

eduPass Search Tips





Introduction

In this module you will learn how to search for users within the eduPass system.

The eduPass search facility is flexible with the option to search quickly and effectively for both single and multiple users.



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

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



- | | |
|--|---|
| <ul style="list-style-type: none"> ▶ Student Registration Letters ▶ Student Password Resets ▶ Disable a Student Account | <ul style="list-style-type: none"> ▶ 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.

eduPass search fields

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

There are two search fields available to you in the eduPass system, the **Search within** and **Search for** fields. The two fields work in conjunction with each other to return a final result.

See requests I've made



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



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Account

Unlock a Student from
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Sign Out

Welcome, Teacher, Seth S

Search for:

Search within:

- All Active Students
- All Employees
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required
- All Schools
- All Delegated Admins
- Student Administration Functions

Search within is a drop-down list of predefined searches. Notice all of the pre-defined searches available in this list for searching in the eduPass system.

function allows you
ut yourself in the s

Student Management

Student

▶ Registration Letters

▶ Student Password Resets

▶ Disable a Student Account

Create

▶ Username Student

▶ Enable Account

▶ Unlock 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





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Sign Out

Welcome, Teacher, Seth S

Search for:



Search within:

All Active Students



Search for can be used to search across all of the following fields for students:

- Username
- DisplayName
- FirstName
- LastName
- HomeGroup
- PreferredGivenName
- SchoolCampus
- SchoolCode
- SchoolCodeAndSchoolHomeGroup
- SchoolCodeAndSchoolYear
- SchoolName.



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

[? Help](#)

[About Forefront Identity Manager](#)

See requests I've made



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



You use the **Search for** field combined with a **Search within** predefined search. We will now demonstrate combining searches without adding any further data. The default search in the **Search within** field is 'All Active Students'.

Active in the context of eduPass means all students who have an active enrolment. As a Delegated Administrator you are able to access all students who have an active enrolment in all of the schools for which you are assigned delegation rights.

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All Employees

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for a Student

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Disable a Student
Account

Unlock a Student from
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Sign Out

Welcome, Teacher, Seth S

Search for:

Search within:

Basic searching

Click on the **Search** button.

ction allows you to see
yourself in the system.

[? Help](#)

[About Forefront Identity
Manager](#)

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.

See requests I've made


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

Students

Search for:



Search within:

All Active Students 

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Complete |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|----------|-----------------------------------|--------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | blblam8 | 07A | 7 | No | Yes | No |

Search Students

All active students at school(s) that the Delegated Administrator is associated with are returned.

Now, we will change the pre-defined search in **Search within** and add data to the **Search for** field to search for students with the surname Smithers in Year 2.

Click on the **Search within** drop-down arrow.

OK

Cancel

< Back

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Finish

Cancel

Students

Search for:

Search within:

- All Active Students
- All Active Students - Enabled
- All Active Students - Disabled
- All Active Students - Year P
- All Active Students - Year 1
- All Active Students - Year 2
- All Active Students - Year 3
- All Active Students - Year 4
- All Active Students - Year 5
- All Active Students - Year 6
- All Active Students - Year 7
- All Active Students - Year 8
- All Active Students - Year 9
- All Active Students - Year 10
- All Active Students - Year 11
- All Active Students - Year 12
- All Active Students - Year 13
- All Active Students (Username)
- All Students - First Use Completed
- All Students - First Use Not Completed
- All Students - SSPR Locked
- All Students - SSPR Registered
- All Students - Generate Registration Letter Required

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|----------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No |
| <input type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | | | | |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | | | | |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | blamb1 | 07A | 7 | No |

Select All Active Students - Year 2.

Search Students

108 items total Page 1 of 4

OK

Cancel

< Back

Next >

Finish

Cancel

Students

Click in the **Search for** field.

Search for:

Search within:

All Active Students - Year 2

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bblam8 | 07A | 7 | No | Yes | No |

Search Students

108 items total Page 1 of 4

OK

Cancel

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Finish

Cancel

Students

Search for:

smithers



Search within:

All Active Students - Year 2

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

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



Find the resources you want
using the Search above.

OK

Cancel

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Finish

Cancel

Students

Search for:

smithers



Search within:

All Active Students - Year 2



| <input type="checkbox"/> Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> Nicholas Smithers | Nicholas | Smithers | NDSMI | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Susan Smithers | Susan | Smithers | SPSMI | 02A | 2 | No | Yes | No |

Two matching students are returned.

