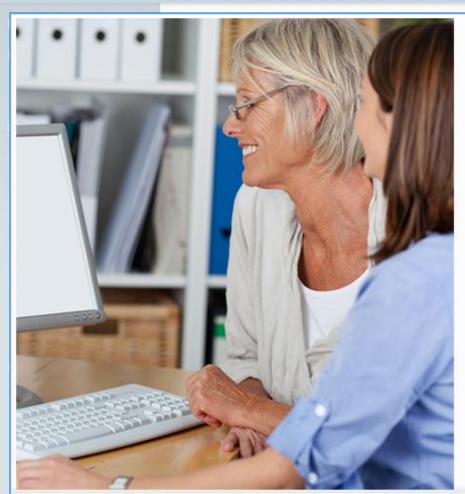
eduPass Identity and Access Management for Students Victoria Education & Training



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

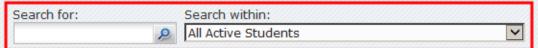
Enable a Student Account

Disable a Student Account

Unlock a Student from Password Reset

Sign Out

Welcome, Teacher, Seth S





My Profile

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

Student Management

Student
Registration
Letters
Student Pass

- Student Password Resets
- Disable a Student
 Account
- <u>Create a New</u>
 ► <u>Username for a</u>
 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.



The See requests I've made function allows









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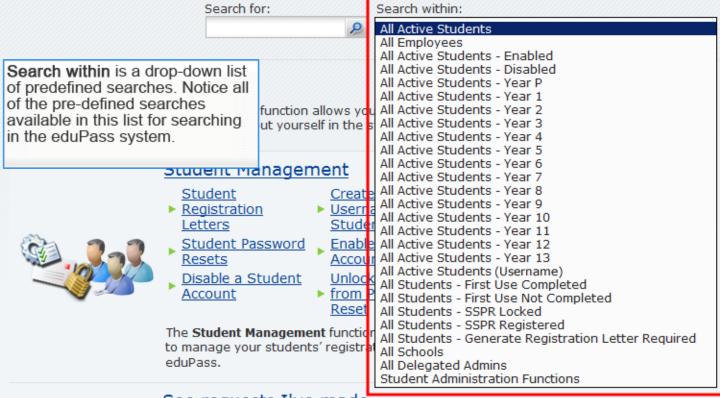
Enable a Student Account

Disable a Student Account

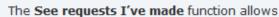
Unlock a Student from Password Reset

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See requests I've made









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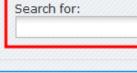
Enable a Student Account

Disable a Student Account

Unlock a Student from Password Reset

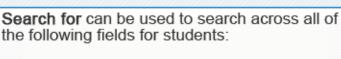
Sign Out

Welcome, Teacher, Seth S



Search within:

All Active Students



Help



About Forefront Identity Manager



the following fields for students:

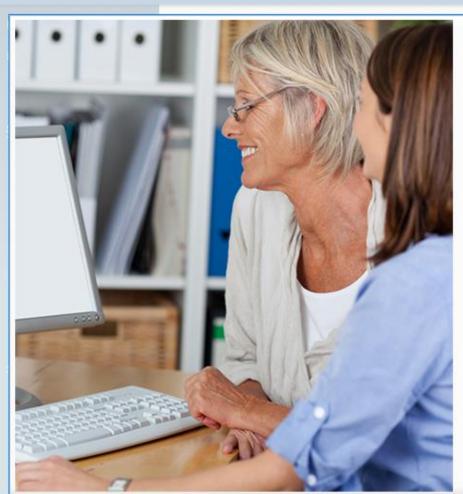
- Username
- DisplayName
- FirstName
- LastName
- HomeGroup
- PreferredGivenName
- SchoolCampus
- SchoolCode
- SchoolCodeAndSchoolHomeGroup
 - SchoolCodeAndSchoolYear
 - SchoolName

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



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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Student Management



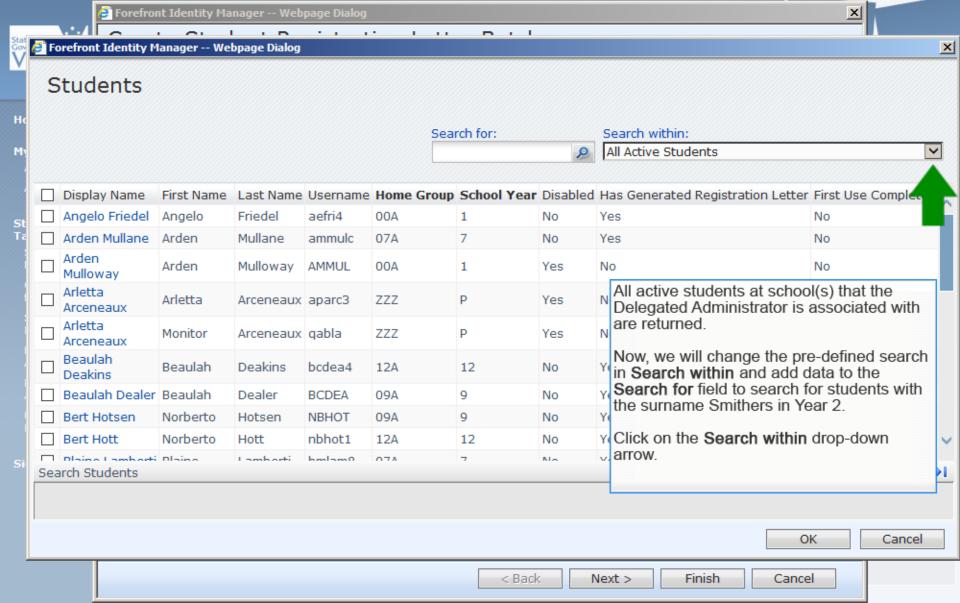
- Student Registration
- Registration Letters
- Student Password Resets
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 Account
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- <u>Username for a Student</u>
- Enable a Student Account
- Unlock a Student
 from Password
- Reset ent function allows yo

