eduPass Identity and Access Management for Students

State Government Victoria — Department of Education & Training

Delegate and Revoke eduPass Administration Rights

Introduction

In this module you will learn how to delegate and revoke eduPass administration rights for eduPass student management functions to a staff member or specialist technician.

The school principal is granted the full administration rights to eduPass at their school and they can delegate these administrative rights to other staff members and specialist technicians.

Granting staff eduPass delegation rights allows the delegate to administer student eduPass accounts at your school. You can delegate rights to all functions, to a single function or to several functions to meet your business need.

Each function is outlined below:

- Provide a student with an eduPass identity
- Reset a student's eduPass password
- Enable or disable a student's eduPass account
- Unlock a student's eduPass account
- Change a student's eduPass username.

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

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Sign Out

Welcome, Teacher, Seth S

Search for: [   ] 🔍

Search within: [All Active Students ▼]

My Profile

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

Student Management

- ▶ 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

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

Assigning Delegation Rights in eduPass

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 is displayed.

You can only grant administrative entitlements in eduPass to one staff member or specialist technician at a time, but it is a quick and easily repeatable process.

Department of Education & Training | eduPass

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Welcome, Teacher, Seth S

Search for: [   ] 🔍

Search within: [All Active Students ▼]

In this example, you will delegate the function to 'Assign Delegation Rights' to a member of staff, Felicity Teacher.

You can search for employees using the **All Employees** option in the left hand menu.

Click on the **All Employees** option.

...tion allows you to see ...ourself in the system.

...gement

Create a New Username for a Student

Student Password Resets

Disable a Student Account

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

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Search Result

Details

Search for:
teacher ✕ 🔍

Search within:
All Employees ▾

	Display Name ▲	Username	First Name	Last Name	E-mail
☐	(No display name)	S825523			
☐	(No display name)	S722024			
☐	(No display name)	0999944411			
☐	(No display name)	S9876521			
☐	(No display name)	S89II21			
☐	(No display name)	04039282			
☐	(No display name)	S347023			
☐	(No display name)	ST99998			
☐	(No display name)	08908988			
☐	(No display name)	TESTSP			
☐	(No display name)	ccgateway			
☐	.A Do Not Send to this Address	virusredir			
☐	00000111	00000111	Harvey	Spector	
☐	00000112	00000112	Mike	Ross	
☐	00000113	00000113	Rutherford	Bronwen	

Type *teacher* into the **Search for** field and click on the **Search** button.

Administration Console

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Search Result

Details

Search for:
teacher

Search within:
All Employees

	Display Name ▲	Username	First Name	Last Name	E-mail
☐	00000155	00000155	Nicole	Teacher	
☐	99999983				
☐	99999987				
☐	99999993				
☐	ABCTeacher2, Teacher T				
☐	C04932201				
☐	S333923				
☐	S678924				
☐	s888800				
☐	Teacher Development				
☐	Teacher, Barry I				
☐	Teacher, Beth B				
☐	Teacher, Brad B				
☐	Teacher, Clay T	99999928	Clay	Teacher	

The search results return all staff that meet the search criteria. You can further narrow your search by keying in the staff member's Account Name in the Search for field, if required. You can learn more about eduPass search features in the training module 'eduPass Search Tips'.

Tip: eduPass returns 30 records on each displayed page. You can scroll through the pages one by one by clicking on the chevrons at the bottom right of the screen or go directly to the last page by clicking on the chevron on the extreme right.

In this example, Felicity is further down the list.

Click on the **scroll down** arrow.

Selected Items: 36 items total   Page [1] of 2 |◄ ◄ ► ►|

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Search Result

Details

Search for:
`teacher`

Search within:
`All Employees`

	Display Name	ID	First Name	Role
☐	Teacher, Felicity F	99999937	Felicity	Teacher
☐	Teacher, Georgie G	99999997	Georgie	Teacher
☐	Teacher, Harriet H	S980021	Harriet	Teacher
☐	Teacher, Henry H	99999980	Henry	Teacher
☐	Teacher, Jessica J	99999982	Jessica	Teacher
☐		99999984	Linda	Teacher
☐		99999972	Lindon	Teacher
☐		99999933	Marcia	Teacher
☐	Teacher, Marjorie M	99999931	Marjorie	Teacher
☐	Teacher, Mary M	99999985	Mary	Teacher
☐	Teacher, Matt M	99999968	Matt	Teacher
☐	Teacher, Max P	99999973	Max	Teacher
☐	Teacher, Owen O	99999938	Owen	Teacher
☐	Teacher, Robert R	S678956	Robert	Teacher
☐	Teacher, Sarah P	99999970	Sarah	Teacher

Select **Teacher, Felicity F** by clicking on her name in the Display Name column.