Search Students

2 items total Page 1 of 1

OK

Cancel

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Finish

Cancel

Students



Search for:

Search within:

| <input type="checkbox"/> Display Name | First Name | Last Name | Username | Home Group | School Year | Disable |
|--|------------|-----------|----------|------------|-------------|---------|
| <input type="checkbox"/> Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No |
| <input type="checkbox"/> Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No |
| <input type="checkbox"/> Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes |
| <input type="checkbox"/> Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes |
| <input type="checkbox"/> Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes |
| <input type="checkbox"/> Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No |
| <input type="checkbox"/> Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No |
| <input type="checkbox"/> Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No |
| <input type="checkbox"/> Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No |
| <input type="checkbox"/> Blaine Lamberti | Blaine | Lamberti | blamb8 | 07A | 7 | No |

Search Students

Searching by school number

We have displayed all active students in the search results.

You may be a Delegated Administrator across more than one school. If so, you can search by school number. This is entered in the search for field and is combined with the pre-defined search you have chosen in the search within dropdown menu.

In this example, the results show students from schools 9800 and 9810.

Click in the **Search for** field.

OK

Cancel

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Finish

Cancel

Students

Search for:

9800



Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Dis | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|-----|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | An | | | | | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Ar | | | | | No | Yes | No |
| <input type="checkbox"/> | Arden Malloway | Ar | | | | | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bblam8 | 07A | 7 | No | Yes | No |

Type **9800** and then click on the **Search** button.

Search Students

108 items total Page 1 of 4

OK

Cancel

< Back

Next >

Finish

Cancel

Students



Search for:

9800

Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|-------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | | | |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | | | |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | | | |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bmlam8 | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Bunny Garber | Bunny | Garber | btgar8 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Charise Rubel | Charise | Rubel | cscrub1 | 12A | 12 | Yes | No | No |
| <input type="checkbox"/> | Chris | Christopher | Greenway | cjgre34 | 12A | 12 | No | Yes | No |

The students from school 9800 are shown.
Double-click in the **Search for** field.

Search Students

52 items total Page 1 of 2

OK

Cancel

< Back

Next >

Finish

Cancel

Students

Search for:

9800



Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|-------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | b | | | | | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | n | | | | | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bmlam8 | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Bunny Garber | Bunny | Garber | btgar8 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Charise Rubel | Charise | Rubel | cscrub1 | 12A | 12 | Yes | No | No |
| <input type="checkbox"/> | Chris | Christopher | Greenway | cjgre34 | 12A | 12 | No | Yes | No |

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

Search Students

52 items total Page 1 of 2

OK

Cancel

< Back

Next >

Finish

Cancel

Students

Type **9810** and then click on the **Search** button.

Search for:

9810



Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Dis | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|-------------|-----------|----------|------------|-------------|-----|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bmlam8 | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Bunny Garber | Bunny | Garber | btgar8 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Charise Rubel | Charise | Rubel | cscrub1 | 12A | 12 | Yes | No | No |
| <input type="checkbox"/> | Chris | Christopher | Greenway | cjgre34 | 12A | 12 | No | Yes | No |

Search Students

52 items total Page 1 of 2

OK

Cancel

< Back

Next >

Finish

Cancel

Students

Search for:

9810

Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|-------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Arden Mulloway | Arden | Mulloway | AMMUL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Blaine Lamisi | Blaine | Lamisi | BMLAM1 | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Bobby Brown | Bobby | Brown | BWBRO | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Bobby Zammit | Bobby | Zammit | BEZAM1 | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Charise Rubin | Charise | Rubin | CSRUB | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Chris Grech | Christopher | Grech | CJGRE | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Christine Smitha | Christine | Smitha | CTSMI | 06A | 6 | Yes | No | No |
| <input type="checkbox"/> | Christopher Brown | Christopher | Brown | CCBRO | 02A | 3 | No | Yes | No |

Search Students

The students from school 9810 are now shown.

OK

Cancel

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Finish

Cancel



Two additional predefined searches by school number are available; they are entered in the **Search for** field using the '|' character (known as the vertical bar or pipe).

For example:

- School Number|Home Group
- School Number|Year Level.

Tip: The vertical bar can be found on your keyboard either beside or below the Backspace key on most Australian keyboards.

Students

Search for:

9810|02A



Search within:

All Active Students

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



Find the resources you want
using the Search above.

Let's try the School Number|Home Group
search.

The **Search for** field is active.

Type **9810|02A** and then click on the
Search button.

OK

Cancel

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Finish

Cancel

Students

Search for:

9810|02A



Search within:

All Active Students

| <input type="checkbox"/> Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--|-------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> Christopher Brown | Christopher | Brown | CCBRO | 02A | 3 | No | Yes | No |
| <input type="checkbox"/> Clare Smithson | Clare | Smithson | CPSMI | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Luke Brown | Luke | Brown | LLBRO | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Margaret Smith | Margaret | Smith | MMSMI1 | 02A | 3 | Yes | No | No |
| <input type="checkbox"/> Monica Mathers | Monica | Mathers | MSMAT | 02A | 3 | Yes | No | No |
| <input type="checkbox"/> Nicholas Smithers | Nicholas | Smithers | NDSMI | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Patrick Smit | Patrick | Smit | PSSMI | 02A | 3 | Yes | No | No |
| <input type="checkbox"/> Susan Smithers | Susan | Smithers | SPSMI | 02A | 2 | No | Yes | No |

Search Students

8 items total Page 1 of 1

The students in home group 2A at school 9810 are shown.

