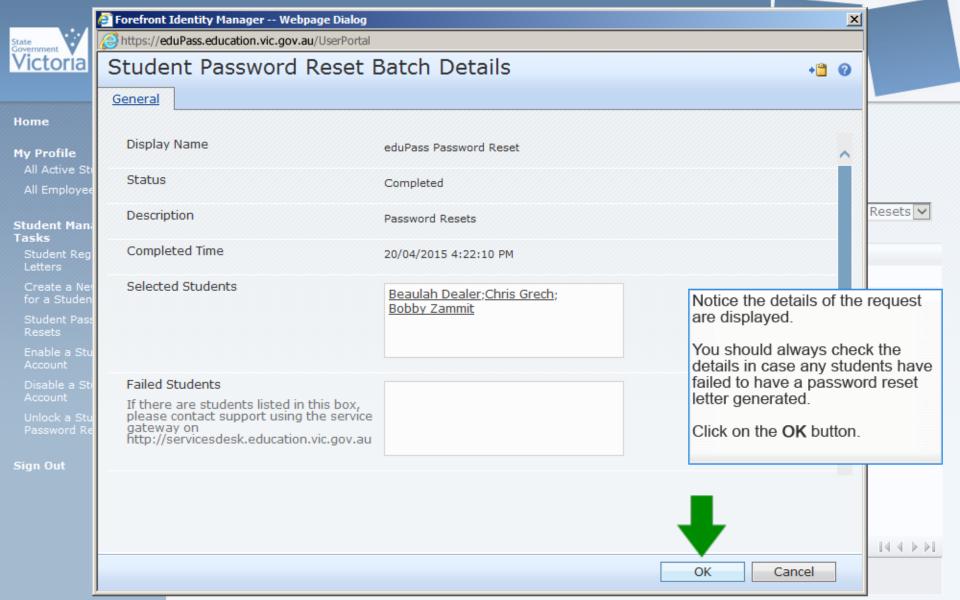
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# eduPass 🛘

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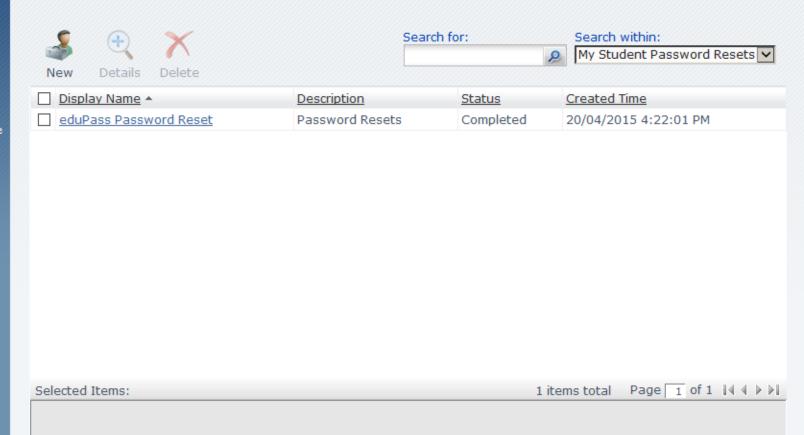
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# eduPass Temporary Password Reset Letter - Password Reset Home Group 09A 03/06/2015 11:53:56 AM

## FIM2010, FIMService1sit



Wednesday, June 03, 2015 11:54 AM

# Department of Education and Training - Victoria

eduPass Temporary Password Reset Letter - Password Reset Home Group 09A 03/06/2015 11:53:56 AM

## Dear Teacher, Seth S,

Please find attached the notifications generated for:

Notification : eduPass Temporary Password Reset Letter

**Description** : Password Reset Home Group 09A

Date and Time of Generation : 03/06/2015 11:53:56 AM

Password Expiry Date : 13 June, 2015

The Description and the Date and Time of Generation can be used within the <u>eduPass Administration Portal</u> 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 all the password reset 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 Temporary Password Reset Letter

03 June, 2015 School Ref : 9810|09A

#### Dear Chris Grech

You have been issued with a user name and temporary password to access the eduPass service.

#### Your eduPass User Name and temporary password are:

 User Name:
 CJGRE

 Temporary Password:
 i4Q9DjAd5

 Password Expiry Date:
 13 June, 2015

An example of an eduPass Temporary Password Reset Letter is shown here. A student will be able to log back into eduPass and set up their account again immediately upon receiving the letter.

Note: You must change your password to complete your account activation. Your temporary password will expire in 10 days, on the date above.

### Actions Required:

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

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

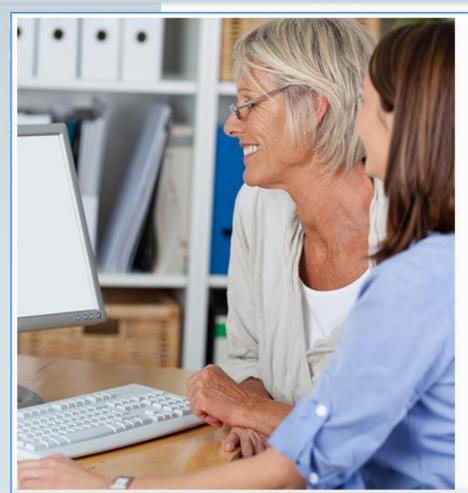
### Things to Remember for Password Management

- 1. You cannot change your password more than once in 24 hours.
- You are required to change your password once every year; this can be done by going to <a href="https://eduPass.education.vic.qov.au">https://eduPass.education.vic.qov.au</a> and following the prompts.
- If you are in Years 3-12, and forget your password, you can go to: <a href="https://eduPass.education.vic.gov.au">https://eduPass.education.vic.gov.au</a> and follow the prompts to reset your password using the secret questions and answers you set up when you registered.

For further information or questions, please contact your School eduPass Administrator.



# Administration Console



# Tips

Some tips for you to remember:

- eduPass Temporary Password Reset Letters are always sent to the eduMail email account of the individual who performs the action in eduPass; it is not sent to the student's account directly.
- Resetting a student's password generates a temporary password that will expire within 10 days. Please be sure to remind the student of this expiry period as a new letter will be required if the password is not changed within the 10 day period.
- · Resetting a student's password generates a temporary password reset letter and a Year 3-12 student will have to reset their pin and secret questions.
- · You may want to remind the older students to make every effort to remember their secret questions and answers, and four digit PIN when they set them up this time