# Year 3-12 EduPass self-service

eduPass fast card

## Introduction

After your initial registration in eduPass, you can change your 4-digit PIN and secret questions any time you like. This is called ‘Self Service’.

### 1.

From the My Account Home page, click on the Self Service Registration – Update Your Secret Questions option.

### 2.

Click on the Re-Register button.

### 3.

Click on the Next button.

### 4.

Enter your current password, then click on the Next button.

### 5.


### Enter a new 4-digit pin and click on the Next

### button.

### 6.

Answer at least three of the secret questions, and then click on the Next button.

Remember that:

* each answer must contain at least four characters
* no two answers can be the same.

### 7.

Click on the Finish button to complete the process.

Password rules: Your password must include at least seven characters, and include at least one character from at least three out of the four sets below:

• Uppercase letter (A-Z)

• Lowercase letter (a-z)

• Numeral (0-9)

• Special character ()~`#$&@^

Note, your password cannot contain your own name (first name or last name in full).