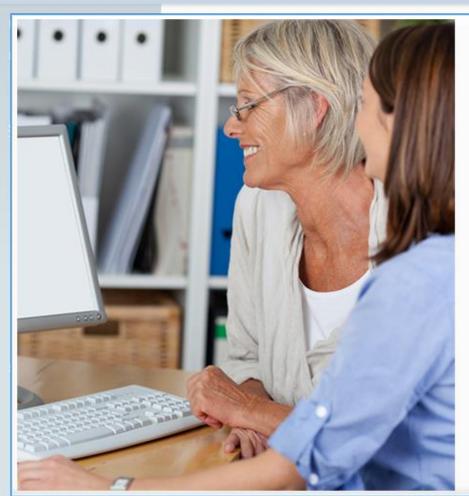
eduPass Identity and Access Management for Students Victoria Education & Training



Delegate and Revoke eduPass Administration Rights



Administration Console



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.

Fach 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.



eduPass I

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

Student

Registration

Search for:

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

Student Management



- Letters Student Password Resets
- Disable a Student
- Account
- Student Enable a Student Account
- Unlock a Student

Create a New

Username for a

from Password Reset

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

Assigning Delegation Rights in eduPass

password.

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

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.

See requests I've made



The See requests I've made function allows





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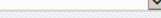
Welcome, Teacher, Seth S

Search for:

Search within:

2

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.

LCCCCIO



Disable a Student
Account

tion allows you to see ourself in the system.

gement

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.

See requests I've made

The See requests I've made function allows



<u>Help</u>



About Forefront Identity
Manager



eduPass I

Administration Console



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for a Student Student Password

Create a New Username

Enable a Student Account

Disable a Student Account Unlock a Student from

Password Reset

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Resets

Search Result

4		Search for:		
9		teacher	×	
De	etails			
	Display Name ▲		Usernan	
П	(No display name)		S825523	

- (No display name) (No display name)
- (No display name)

- .A Do Not Send to this Address

00000111

00000112

00000113

(No display name)

Search within: All Employees

S722024

0999944411

S9876521

04039282

S347023

ST99998

TESTSP

08908988

ccgateway

00000113

S89II21

- - First Name

- Last Name
- E-mail

- Type teacher into the Search for field
- and click on the Search button.
- virusredir
- 00000111 00000112
- Harvey Mike

Rutherford

- Spector Ross
 - Bronwen



eduPass **I**

Administration Console

Clay



Teacher

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36 items total

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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

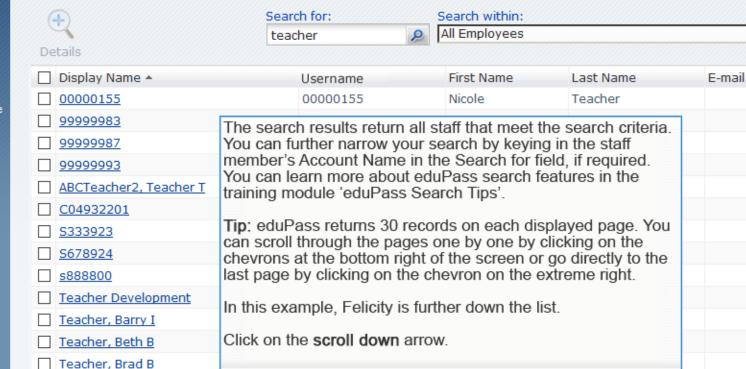
Password Reset

Sign Out

Search Result

Teacher, Clay T

Selected Items:



99999928





Administration Console



V



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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

teacher

Details

- Teacher, Felicity F Teache Georgie G
- rerriet H Teach

lenry H

- Teach e
- Select Teacher, Felicity F by clicking on her name in the
- Display Name column.
 - Teacher, Marjorie M Teacher, Mary M
 - Teacher, Matt M Teacher, Max P
 - Teacher, Owen O

Selected Items:

Teacher, Robert R Teacher, Sarah P

Search for:

99999937

99999997

S980021

99999980

99999982

99999984

99999972

99999933

99999931

99999985

99999968

99999973

99999938

S678956

99999970

All Employees

Matt

Max

Owen

Robert

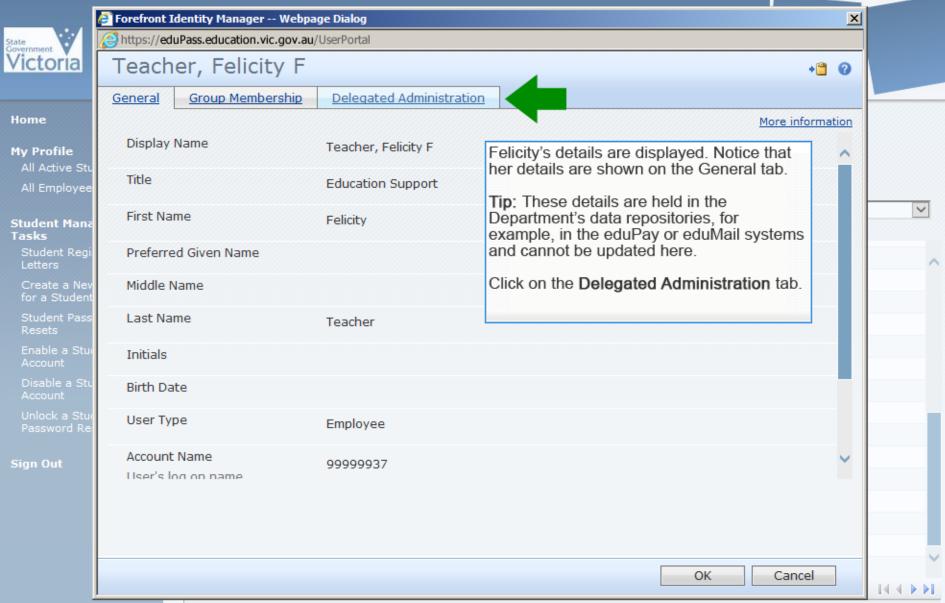
Sarah

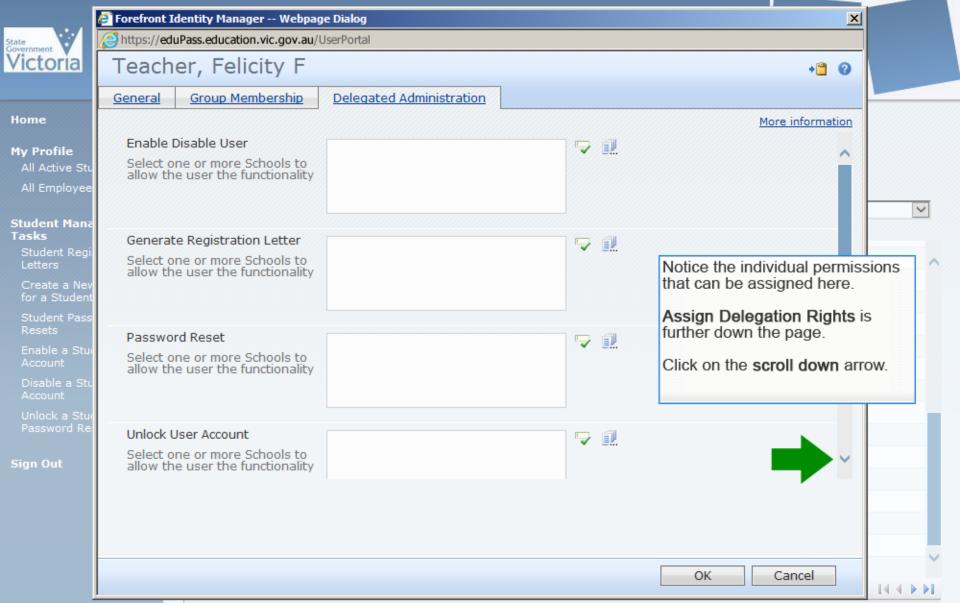
Search within:

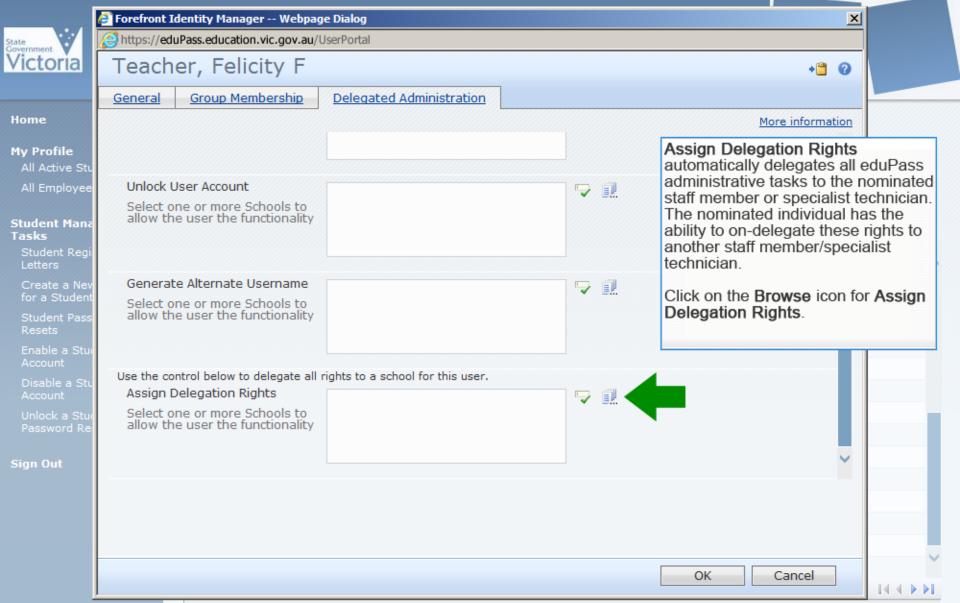
- Felicity Teacher Teacher Georgie
- Teacher Harriet
- Henry Teacher
- Teacher **Jessica** Linda Teacher
- Lindon Teacher Marcia Teacher
- Teacher Marjorie Teacher Mary
 - Teacher Teacher
 - Teacher
 - Teacher Teacher

