

## Enable or Disable a Student's eduPass Account





## Introduction

In this module you will learn how to Enable and Disable a Student's eduPass account. If a student was to have a disabled account they would not have access to the various DET (the Department) systems that their username and password provides.



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Welcome, Teacher, Beth B

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Search within:



### My Profile

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

### Student Management



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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

### Disabling a student's account

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

Sometimes it may be necessary to disable a student's eduPass account; this could be for any number of reasons including a disciplinary reason or a parent request. You can temporarily disable a student's eduPass account and re-enable it at a later date. The account will remain disabled until it is re-enabled again.

Click on the **Disable a Student Account** link.

## Disable a Student Account

[General](#)[Manually-managed Members](#)

Display Name

Disable a Student Account

Description

Students added to this set will have the account dis

In this example, we will disable the eduPass account of student, Simon Smith.

Click on the **Manually-managed Members** tab.

OK

Cancel

## Disable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.



Click on the **browse** icon for **Members to Add**.

OK

Cancel

## Select Members

Search for:

Smith



Search within:

All Active Students



<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
--------------------------	--------------	------------	-----------	----------	------------	-------------	----------	-----------------------------------

Type **Smith** in the **Search for** field and then click on the **Search** button.



Find the resources you want using the Search above.

OK

Cancel



## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	05A	5	Yes	No
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	02A	2	Yes	No

A list of all students with the name Smith or any part of that word is displayed.

Select **Simon Smith**.

14 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No

Members to be added:

14 items total 1 of 1

Simon Smith

Click on the OK button.

OK

Cancel



## Disable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

### Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

### Members To Remove

Choose who to remove from the current members.



### Members To Add

Choose new additions to the set.

Simon Smith;



Click on the **OK** button.



OK

Cancel

## Disable a Student Account

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Simon Smith;

Click on the **Submit** button.

&lt; Back

Submit

Cancel

## Home

## My Profile

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## Student Management Tasks

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Welcome, Teacher, Beth B

Search for:



Search within:



## My Profile

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

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## Student Management



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

Simon's access has been disabled. You can confirm the request has been processed by clicking on the See requests I've made link on the Home Page, which allows you to review your historical requests.

Click on the **See requests I've made** heading link.

## See requests I've made

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

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## Manage My Requests



Cancel

Search for:

Search within:

<input type="checkbox"/> Request Title	Date Submitted ▼	Status
<input type="checkbox"/> <a href="#">Update to Set: 'Disable a Student Account' Request</a>	26/11/2014 11:19:53 AM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Reset a Student Password' Request</a>	26/11/2014 11:13:16 AM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 11:01:03 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 10:20:34 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	26/11/2014 10:04:35 AM	PostProcessingError
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	25/11/2014 2:57:58 PM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Reset a Student Password' Request</a>	25/11/2014 2:43:51 PM	Completed
<input type="checkbox"/> <a href="#">Update to Set: 'Generate Student Registration Letter' Request</a>	25/11/2014 2:36:57 PM	Completed
<input type="checkbox"/> <a href="#">Update to Person: 'Teeacher, Seth S' Request</a>	24/11/2014 1:27:02 PM	Denied

You can also confirm Simon's account status by clicking on **All Active Students** in the left hand menu and searching for Simon. You will see his status is showing as disabled.

Click on **All Active Students** in the left hand menu.

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## Search Result

Type **Simon** in the **Search for** field and then click on the **Search** button.



[Details](#)

Search for:

Simon



Search within:

All Active Students

<input type="checkbox"/>	Display Name ▲	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	<a href="#">Arden Mulloway</a>	Arden	Mulloway	AMMUL	00A	1	Yes	No
<input type="checkbox"/>	<a href="#">Beulah Dealer</a>	Beulah	Dealer	BCDEA	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Bert Hotsen</a>	Norberto	Hotsen	NBHOT	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Blaine Lamisi</a>	Blaine	Lamisi	BMLAM1	00A	1	Yes	No
<input type="checkbox"/>	<a href="#">Bobby Brown</a>	Bobby	Brown	BWBRO	07A	7	No	Yes
<input type="checkbox"/>	<a href="#">Bobby Zammit</a>	Bobby	Zammit	BEZAM1	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Charise Rubin</a>	Charise	Rubin	CSRUB	09A	9	Yes	No
<input type="checkbox"/>	<a href="#">Chris Grech</a>	Christopher	Grech	CJGRE	09A	9	No	Yes
<input type="checkbox"/>	<a href="#">Christine Smitha</a>	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	<a href="#">Christopher Brown</a>	Christopher	Brown	CCBRO	02A	3	Yes	No
<input type="checkbox"/>	<a href="#">Clare Smith</a>	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	<a href="#">Clare Smithson</a>	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	<a href="#">Damian Duff</a>	Damian	Duff	DDDUF	10A	10	No	Yes
<input type="checkbox"/>	<a href="#">Damian Zammit</a>	Damian	Zammit	DDZAM	08A	8	Yes	No