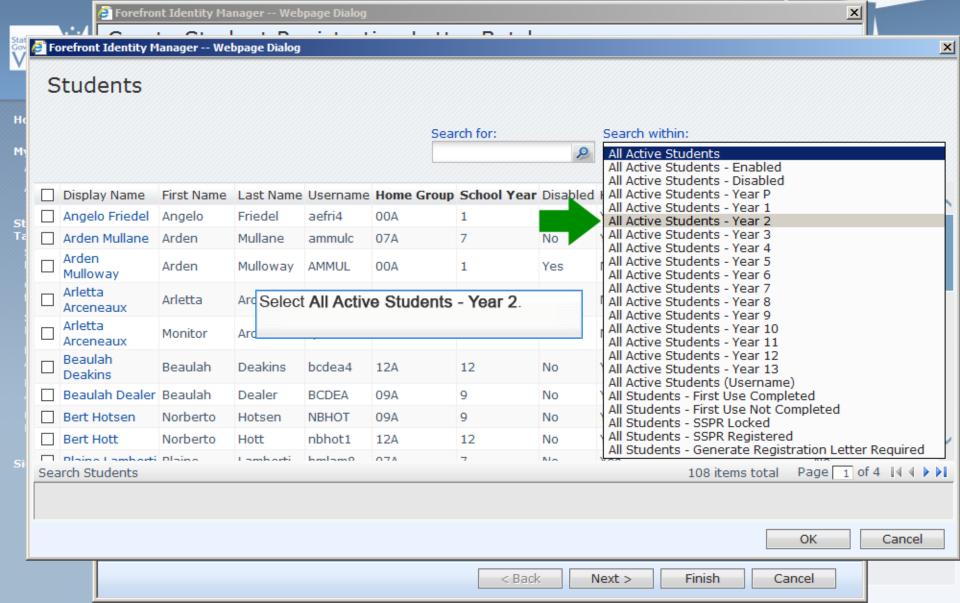
The **Student Management** function allows you to manage your students' registration in eduPass.

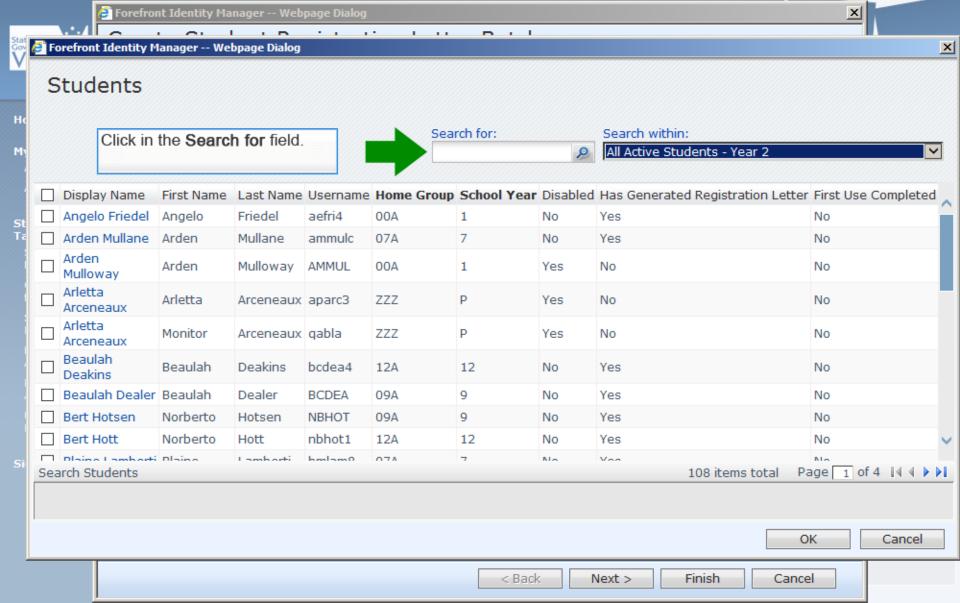
See requests I've made

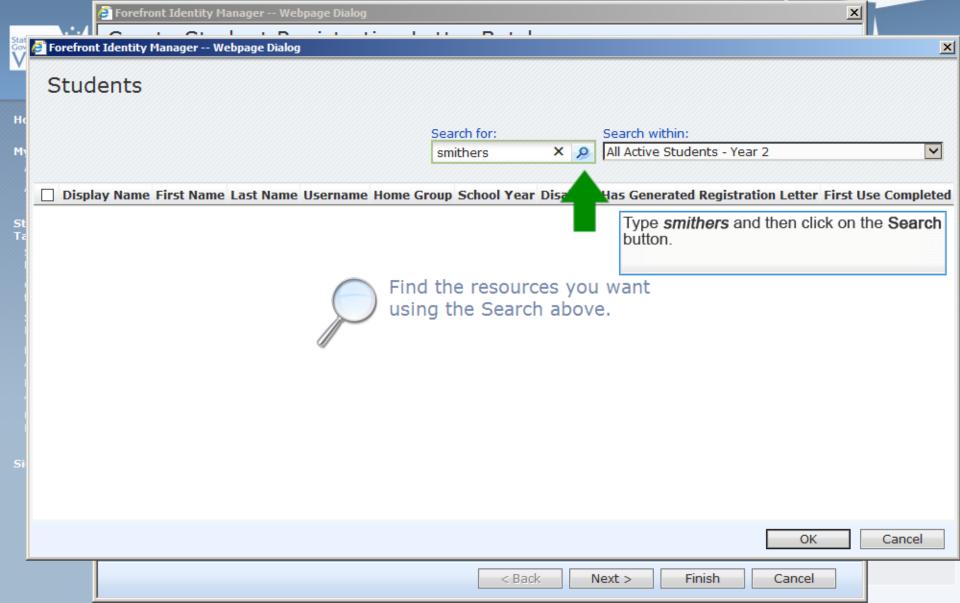
The See requests I've made function allows

