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

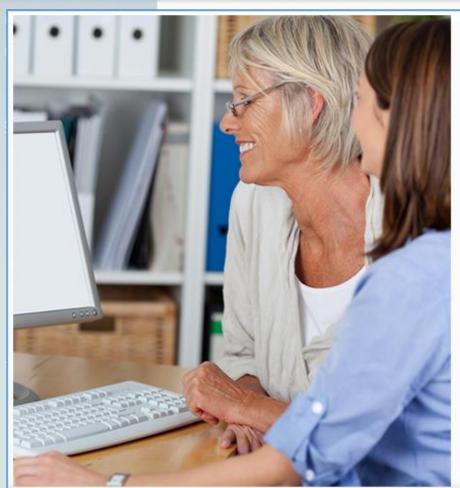


Enable or Disable a Student's eduPass Account





# Administration Console



## 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.



# eduPass 📭

# Administration Console



Home

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#### 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

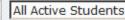
Sign Out

## Welcome, Teacher, Beth B



Search for:

Search within:







## My Profile

Student

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

## Student Management



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

Create a New

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

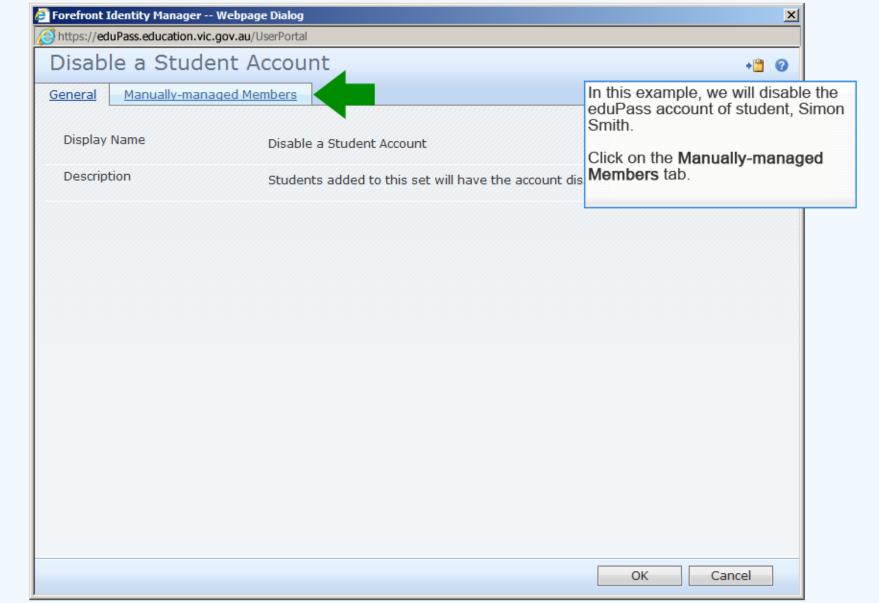
# Disabling a student's account

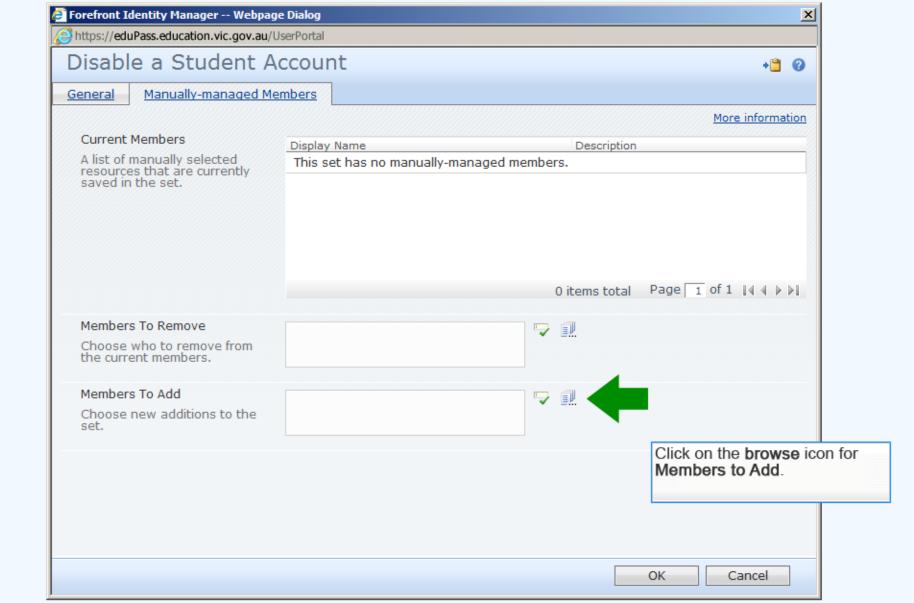
To access eduPass, navigate to <a href="https://edupass.education.vic.gov.au/UserPortal">https://edupass.education.vic.gov.au/UserPortal</a> and log in with your department username and password

