eduPass Identity and Access Management for Students

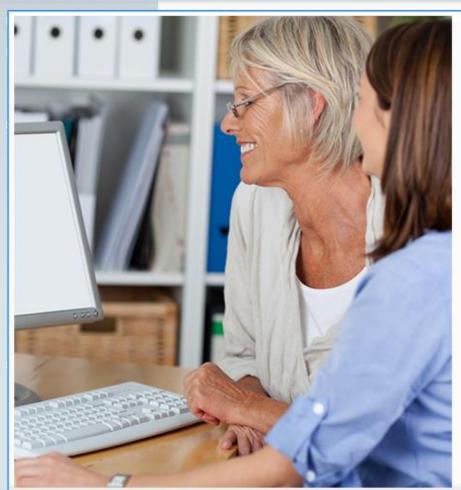## Change a Student's eduPass User Name

Introduction

In this module you will learn how to change a student's eduPass username for a student with an existing eduPass account.

Administration Console

State Government Victoria | Department of Education & Training | **eduPass**

Welcome, Teacher, Beth B

Search for: 🔍

Search within: All Active Students ▼

Change a Student's eduPass Username

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

The eduPass Administration Console Home screen is displayed.

You may come across a scenario in your school where a student's username needs to be changed for various reasons.

Note: To change a student's username you can use either the left hand menu or the centrally placed link, whichever is most convenient for you.

Click on the **Create a New Username for a Student** link.

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.

❓ Help

ℹ️ About Forefront Identity Manager

See requests I've made

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

Create a New Username for a Student

General   Manually-managed Members

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

Display Name

Create a New Username for a Student

Description

Students added to this set will have their AccountName generated based on the Alternate Account Name rules

OK   Cancel

Create a New Username for a Student

General   Manually-managed Members

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

Members To Remove

Choose who to remove from the current members.

Members To Add

Choose new additions to the set.

In this example there is a student, Lucy Ussan, whose assigned username is 'LUSSA' and the other students in her home group are teasing her as a result.

The new username will be automatically created by the system using an alternate rule from the original name (there is no choice in spelling or the characters that go into the new username) so that it is different to the original name.

Click on the **Browse** button.

OK   Cancel

Select Members

Search for:

LUSSA ✕ 🔍

Search within:

All Active Students ▾

☐	Display Name	First Name	Last Name	Username	Home Group	ol Year	Disabled	Has Generated Registration Letter

Type *LUSSA* and then click on the **Search** button.

Find the resources you want using the Search above.

OK　　Cancel

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

Select Members

Search for:

LUSSA 🔍

Search within:

All Active Students ▾

	Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
☐	Lucy Ussan	Lucy	Ussan	LUSSA	11A	11	No	Yes

Select **Lucy**.

Members to be added: 1 items total   Page 1 of 1 |◀ ◀ ▶ ▶|

OK   Cancel

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

Select Members

Search for:

LUSSA 🔍

Search within:

All Active Students ▼

☑ Display Name	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
☑ Lucy Ussan	Lucy	Ussan	LUSSA	11A	11	No	Yes

Click on the **OK** button.

Members to be added:

1 items total   e 1 of 1 |◀ ◀ ▶ ▶|

Lucy Ussan

OK   Cancel

Create a New Username for a Student

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.

Lucy Ussan;

Click on the **OK** button.

OK   Cancel

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

Create a New Username for a Student

| General | Manually-managed Members |

Multiple-Value Attributes	Removed Items	Inserted Items
Manually-managed Membership	(no removed item)	Lucy Ussan;

Click on the **Submit** button.

| < Back | Submit | Cancel |

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Student Management Tasks
Student Registration Letters

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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

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See requests I've made

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

The request has been submitted. A new registration letter has been generated for Lucy to re-register.

Let's check that Lucy's username has been updated successfully. You can search for a student directly from the home page of the eduPass Administration Console.

Click in the **Search for** field.

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Student Management Tasks
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  Disable a Student Account
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Sign Out

Welcome, Teacher, Beth B

Type *ussan* and then click on the **Search** button.

Search for:
| ussan | ✕ | 🔍 |

Search within:
All Active Students

⬆

My Profile

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

? Help

About Forefront Identity Manager

Student Management

▸ Student Registration Letters
▸ Create a New Username for a Student
▸ Student Password Resets
▸ Enable a Student Account
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▸ Unlock a Student from Password Reset

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Administration Console

State Government Victoria | Department of Education & Training | eduPass

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Student Management Tasks
Student Registration Letters

Create a New Username for a Student

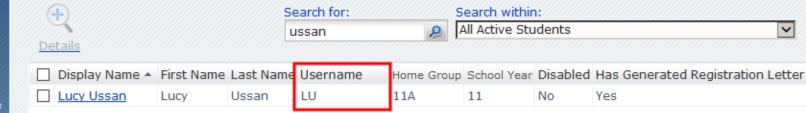Student Password Resets

Enable a Student Account

Disable a Student Account

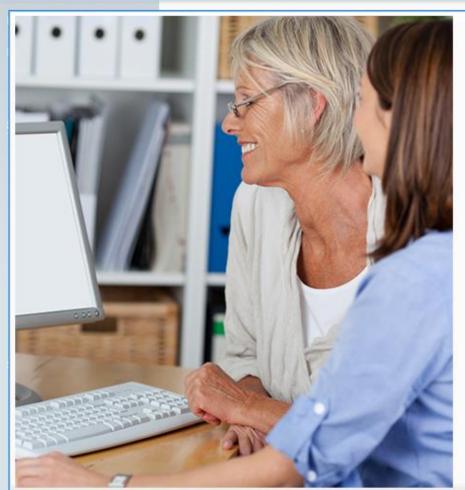Unlock a Student from Password Reset

Sign Out

Search Result

Details

Search for:
ussan

Search within:
All Active Students

	Display Name ▲	First Name	Last Name	Username	Home Group	School Year	Disabled	Has Generated Registration Letter
☐	Lucy Ussan	Lucy	Ussan	LU	11A	11	No	Yes

Notice that Lucy's username has been changed to 'LU'.

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Tips

Remember: Changing a username will generate a new registration letter that will be mailed to the delegated administrator's mailbox. It will require the student to go through the registration process again (if it has been done already) including, if they are a Year 3-12 student, setting up a PIN & secret questions and answers.