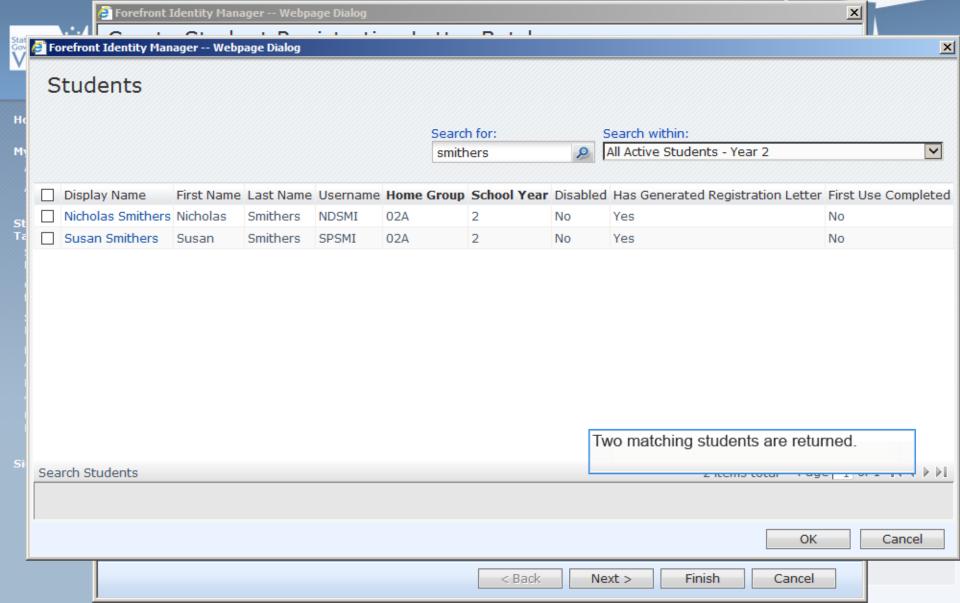


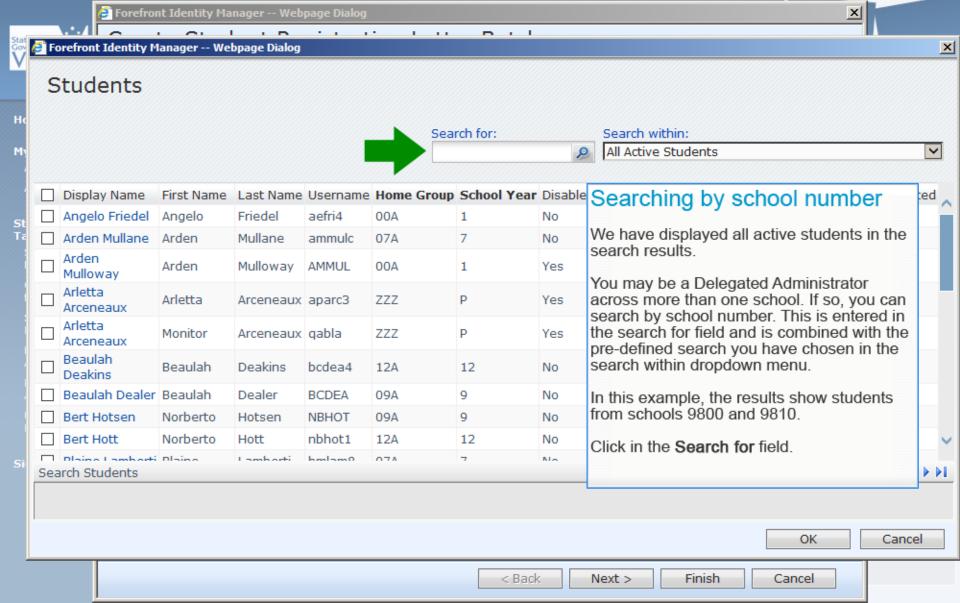


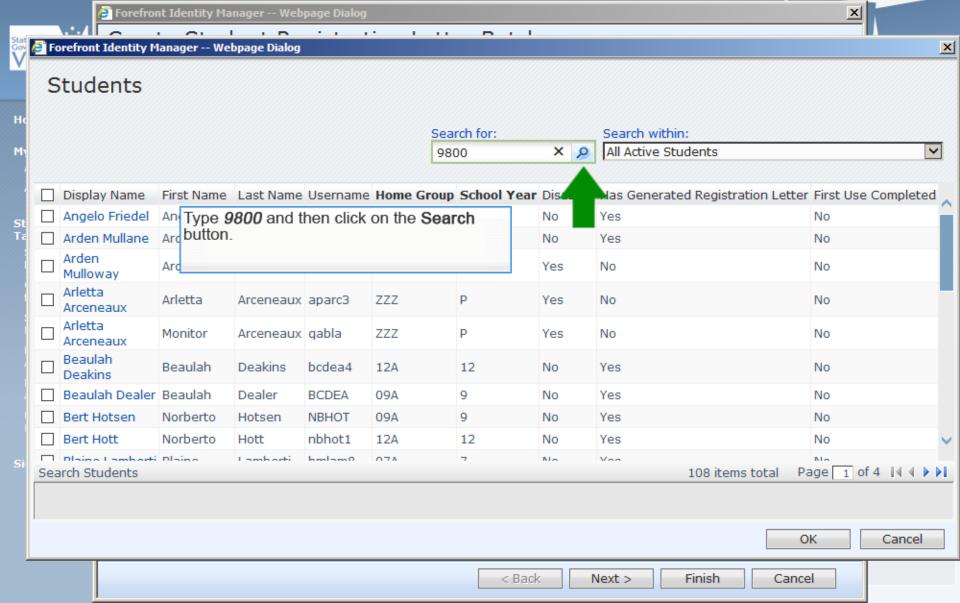


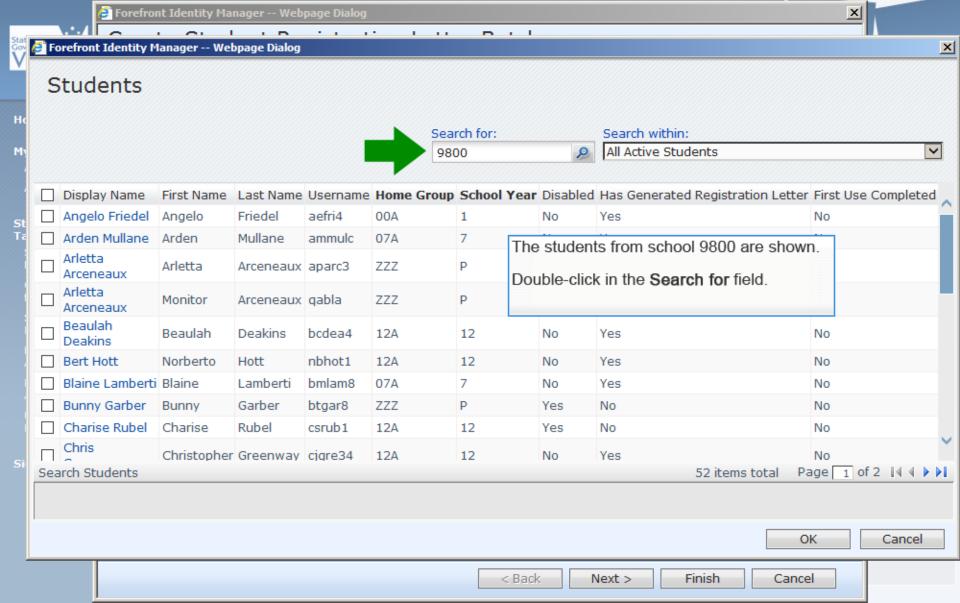


