

Year P–2
Change your eduPass
Password
(with supervision)





Introduction

Your eduPass password allows you to use the Department's (DET) information technology services and systems. You need to know your current password to change your password.

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 ()~`#\$%&@^

Your password **cannot** be your own name (first name or last name) in full.

Profile

Terms of Service

Change Password

Sign out

Welcome to My Account

Welcome to eduPass!

Continue



Changing your password

'My Account' in the eduPass application is shown.

You would click on the **Change my Password** option in the left hand menu.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

Repeat New Password

I accept the Terms of Service

Change Password

Cancel



Now you can change your password. First you need to type in your current password.

In this example, we have entered the current password for you.

You will see dots like this as you enter your password. This is so that your password is always kept completely secret.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

New Password

Repeat New Password

I accept the Terms of Service

Change Password

Cancel



For your password to meet the Department's rules, it 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 ()~`#\$&@^

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

New Password

Repeat New Password

I accept the Terms of Service

Change Password

Cancel



For this training exercise we have chosen 'Passw0rd'.

You would type *Passw0rd* in the **New Password** field and then click in the **Repeat New Password** field.

You will see dots like this again. Don't worry! This is to keep the new password a secret.

Profile

Terms of Service

Change Password

Sign out

Change My Password

Enter your current password (or) Enter your existing password

Current Password

●●●●●●●●

New Password

●●●●●●●●

Repeat New Password

●●●●●●●●

 I accept the Terms of Service

Change Password

Cancel



Then you need to type the password in again, exactly the same.

Remember to click on the check box to accept the **Terms of Service** otherwise you will get an error message and have to start again. If you don't accept the Terms of Service you can't use the system.

[Profile](#)[Terms of Service](#)[Change Password](#)[Sign out](#)

Change My Password

Enter your current password (or) Enter your existing password

Current Password

••••••••

New Password

••••••••

Repeat New Password

••••••••

I accept the Terms of Service

Change Password

Cancel



Then you would click on the **Change Password** button.



Department of
Education & Training

eduPass 

You have successfully logged off from eduPass. We recommend that you close all browser windows at this time.

[Close Window](#)



Awesome! You're done. Now you can log in again.

You would close your browser to return to the login page.



Tips

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 (~`#\$%&@^)

Your password **cannot** be your own name (first name or last name) in full.

If you need help to change your password, please talk to your School's eduPass Administrator.