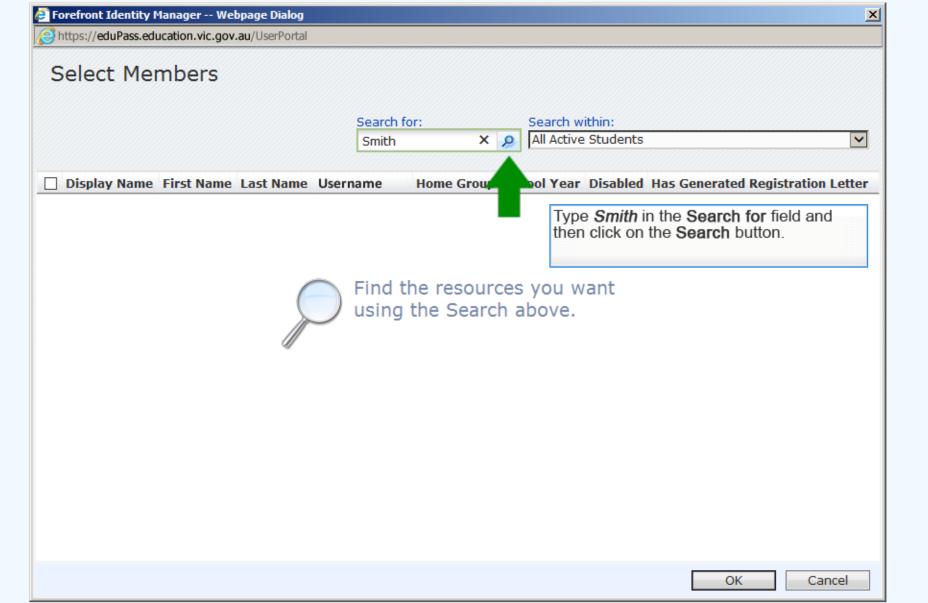
Sometimes it may be necessary to disable a student's eduPass account; this could be for any number of reasons including a disciplinary reason or a parent request. You can temporarily disable a student's eduPass account and re-enable it at a later date. The account will remain

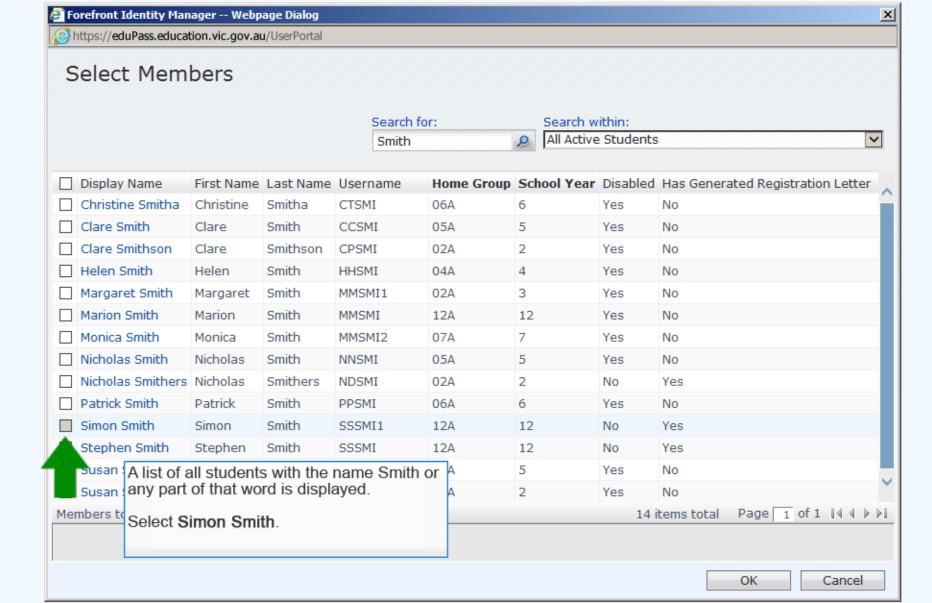
Click on the **Disable a Student Account** link.