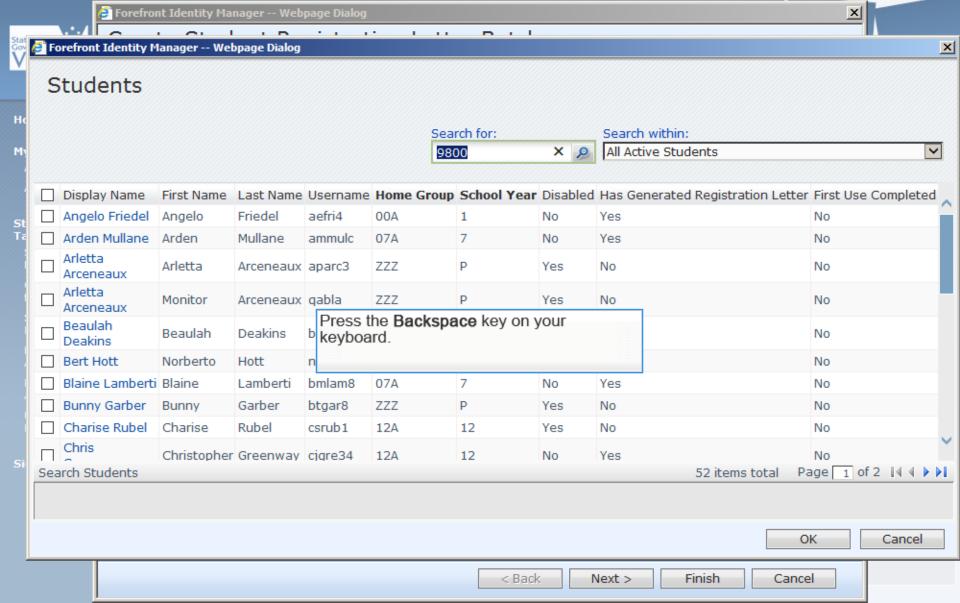


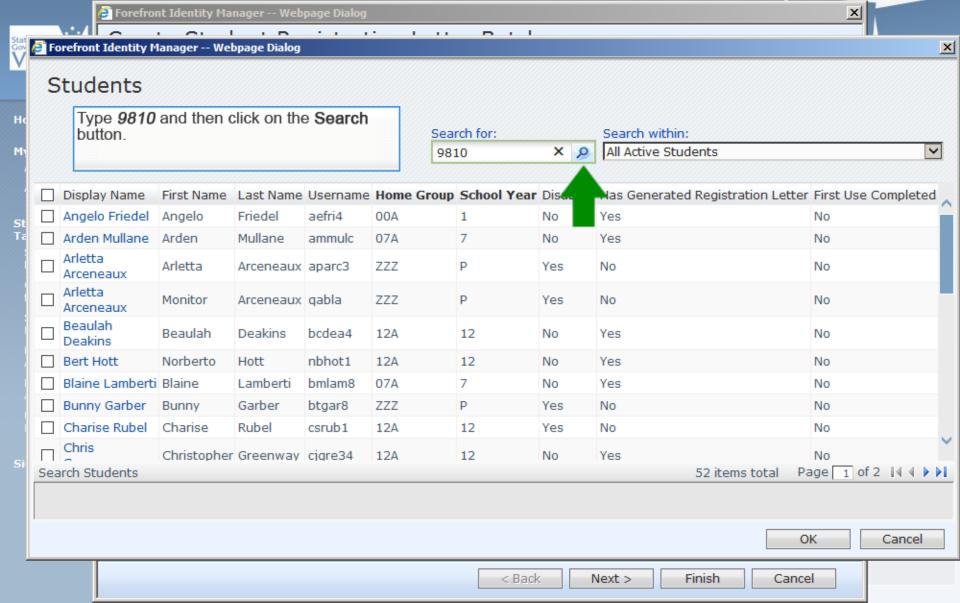


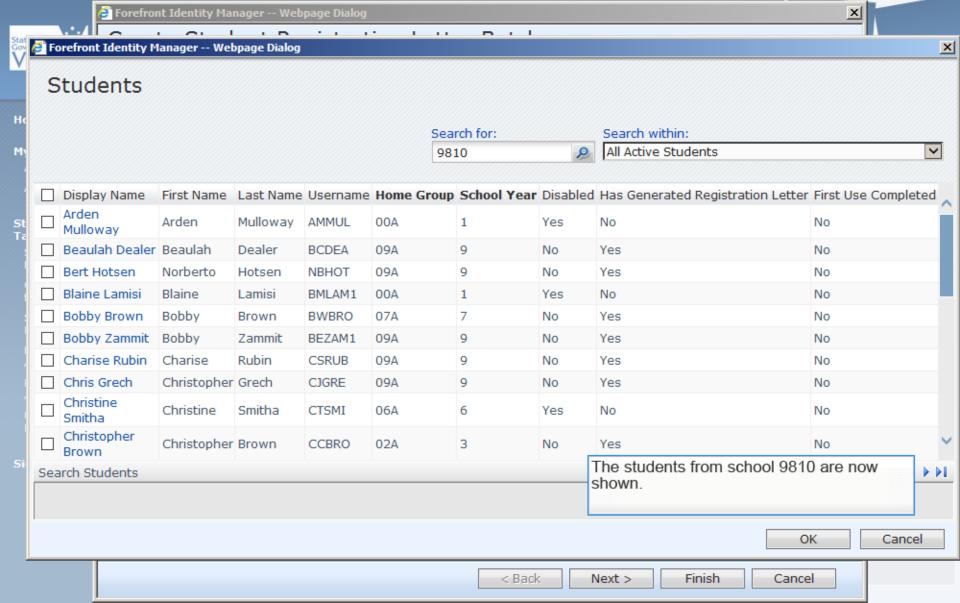


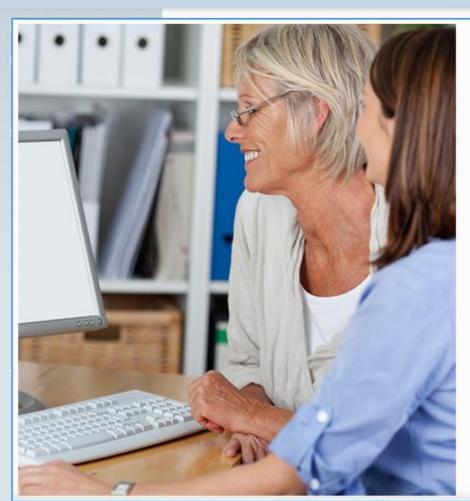










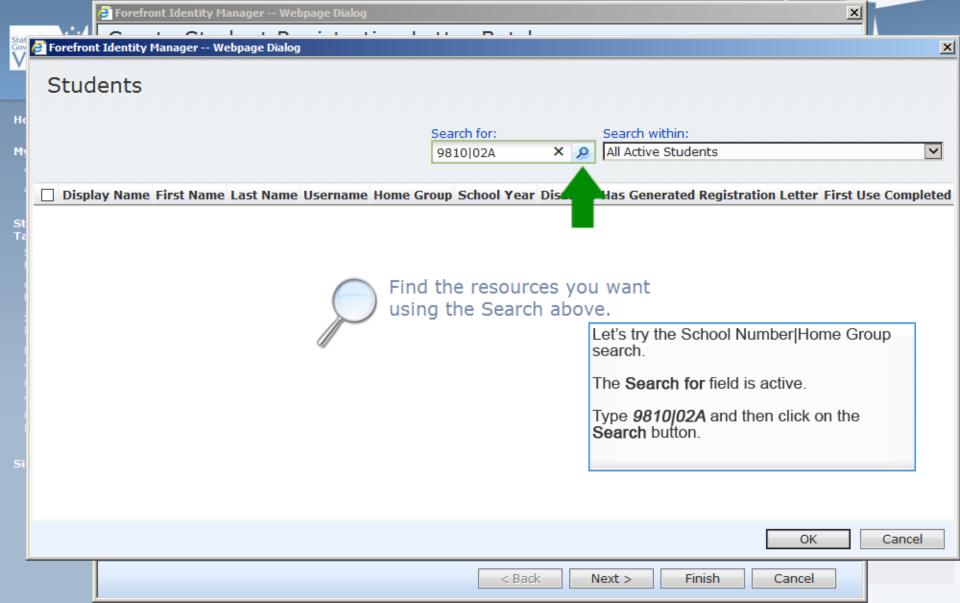