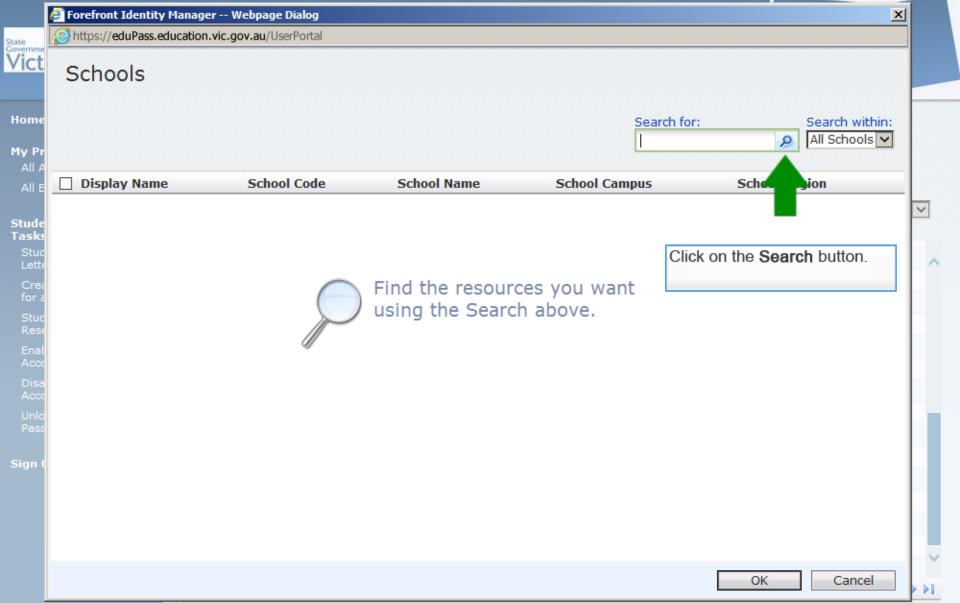
36 items total

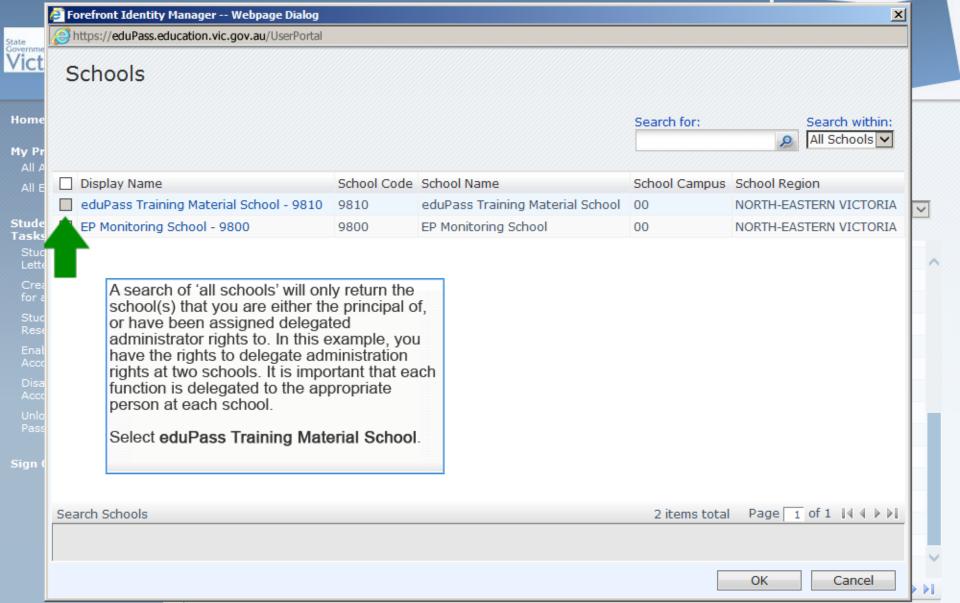
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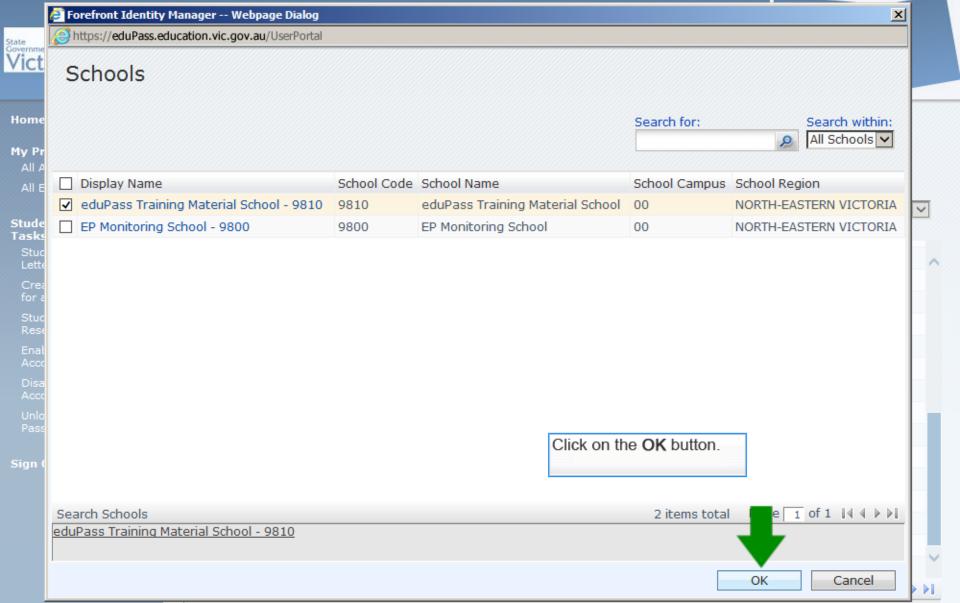