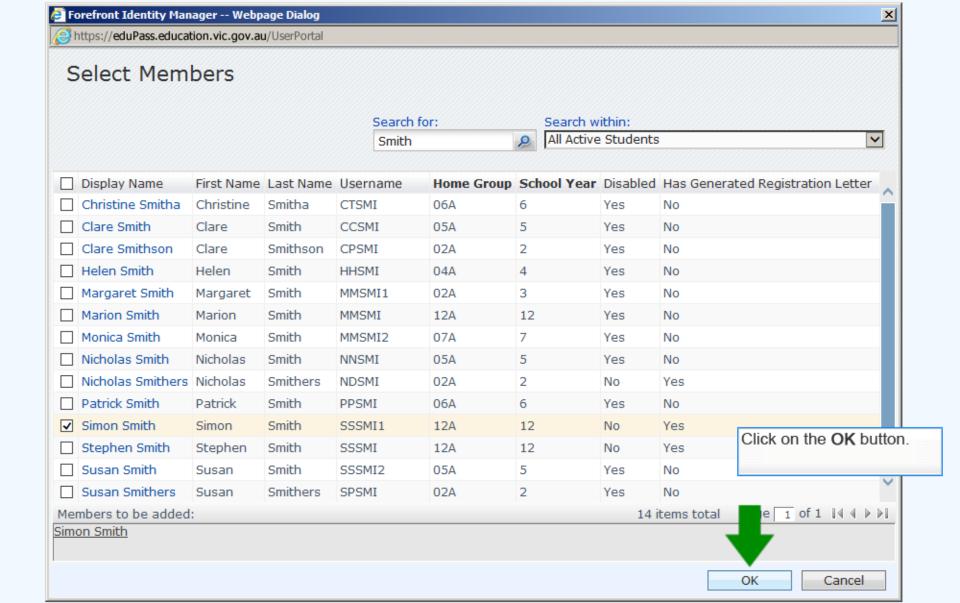
disabled until it is re-enabled again.