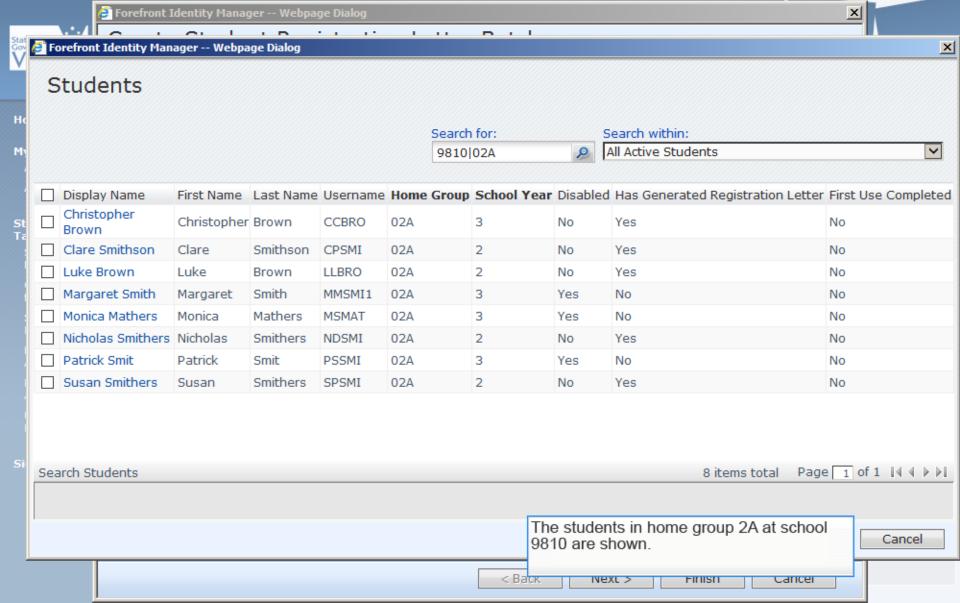
Two additional predefined searches by school number are available, they are entered in the Search for field using the 'l' character (known as the vertical bar or pipe).

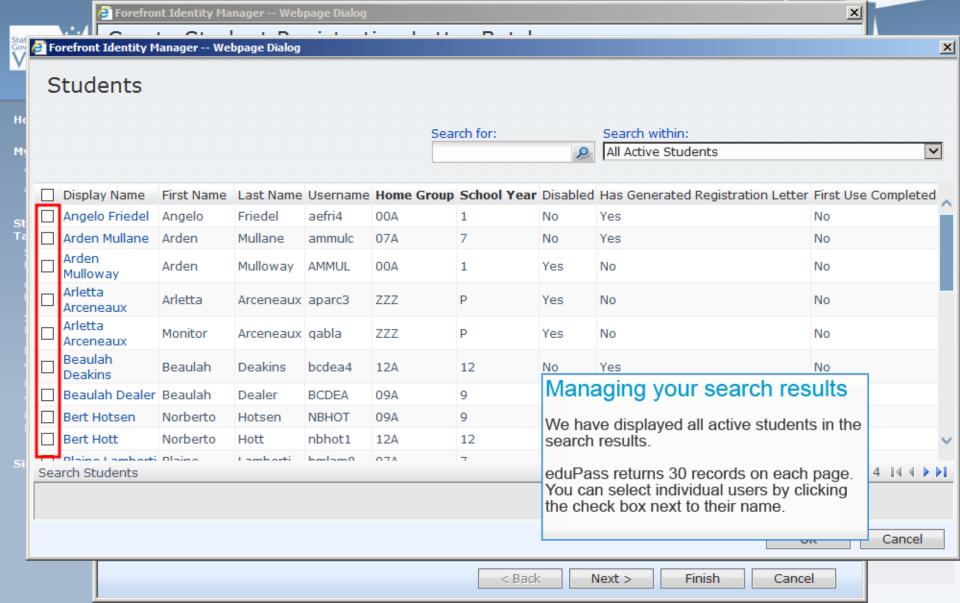
For example:

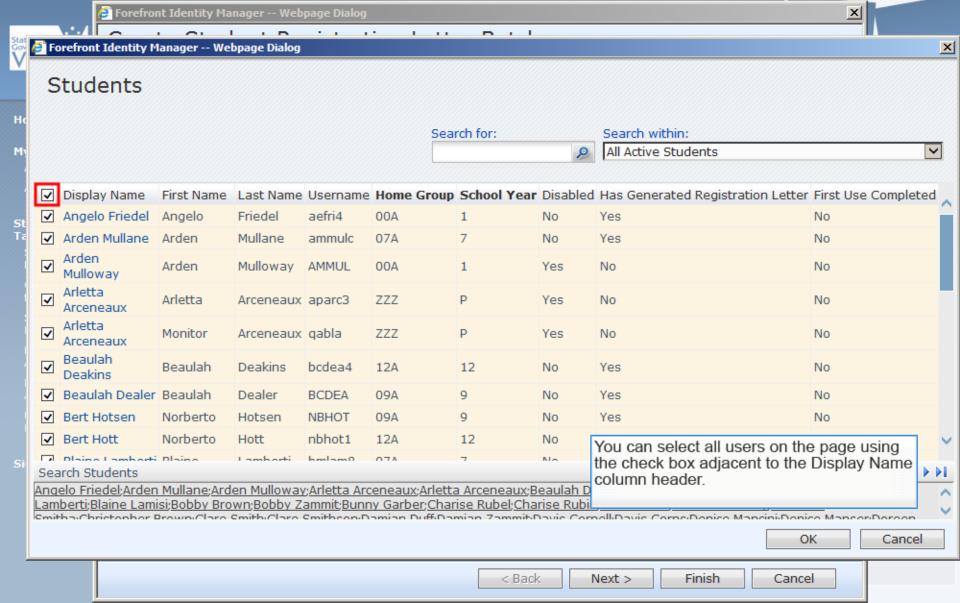
- · School Number|Home Group
- School Number Year Level.