Cancel

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Next >

Finish

Cancel

Students

Search for:

Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | | | |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | | | |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | | | |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bhlamb | 07A | 7 | | | |

Managing your search results

We have displayed all active students in the search results.

eduPass returns 30 records on each page. You can select individual users by clicking the check box next to their name.

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Next >

Finish

Cancel

Cancel

Students

Search for:

Search within:

All Active Students

| <input checked="" type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|-------------------------------------|-------------------|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input checked="" type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input checked="" type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes | No | No |
| <input checked="" type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input checked="" type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | No | No |
| <input checked="" type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | Yes | No |
| <input checked="" type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | Yes | No |
| <input checked="" type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | Yes | No |
| <input checked="" type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | | |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bblam8 | 07A | 7 | No | | |

Search Students

Angelo Friedel;Arden Mullane;Arden Malloway;Arletta Arceneaux;Arletta Arceneaux;Beulah D
Lamberti;Blaine Lamisi;Bobby Brown;Bobby Zammit;Bunny Garber;Charise Rubel;Charise Rubi
Smiths;Christopher Brown;Clara Smith;Clara Smithson;Damian Buff;Damian Zammit;Davis Cornell;Davis Cornell;Denise Mancini;Denise Mancini;Deron

You can select all users on the page using the check box adjacent to the Display Name column header.

OK

Cancel

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Cancel

Students



Search for:

Search within:

All Active Students

| <input type="checkbox"/> Display Name ^ | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> Arden Malloway | Arden | Malloway | AMMUL | 00A | | | | No |
| <input type="checkbox"/> Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | | | | No |
| <input type="checkbox"/> Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | | | | No |
| <input type="checkbox"/> Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | | | | No |
| <input type="checkbox"/> Beulah Dealer | Beulah | Dealer | BCDEA | 09A | | | | No |
| <input type="checkbox"/> Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | | | | No |
| <input type="checkbox"/> Bert Hott | Norberto | Hott | nbhot1 | 12A | | | | No |
| <input type="checkbox"/> Blaine Lamberti | Blaine | Lamberti | bmlam8 | 07A | 7 | No | Yes | No |

You can sort the results by clicking on the column header. Notice that the results are currently sorted by Display Name, A–Z.

Note: You can reverse the order of the data in all the displayed columns except Home Group and School Year.

Click on the **Display Name** column header.

Search Students

108 items total Page 1 of 4

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Students

Search for:

Search within:

All Active Students

| <input type="checkbox"/> Display Name ▼ | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--|------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> Zoraida Nower | Zoraida | Nower | ZMNOW | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> Zoraida Nowacki | Zoraida | Nowacki | zmnow1 | 06A | 6 | No | Yes | No |
| <input type="checkbox"/> Vanita Pewter | Vanita | Pewter | VRPEW | 07A | | | | No |
| <input type="checkbox"/> Vanita Pew | Vanita | Pew | vrpew1 | 10A | | | | No |
| <input type="checkbox"/> Theron Polk | Theron | Polk | tmpol3 | 00A | | | | No |
| <input type="checkbox"/> Temple Madruga | Temple | Madruga | tamad5 | 05A | | | | No |
| <input type="checkbox"/> Susan Smithers | Susan | Smithers | SPSMI | 02A | | | | No |
| <input type="checkbox"/> Susan Smith | Susan | Smith | SSSMI2 | 05A | | | | No |
| <input type="checkbox"/> Stephen Smith | Stephen | Smith | SSSMI | 12A | | | | No |
| <input type="checkbox"/> Simon Smith | Simon | Smith | SSSMI1 | 12A | 12 | Yes | Yes | No |
| <input type="checkbox"/> Shellie Gulotta | Shellie | Gulotta | smgul7 | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Sally Simson | Sally | Simson | SSSIM | 10A | 10 | Yes | No | No |

The results are now sorted Z-A.

You can navigate forward and backward between pages, or go to the first or last page of the results, using the navigation buttons at the bottom-right of the screen.

Click on the **next page** button.