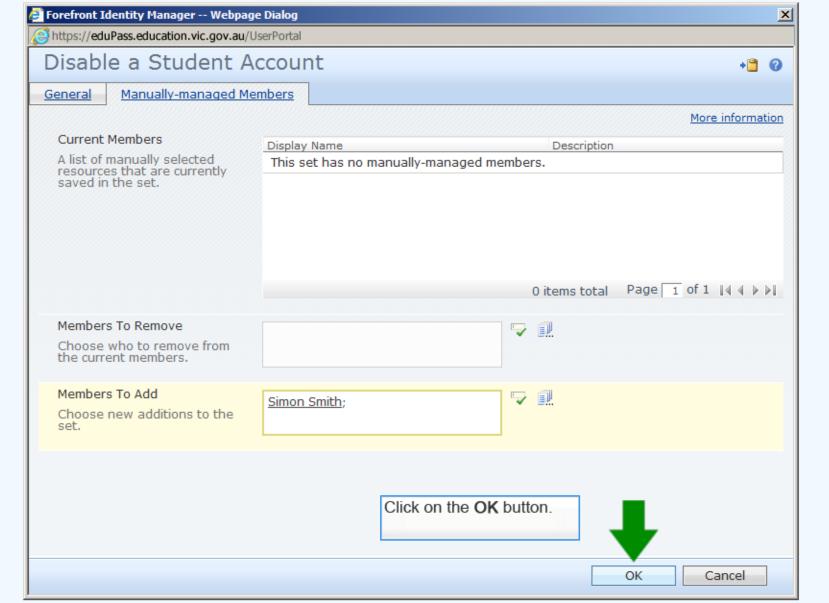


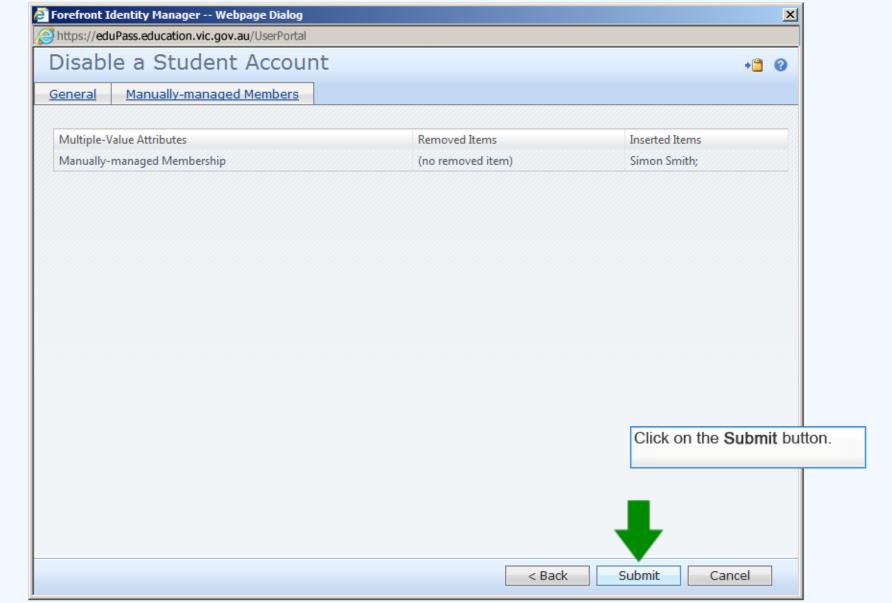
















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## My Profile

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



Help



About Forefront Identity
Manager

## Student Management



- <u>Letters</u> 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.

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

Search Willin.					
All	~				
Date Submitted ▼	Status				
26/11/2014 11:19:53 AM	Completed				
26/11/2014 11:13:16 AM	Completed				
26/11/2014 11:01:03 AM	PostProcessingError				
26/11/2014 10:20:34 AM	PostProcessingError				
26/11/2014 10:04:35 AM	PostProcessingError				
25/11/2014 2:57:58 PM	Completed				
25/11/2014 2:43:51 PM	Completed				
25/11/2014 2:36:57 PM	Completed				
24/11/2014 1:27:02 PM	Denied				
	Date Submitted ▼  26/11/2014 11:19:53 AM  26/11/2014 11:13:16 AM  26/11/2014 11:01:03 AM  26/11/2014 10:20:34 AM  26/11/2014 10:04:35 AM  25/11/2014 2:57:58 PM  25/11/2014 2:43:51 PM  25/11/2014 2:36:57 PM				

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.



# eduPass 📑

# Administration Console



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for a Student
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Account

Unlock a Student from

Password Reset
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# Search Result

Christopher

Clare Smithson

Damian Zammit Damian

Damian Duff

Brown Clare Smith Christopher Brown

Smith

Duff

Zammit

Smithson

Clare

Clare

Damian

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

+						Search within:		
<u>Details</u>				Simon X 2		All Active Students		
	Display Name 🔺	First Name	Last Name	Username	Home 🚅	chool Year	Disabled	Has Generated Registration Lette
	<u>Arden Mulloway</u>	Arden	Mulloway	AMMUL	00A	1	Yes	No
	<u>Beaulah Dealer</u>	Beaulah	Dealer	BCDEA	09A	9	Yes	No
	Bert Hotsen	Norberto	Hotsen	NBHOT	09A	9	Yes	No
	Blaine Lamisi	Blaine	Lamisi	BMLAM1	00A	1	Yes	No
	Bobby Brown	Bobby	Brown	BWBRO	07A	7	No	Yes
	Bobby Zammit	Bobby	Zammit	BEZAM1	09A	9	Yes	No
	Charise Rubin	Charise	Rubin	CSRUB	09A	9	Yes	No
	Chris Grech	Christopher	Grech	CJGRE	09A	9	No	Yes
	<u>Christine</u> <u>Smitha</u>	Christine	Smitha	CTSMI	06A	6	Yes	No