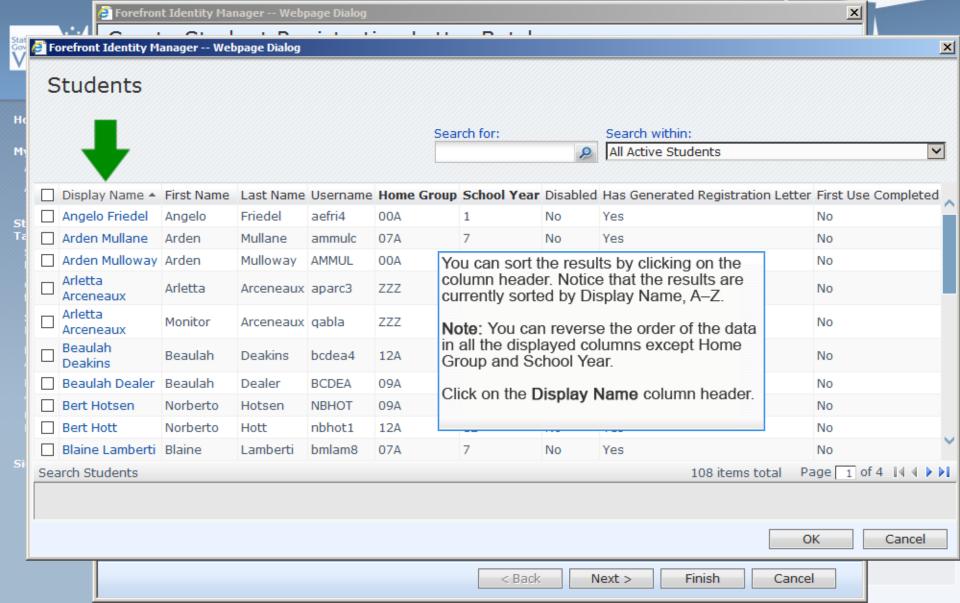
Tip: The vertical bar can be found on your keyboard either beside or below the Backspace key on most Australian keyboards.