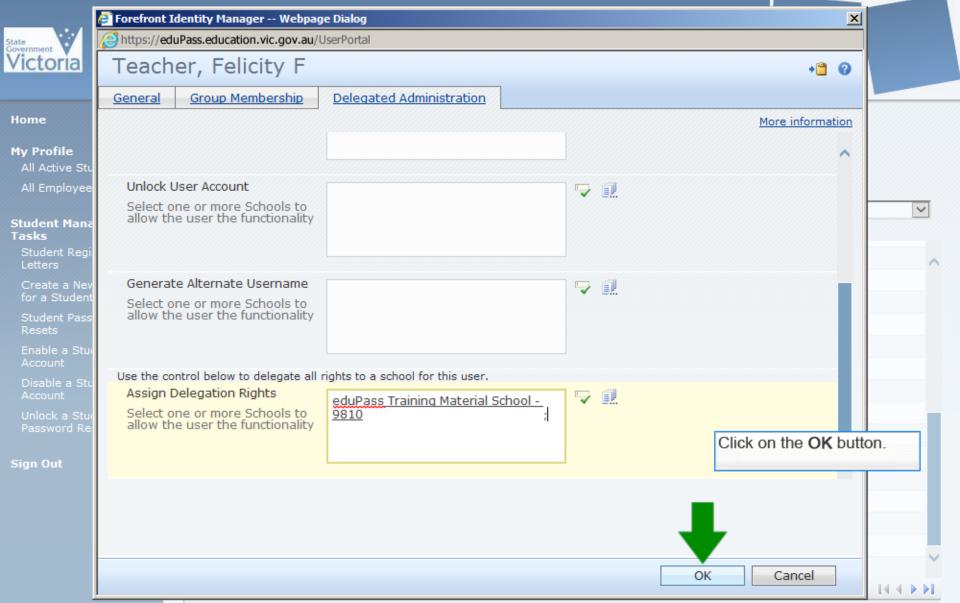


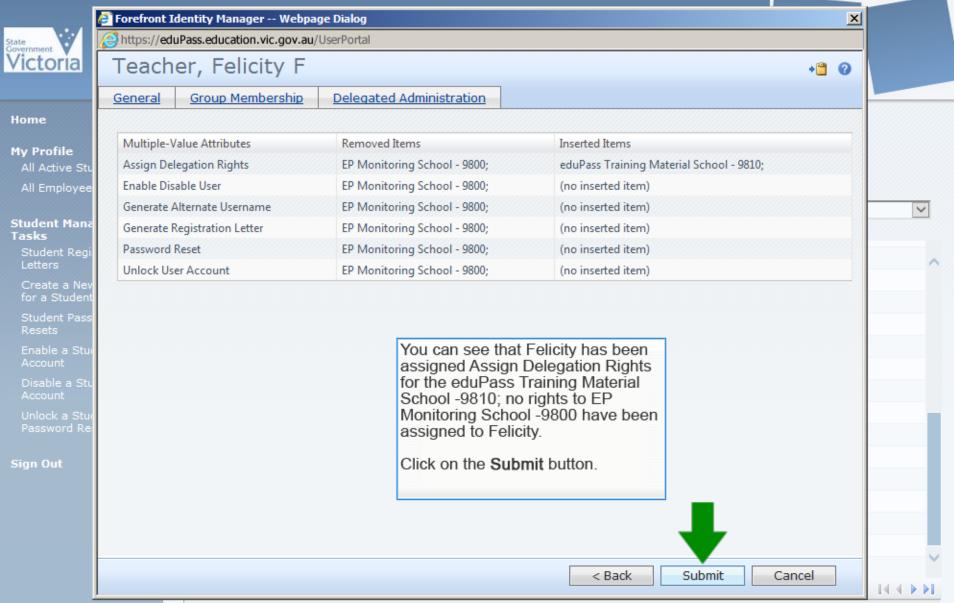














Administration Console



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Create a New Username for a Student