02A

05A

02A

10A

08A

3

5

2

10

8

Yes

Yes

Yes

No

Yes

No

No

Nο

Yes

No

**CCBRO** 

CCSMI

**CPSMI** 

**DDDUF** 

DDZAM





# **Administration** Console



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## Search Result

<b>+</b>			Se	7		Search within:			
			S			All Active Students		$\overline{v}$	
De	tails								
	Display Name 🔺	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter	
	Simon Smith	Simon	Smith	SSSMI1	12A	12	Yes	Yes	
	ou will see Sim			gainst					

HIS HAITIE III WE DISADIEU COIUIIII.

Click Home to continue.





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## Welcome, Teacher, Beth B



### See requests I've made

eduPass.

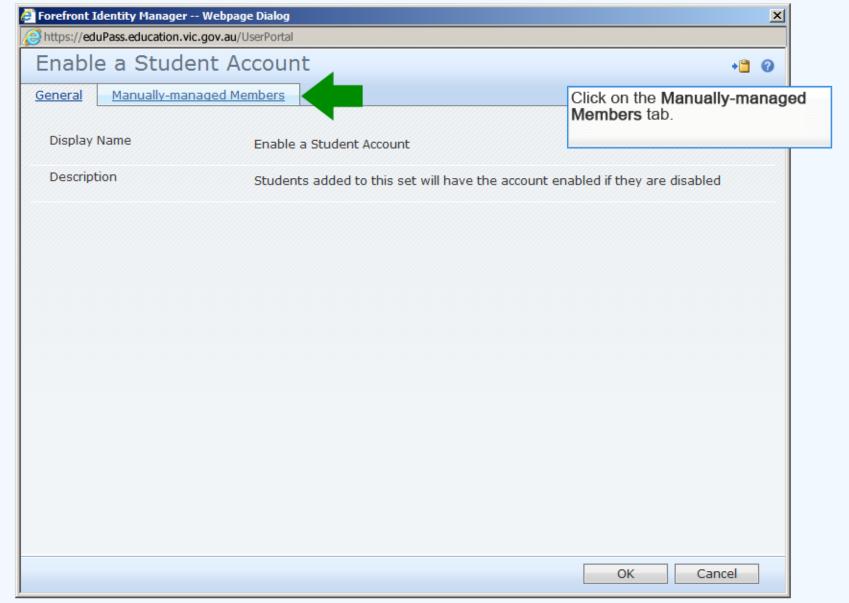
The See requests I've made function allows

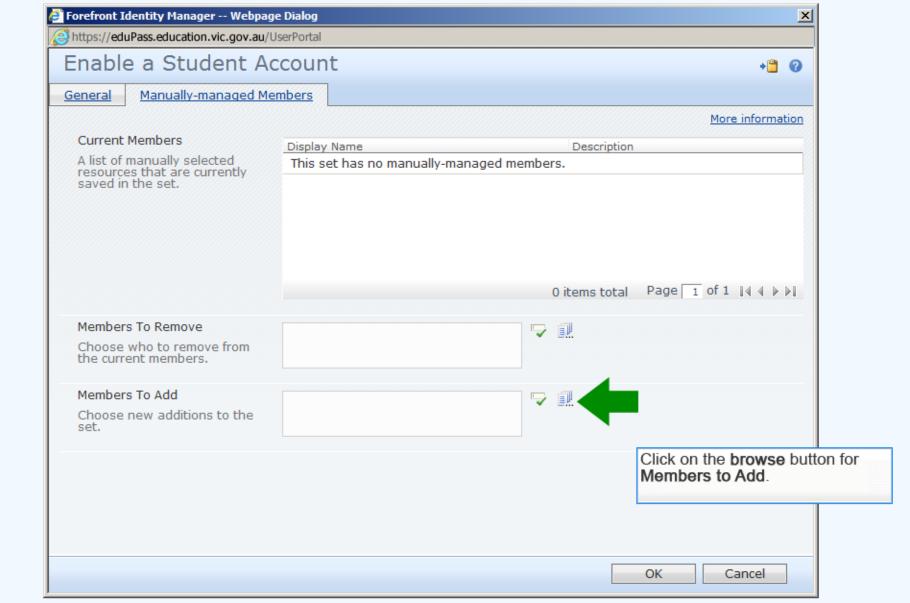
The **Student Management** function allows you to manage your students' registration in