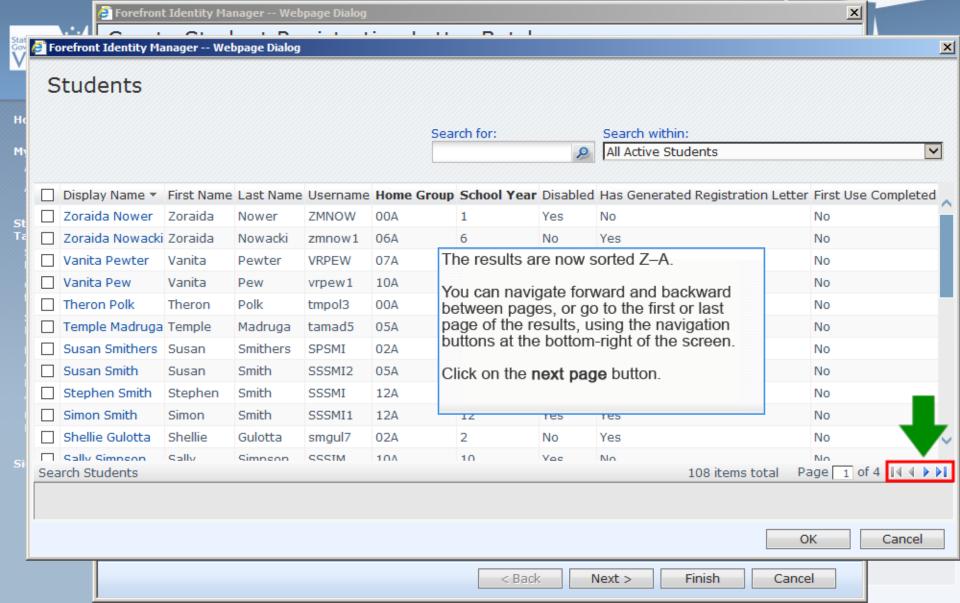


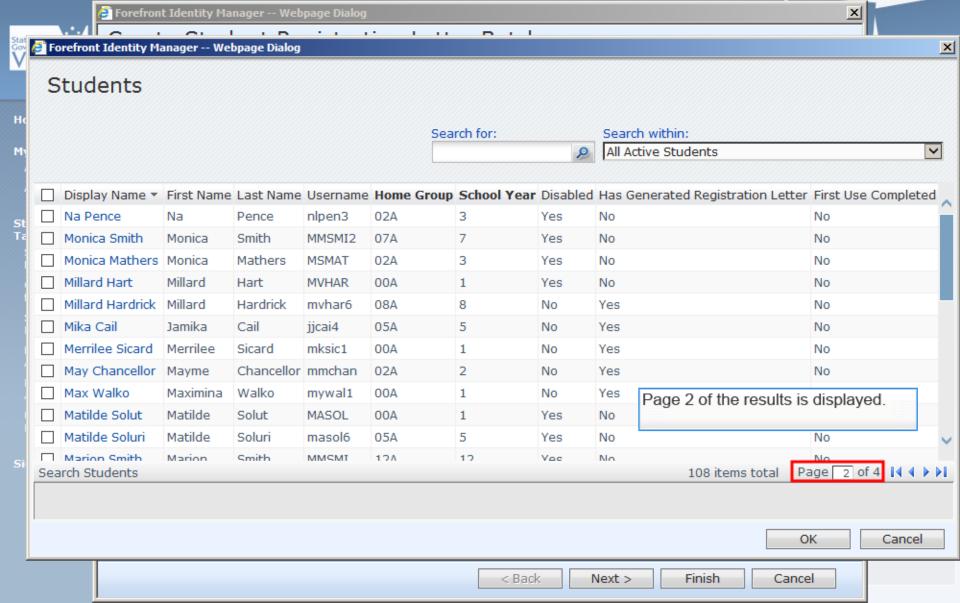


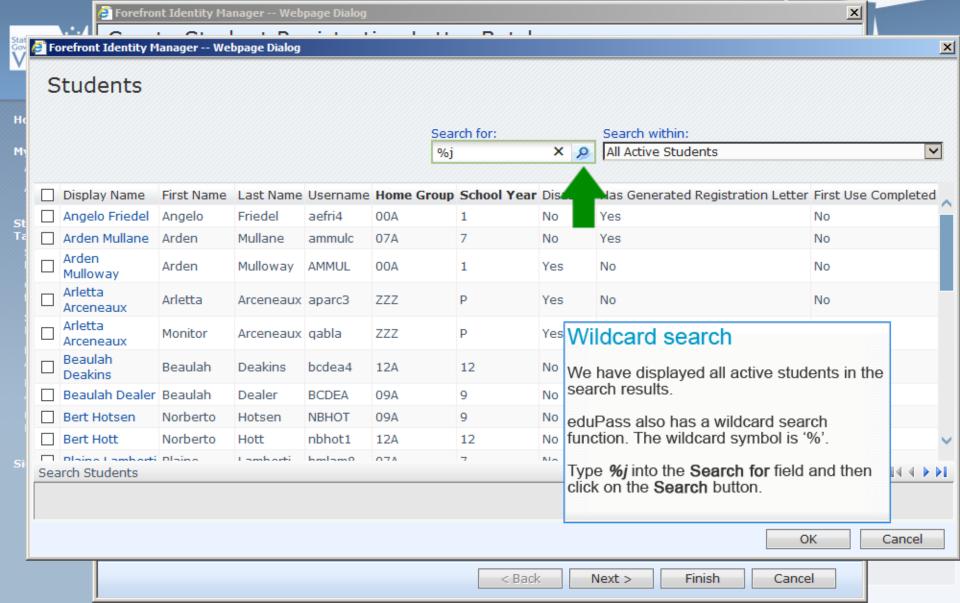


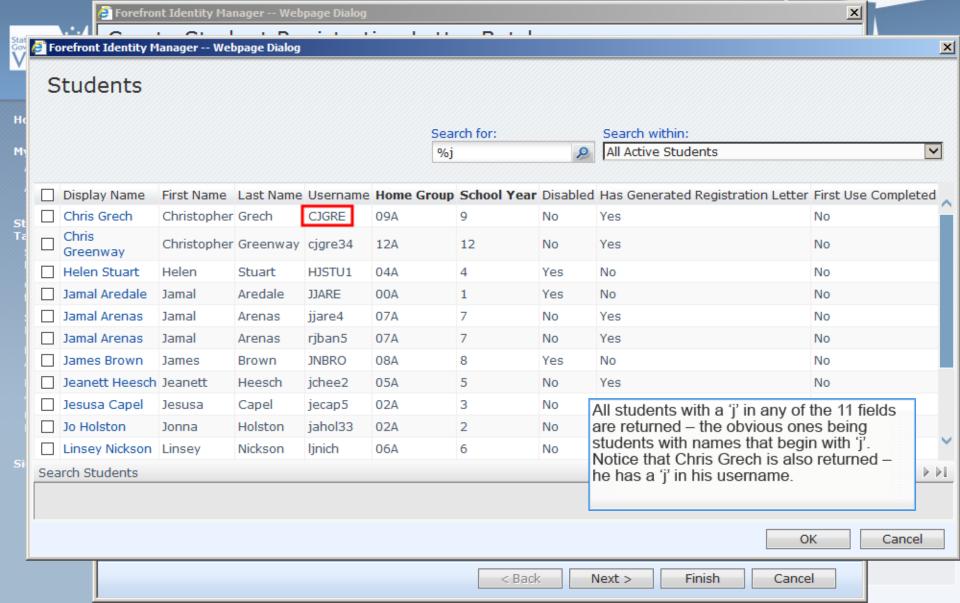




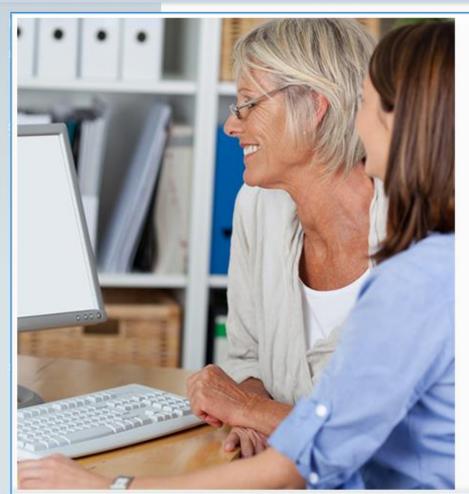












Tips

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 '%'.