Student Password Resets

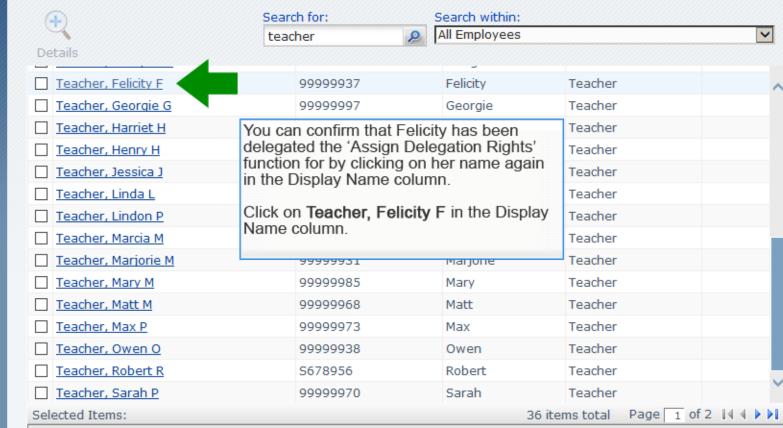
Enable a Student Account

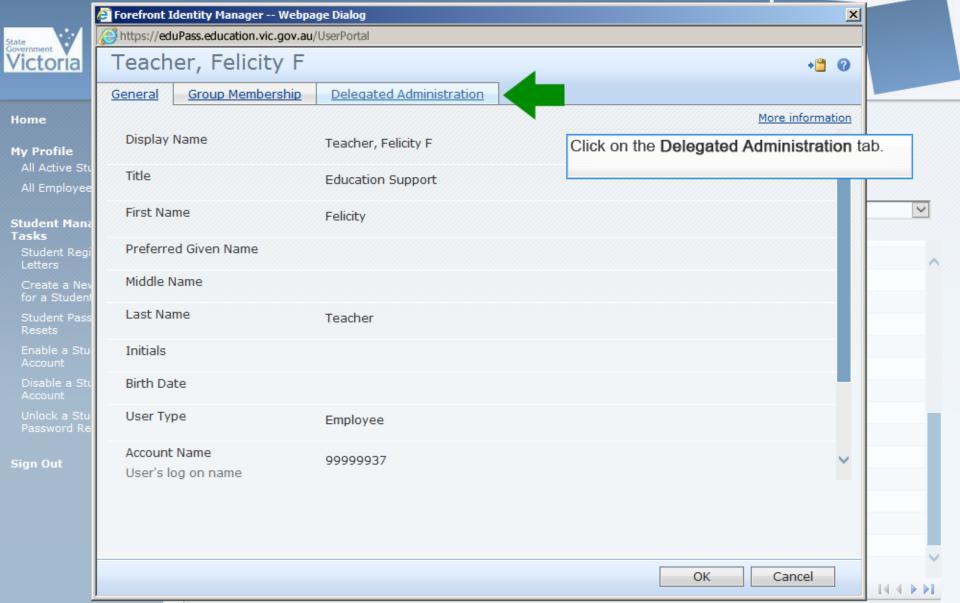
Disable a Student Account Unlock a Student from