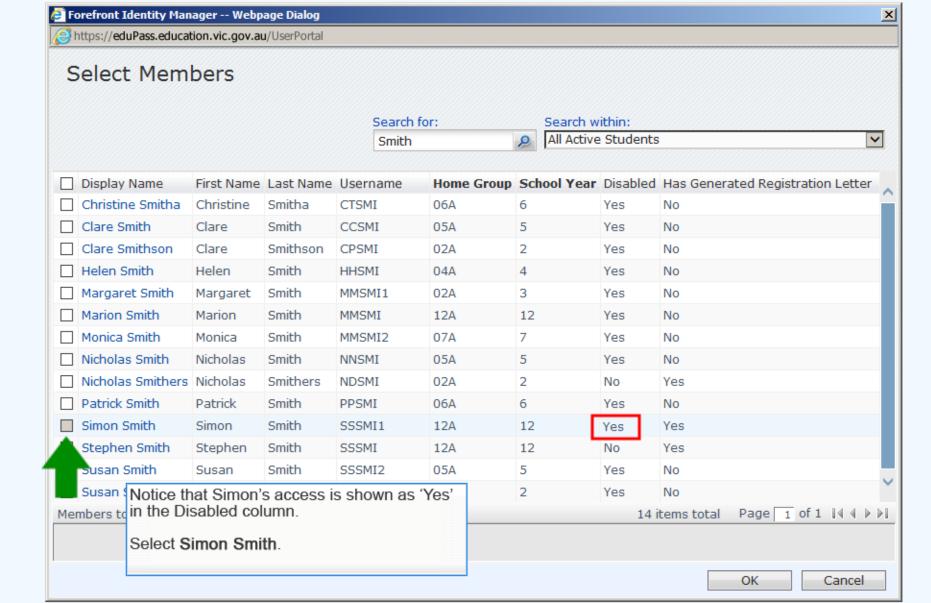


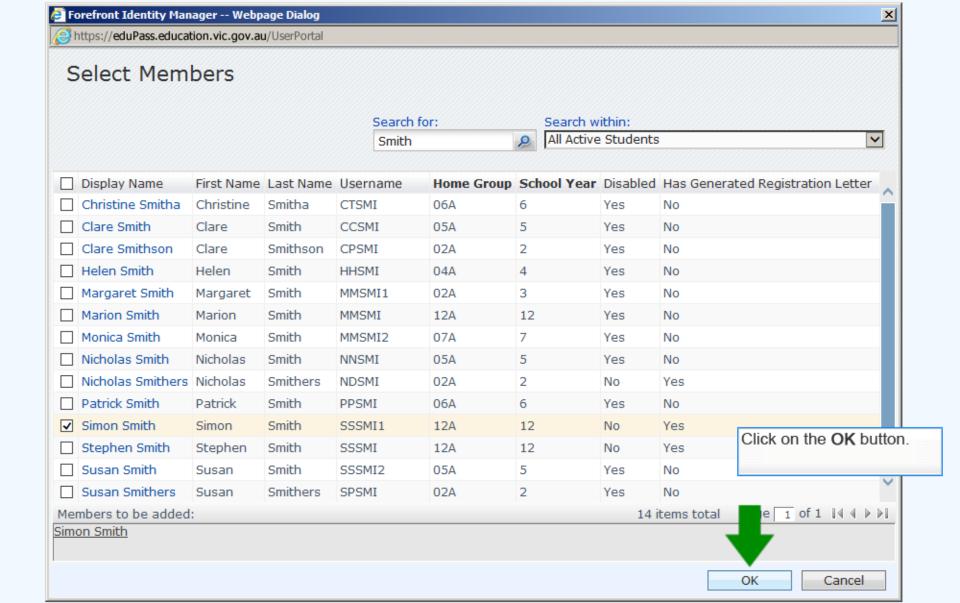
You can re-enable a student's account using a similar process.