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## Search Result

[Details](#)

Search for:

Simon



Search within:

All Active Students



<input type="checkbox"/> Display Name ^	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/> <a href="#">Simon Smith</a>	Simon	Smith	SSSMI1	12A	12	Yes	Yes

You will see Simon now has 'Yes' against his name in the Disabled column.

Click **Home** to continue.



## Home

## My Profile

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Welcome, Teacher, Beth B

Search for:



Search within:

My Profile

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

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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

**Enabling a student's account**

You can re-enable a student's account using a similar process.

Click on the **Enable a Student Account** link.



## Enable a Student Account

[General](#)[Manually-managed Members](#)

Click on the **Manually-managed Members** tab.

Display Name

Enable a Student Account

Description

Students added to this set will have the account enabled if they are disabled

OK

Cancel

## Enable a Student Account

[General](#)[Manually-managed Members](#)[More information](#)

## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.



Click on the **browse** button for **Members to Add**.

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
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<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	Yes	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI	02A	2	Yes	No

Notice that Simon's access is shown as 'Yes' in the Disabled column.

Select Simon Smith.

14 items total Page 1 of 1

OK

Cancel

## Select Members

Search for:

Smith

Search within:

All Active Students

<input type="checkbox"/>	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
<input type="checkbox"/>	Christine Smitha	Christine	Smitha	CTSMI	06A	6	Yes	No
<input type="checkbox"/>	Clare Smith	Clare	Smith	CCSMI	05A	5	Yes	No
<input type="checkbox"/>	Clare Smithson	Clare	Smithson	CPSMI	02A	2	Yes	No
<input type="checkbox"/>	Helen Smith	Helen	Smith	HHSMI	04A	4	Yes	No
<input type="checkbox"/>	Margaret Smith	Margaret	Smith	MMSMI1	02A	3	Yes	No
<input type="checkbox"/>	Marion Smith	Marion	Smith	MMSMI	12A	12	Yes	No
<input type="checkbox"/>	Monica Smith	Monica	Smith	MMSMI2	07A	7	Yes	No
<input type="checkbox"/>	Nicholas Smith	Nicholas	Smith	NNSMI	05A	5	Yes	No
<input type="checkbox"/>	Nicholas Smithers	Nicholas	Smithers	NDSMI	02A	2	No	Yes
<input type="checkbox"/>	Patrick Smith	Patrick	Smith	PPSMI	06A	6	Yes	No
<input checked="" type="checkbox"/>	Simon Smith	Simon	Smith	SSSMI1	12A	12	No	Yes
<input type="checkbox"/>	Stephen Smith	Stephen	Smith	SSSMI	12A	12	No	Yes
<input type="checkbox"/>	Susan Smith	Susan	Smith	SSSMI2	05A	5	Yes	No
<input type="checkbox"/>	Susan Smithers	Susan	Smithers	SPSMI	02A	2	Yes	No

Members to be added:

14 items total 1 of 1

Simon Smith

Click on the OK button.

OK

Cancel

## Enable a Student Account

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## Current Members

A list of manually selected resources that are currently saved in the set.

Display Name

Description

This set has no manually-managed members.

0 items total Page 1 of 1

## Members To Remove

Choose who to remove from the current members.



## Members To Add

Choose new additions to the set.

Simon Smith;

Click on the **OK** button.



OK

Cancel



## Enable a Student Account

[General](#)[Manually-managed Members](#)

Multiple-Value Attributes

Removed Items

Inserted Items

Manually-managed Membership

(no removed item)

Simon Smith;

Click on the **Submit** button.

&lt; Back

Submit

Cancel

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## Sign Out

Welcome, Teacher, Beth B

Search for:



Search within:



### My Profile

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



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

### ? Help

Simon's account has been re-enabled.

You can confirm his account has been enabled from your Home page. You can either confirm your request by clicking on the See requests I've made link, or you can search for Simon's record and check the status of the disabled column (yes or no).

### See requests I've made

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