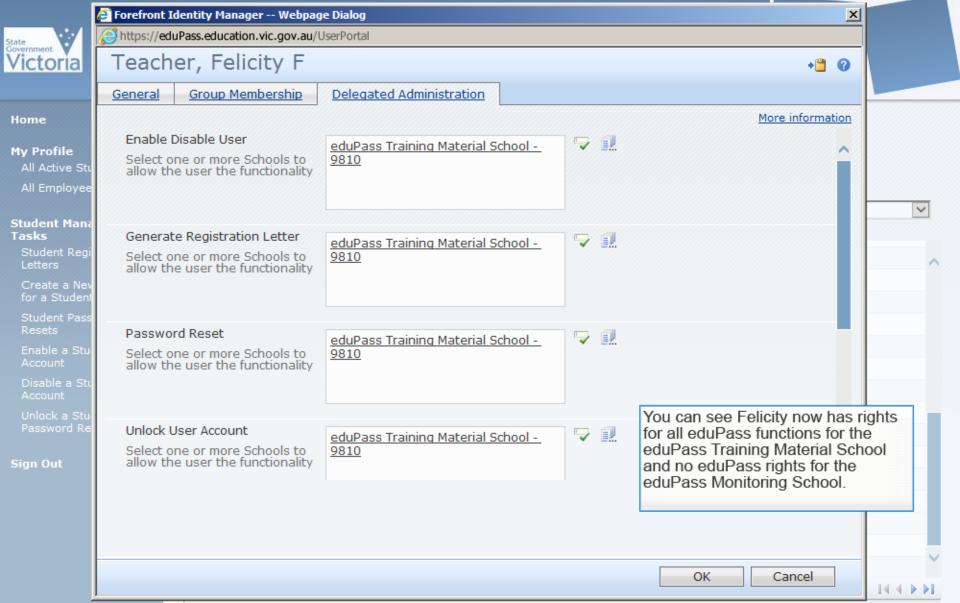
Password Reset

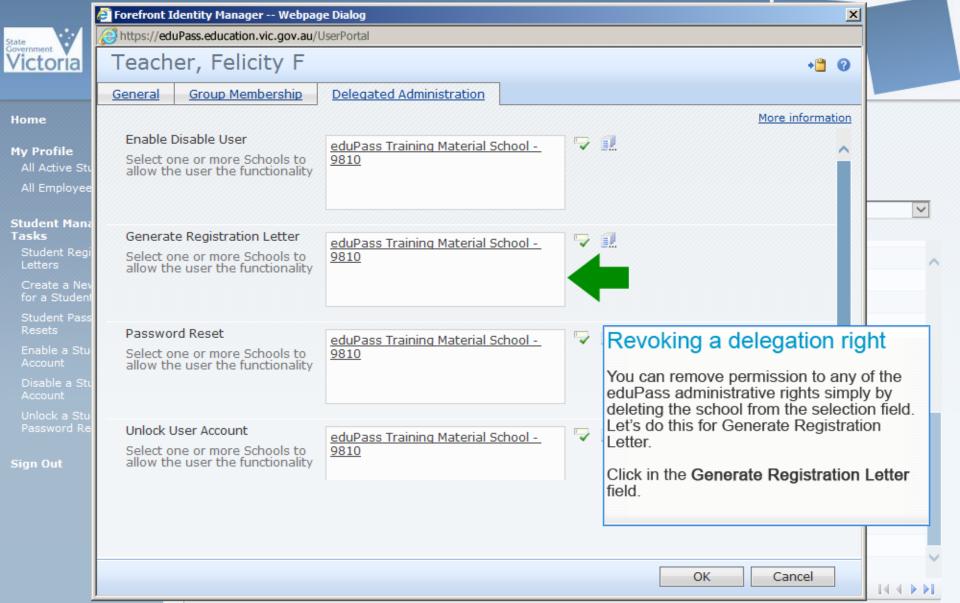
Sign Out

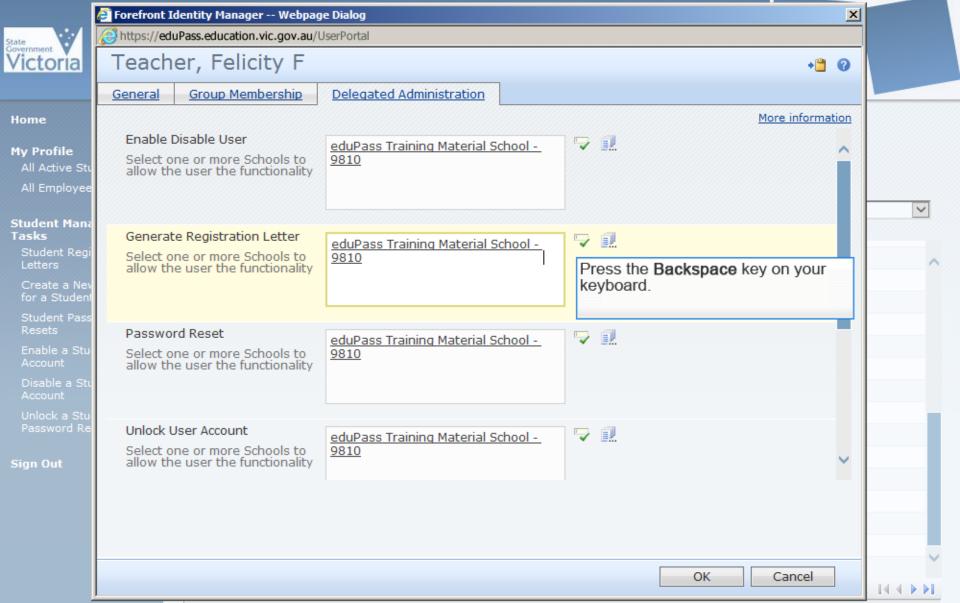
Search Result

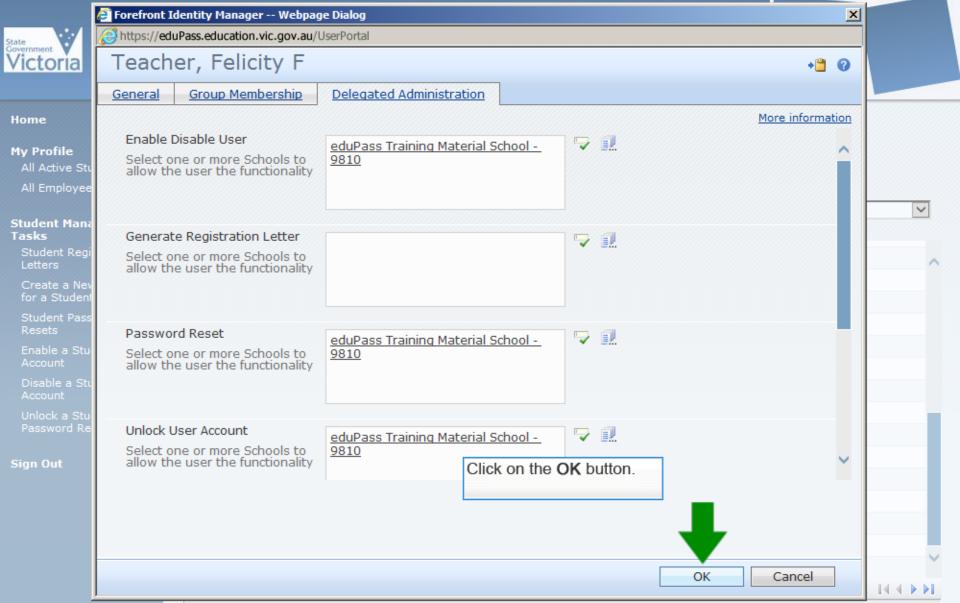


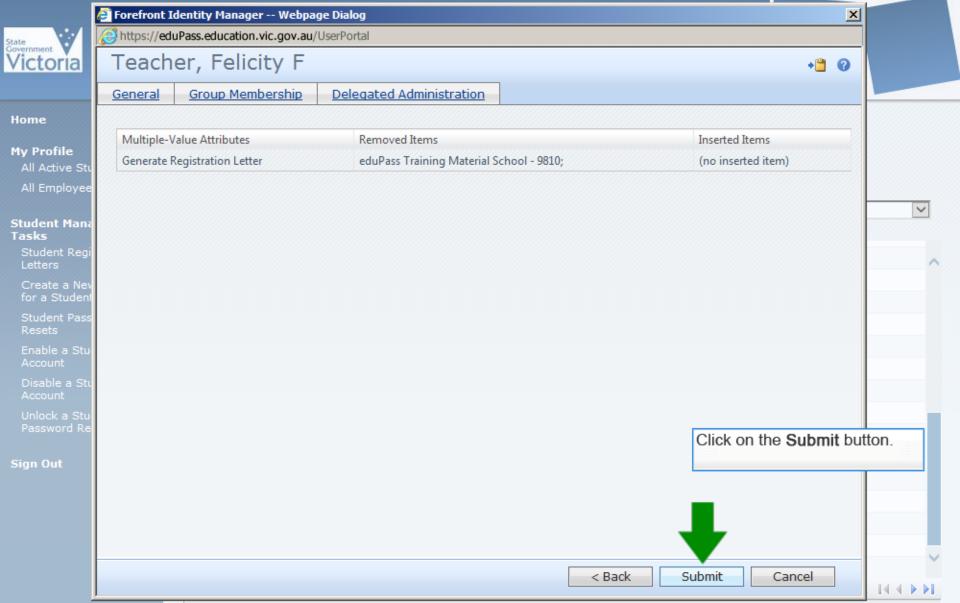
















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36 items total

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Create a New Username for a Student Student Password

Resets Enable a Student

Disable a Student Account

Unlock a Student from Password Reset

Sign Out

Account

Search Result

Selected Items:

(+)	Search for:	Search within: All Employees		V
9	teacher			
Details				
Teacher, Felicity F	99999937	Felicity	Teacher	_
Teacher, Georgie G	9999997	Georgie	Teacher	
Teacher, Harriet H	S980021	Harriet	Teacher	
Teacher, Henry H	9999980	Henry	Teacher	
Teacher, Jessica J	9999982	Jessica	Teacher	
Teacher, Linda L	9999984	Linda	Teacher	
Teacher, Lindon P	99999972	Lindon	Teacher	
Teacher, Marcia M	9999933	Marcia	Teacher	
Teacher, Marjorie M	9999931	Marjorie	Teacher	
Teacher, Mary M	9999985	You can confirm Felicity's Mat permissions have been updated		
Teacher, Matt M	9999968			
Teacher, Max P	99999973		ng on her name, as	
Teacher, Owen O	9999938	ow before.		
Teacher, Robert R	S678956	Robert	reactier	
Teacher, Sarah P	99999970	Sarah	Teacher	_