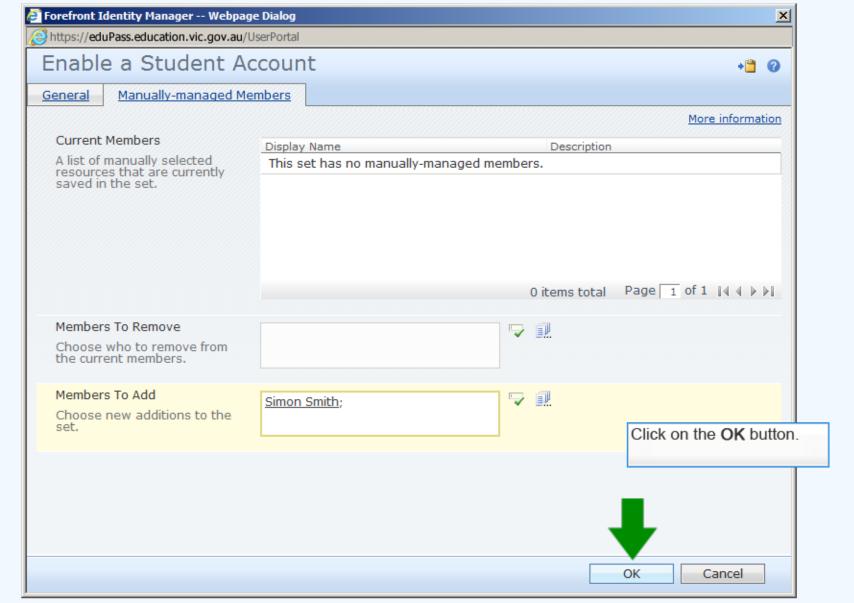
Click on the Enable a Student Account link.

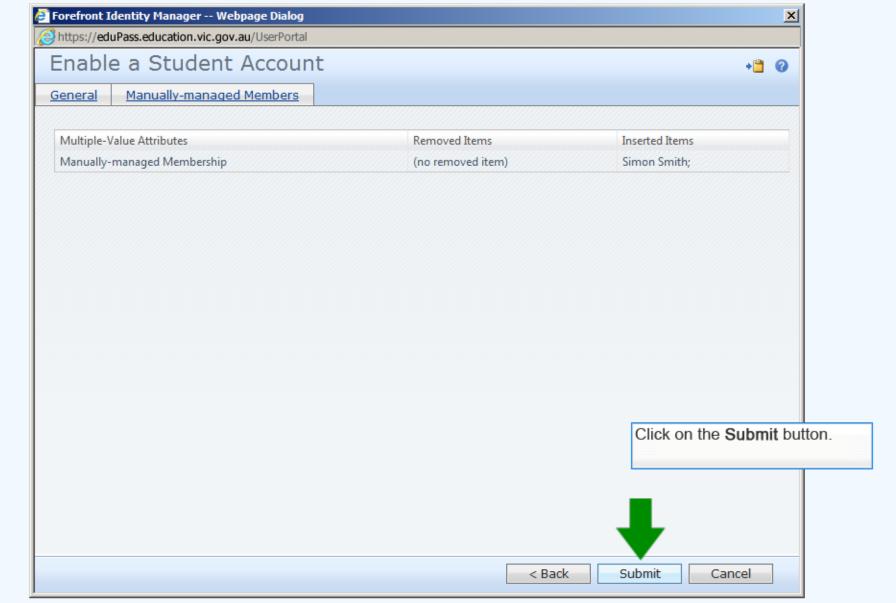
















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Search within:



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### My Profile

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## Student Management



- 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.



#### 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 (ves or no).



The See requests I've made function allows