Selected Items:

36 items total   Page 1 of 2

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

Teacher, Felicity F

General | Group Membership | Delegated Administration

More information

Display Name	Teacher, Felicity F
Title	Education Support
First Name	Felicity
Preferred Given Name	
Middle Name	
Last Name	Teacher
Initials	
Birth Date	
User Type	Employee
Account Name	99999937
User's log on name	

Felicity's details are displayed. Notice that her details are shown on the General tab.

Tip: These details are held in the Department's data repositories, for example, in the eduPay or eduMail systems and cannot be updated here.

Click on the **Delegated Administration** tab.

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OK   Cancel

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Forefront Identity Manager -- Webpage Dialog

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

Teacher, Felicity F

| General | Group Membership | Delegated Administration |

More information

Enable Disable User
Select one or more Schools to
allow the user the functionality

Generate Registration Letter
Select one or more Schools to
allow the user the functionality

Password Reset
Select one or more Schools to
allow the user the functionality

Unlock User Account
Select one or more Schools to
allow the user the functionality

Notice the individual permissions
that can be assigned here.

Assign Delegation Rights is
further down the page.

Click on the **scroll down** arrow.

OK   Cancel

Teacher, Felicity F

General   Group Membership   **Delegated Administration**

More information

Unlock User Account
Select one or more Schools to
allow the user the functionality

Generate Alternate Username
Select one or more Schools to
allow the user the functionality

Use the control below to delegate all rights to a school for this user.

Assign Delegation Rights
Select one or more Schools to
allow the user the functionality

Assign Delegation Rights
automatically delegates all eduPass
administrative tasks to the nominated
staff member or specialist technician.
The nominated individual has the
ability to on-delegate these rights to
another staff member/specialist
technician.

Click on the **Browse** icon for **Assign
Delegation Rights**.

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OK   Cancel

Forefront Identity Manager -- Webpage Dialog

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

Schools

Search for: Search within:

All Schools

☐ Display Name	School Code	School Name	School Campus	Sche...gion

Find the resources you want
using the Search above.

Click on the **Search** button.

OK   Cancel

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

Schools

Search for: _____ 🔍

Search within: All Schools ▼

	Display Name	School Code	School Name	School Campus	School Region
☐	eduPass Training Material School - 9810	9810	eduPass Training Material School	00	NORTH-EASTERN VICTORIA
☐	EP Monitoring School - 9800	9800	EP Monitoring School	00	NORTH-EASTERN VICTORIA

A search of 'all schools' will only return the school(s) that you are either the principal of, or have been assigned delegated administrator rights to. In this example, you have the rights to delegate administration rights at two schools. It is important that each function is delegated to the appropriate person at each school.

Select **eduPass Training Material School**.

Search Schools

2 items total   Page 1 of 1 |◁ ◁ ▷ ▷|

OK   Cancel

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

Schools

Search for:

Search within:

All Schools

	Display Name	School Code	School Name	School Campus	School Region
☑	eduPass Training Material School - 9810	9810	eduPass Training Material School	00	NORTH-EASTERN VICTORIA
☐	EP Monitoring School - 9800	9800	EP Monitoring School	00	NORTH-EASTERN VICTORIA

Click on the **OK** button.

Search Schools

eduPass Training Material School - 9810

2 items total   Page 1 of 1

OK   Cancel

Forefront Identity Manager -- Webpage Dialog

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Teacher, Felicity F

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Unlock User Account
Select one or more Schools to allow the user the functionality

Generate Alternate Username
Select one or more Schools to allow the user the functionality

Use the control below to delegate all rights to a school for this user.

Assign Delegation Rights
Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810 ;

Click on the **OK** button.

OK   Cancel

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Teacher, Felicity F

General	Group Membership	Delegated Administration

Multiple-Value Attributes	Removed Items	Inserted Items
Assign Delegation Rights	EP Monitoring School - 9800;	eduPass Training Material School - 9810;
Enable Disable User	EP Monitoring School - 9800;	(no inserted item)
Generate Alternate Username	EP Monitoring School - 9800;	(no inserted item)
Generate Registration Letter	EP Monitoring School - 9800;	(no inserted item)
Password Reset	EP Monitoring School - 9800;	(no inserted item)
Unlock User Account	EP Monitoring School - 9800;	(no inserted item)

You can see that Felicity has been assigned Assign Delegation Rights for the eduPass Training Material School -9810; no rights to EP Monitoring School -9800 have been assigned to Felicity.