Search Students

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Cancel

Students

Search for:

Search within:

All Active Students

| <input type="checkbox"/> Display Name ▾ | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|---|------------|------------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> Na Pence | Na | Pence | nlpen3 | 02A | 3 | Yes | No | No |
| <input type="checkbox"/> Monica Smith | Monica | Smith | MMSMI2 | 07A | 7 | Yes | No | No |
| <input type="checkbox"/> Monica Mathers | Monica | Mathers | MSMAT | 02A | 3 | Yes | No | No |
| <input type="checkbox"/> Millard Hart | Millard | Hart | MVHAR | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> Millard Hardrick | Millard | Hardrick | mvhar6 | 08A | 8 | No | Yes | No |
| <input type="checkbox"/> Mika Cail | Jamika | Cail | jjcai4 | 05A | 5 | No | Yes | No |
| <input type="checkbox"/> Merrilee Sicard | Merrilee | Sicard | mksic1 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> May Chancellor | Mayme | Chancellor | mmchan | 02A | 2 | No | Yes | No |
| <input type="checkbox"/> Max Walko | Maximina | Walko | mywal1 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> Matilde Solut | Matilde | Solut | MASOL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> Matilde Soluri | Matilde | Soluri | masol6 | 05A | 5 | Yes | No | No |
| <input type="checkbox"/> Marion Smith | Marion | Smith | MMSMT | 12A | 12 | Yes | No | No |

Page 2 of the results is displayed.

Search Students

108 items total

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Students

Search for:

%j



Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Dis | Has Generated Registration Letter | First Use Completed |
|--------------------------|-------------------|------------|-----------|----------|------------|-------------|-----|-----------------------------------|---------------------|
| <input type="checkbox"/> | Angelo Friedel | Angelo | Friedel | aefri4 | 00A | 1 | No | Yes | No |
| <input type="checkbox"/> | Arden Mullane | Arden | Mullane | ammulc | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Arden Malloway | Arden | Malloway | AMMUL | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Arletta | Arceneaux | aparc3 | ZZZ | P | Yes | No | No |
| <input type="checkbox"/> | Arletta Arceneaux | Monitor | Arceneaux | qabla | ZZZ | P | Yes | | |
| <input type="checkbox"/> | Beulah Deakins | Beulah | Deakins | bcdea4 | 12A | 12 | No | | |
| <input type="checkbox"/> | Beulah Dealer | Beulah | Dealer | BCDEA | 09A | 9 | No | | |
| <input type="checkbox"/> | Bert Hotsen | Norberto | Hotsen | NBHOT | 09A | 9 | No | | |
| <input type="checkbox"/> | Bert Hott | Norberto | Hott | nbhot1 | 12A | 12 | No | | |
| <input type="checkbox"/> | Blaine Lamberti | Blaine | Lamberti | bblam8 | 07A | 7 | No | | |

Search Students

Wildcard search

We have displayed all active students in the search results.

eduPass also has a wildcard search function. The wildcard symbol is '%'. Type %j into the Search for field and then click on the Search button.

OK

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Students

Search for:

%j

Search within:

All Active Students

| <input type="checkbox"/> | Display Name | First Name | Last Name | Username | Home Group | School Year | Disabled | Has Generated Registration Letter | First Use Completed |
|--------------------------|----------------|-------------|-----------|----------|------------|-------------|----------|-----------------------------------|---------------------|
| <input type="checkbox"/> | Chris Grech | Christopher | Grech | CJGRE | 09A | 9 | No | Yes | No |
| <input type="checkbox"/> | Chris Greenway | Christopher | Greenway | cjgre34 | 12A | 12 | No | Yes | No |
| <input type="checkbox"/> | Helen Stuart | Helen | Stuart | HJSTU1 | 04A | 4 | Yes | No | No |
| <input type="checkbox"/> | Jamal Aredale | Jamal | Aredale | JJARE | 00A | 1 | Yes | No | No |
| <input type="checkbox"/> | Jamal Arenas | Jamal | Arenas | jjare4 | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | Jamal Arenas | Jamal | Arenas | rjban5 | 07A | 7 | No | Yes | No |
| <input type="checkbox"/> | James Brown | James | Brown | JNBRO | 08A | 8 | Yes | No | No |
| <input type="checkbox"/> | Jeanett Heesch | Jeanett | Heesch | jchee2 | 05A | 5 | No | Yes | No |
| <input type="checkbox"/> | Jesusa Capel | Jesusa | Capel | jecap5 | 02A | 3 | No | | |
| <input type="checkbox"/> | Jo Holston | Jonna | Holston | jahol33 | 02A | 2 | No | | |
| <input type="checkbox"/> | Linsey Nickson | Linsey | Nickson | ljnich | 06A | 6 | No | | |

All students with a 'j' in any of the 11 fields are returned – the obvious ones being students with names that begin with 'j'. Notice that Chris Grech is also returned – he has a 'j' in his username.

Search Students

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Tips

Some tips for you to remember:

- **Search within** is a drop-down list of pre-defined searches you can use to narrow the search data set you want to access.
- You can enter the details of the individual(s) for whom you want to search in the **Search for** field.
- You can combine **Search within** and **Search for** to return data records quickly and easily in eduPass.
- eduPass has a wild card function; the wildcard symbol is '%'.