Click on the **Submit** button.

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< Back   Submit   Cancel

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Search Result

⊕ Details

Search for:
teacher 🔍

Search within:
All Employees ▼

☐ Teacher, Felicity F	99999937	Felicity	Teacher
☐ Teacher, Georgie G	99999997	Georgie	Teacher
☐ Teacher, Harriet H			Teacher
☐ Teacher, Henry H			Teacher
☐ Teacher, Jessica J			Teacher
☐ Teacher, Linda L			Teacher
☐ Teacher, Lindon P			Teacher
☐ Teacher, Marcia M			Teacher
☐ Teacher, Marjorie M	99999931	Marjorie	Teacher
☐ Teacher, Mary M	99999985	Mary	Teacher
☐ Teacher, Matt M	99999968	Matt	Teacher
☐ Teacher, Max P	99999973	Max	Teacher
☐ Teacher, Owen O	99999938	Owen	Teacher
☐ Teacher, Robert R	S678956	Robert	Teacher
☐ Teacher, Sarah P	99999970	Sarah	Teacher

You can confirm that Felicity has been delegated the 'Assign Delegation Rights' function for by clicking on her name again in the Display Name column.

Click on **Teacher, Felicity F** in the Display Name column.

Selected Items:

36 items total   Page 1 of 2 ⏮ ◀ ▶ ⏭

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Teacher, Felicity F

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More information

Display Name	Teacher, Felicity F
Title	Education Support
First Name	Felicity
Preferred Given Name	
Middle Name	
Last Name	Teacher
Initials	
Birth Date	
User Type	Employee
Account Name User's log on name	99999937

Click on the **Delegated Administration** tab.

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OK   Cancel

State Government
Victoria

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Enable Disable User
Select one or more Schools to
allow the user the functionality

eduPass Training Material School -
9810

Generate Registration Letter
Select one or more Schools to
allow the user the functionality

eduPass Training Material School -
9810

Password Reset
Select one or more Schools to
allow the user the functionality

eduPass Training Material School -
9810

Unlock User Account
Select one or more Schools to
allow the user the functionality

eduPass Training Material School -
9810

> You can see Felicity now has rights
> for all eduPass functions for the
> eduPass Training Material School
> and no eduPass rights for the
> eduPass Monitoring School.

OK   Cancel

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

Teacher, Felicity F

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More information

Enable Disable User
Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Generate Registration Letter
Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Password Reset
Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Unlock User Account
Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Revoking a delegation right

You can remove permission to any of the eduPass administrative rights simply by deleting the school from the selection field. Let's do this for Generate Registration Letter.

Click in the **Generate Registration Letter** field.

OK | Cancel

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Teacher, Felicity F

General | **Group Membership** | **Delegated Administration**

More information

Enable Disable User

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Generate Registration Letter

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Press the **Backspace** key on your keyboard.

Password Reset

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Unlock User Account

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

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OK | Cancel

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Enable Disable User

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Generate Registration Letter

Select one or more Schools to allow the user the functionality

Password Reset

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Unlock User Account

Select one or more Schools to allow the user the functionality

eduPass Training Material School - 9810

Click on the **OK** button.

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Multiple-Value Attributes	Removed Items	Inserted Items
Generate Registration Letter	eduPass Training Material School - 9810;	(no inserted item)

Click on the **Submit** button.

| < Back | Submit | Cancel |

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Search Result

Details

Search for:
teacher

Search within:
All Employees

☐	Teacher, Felicity F	99999937	Felicity	Teacher
☐	Teacher, Georgie G	99999997	Georgie	Teacher
☐	Teacher, Harriet H	S980021	Harriet	Teacher
☐	Teacher, Henry H	99999980	Henry	Teacher
☐	Teacher, Jessica J	99999982	Jessica	Teacher
☐	Teacher, Linda L	99999984	Linda	Teacher
☐	Teacher, Lindon P	99999972	Lindon	Teacher
☐	Teacher, Marcia M	99999933	Marcia	Teacher
☐	Teacher, Marjorie M	99999931	Marjorie	Teacher
☐	Teacher, Mary M	99999985	Mar...	
☐	Teacher, Matt M	99999968	Mat...	
☐	Teacher, Max P	99999973	Max...	
☐	Teacher, Owen O	99999938	Ow...	
☐	Teacher, Robert R	S678956	Robert	Teacher
☐	Teacher, Sarah P	99999970	Sarah	Teacher

You can confirm Felicity's permissions have been updated by clicking on her name, as before.

Selected Items:

36 items total   Page 1 of 2