

# **User Manual**

## for non Victorian government schools

#### ABOUT SCHOOLS CONNECT PORTAL

The Schools Connect Portal is an initiative of the Department of Education and Training Victoria, to provide a platform for schools to register and search for a school to form a sister school partnership or to find a project to collaborate on.

The Schools Connect Portal resides within the Department's secure Edupass environment. To protect the integrity of the site, schools other than Victorian government schools will need to apply for an account before they can access the portal. There are two simple steps to register your school:

- Create an Edupass account
- Complete your school profile and submit it

#### **STEP 1: CREATE AN EDUPASS ACCOUNT**

- 1. Click on this link https://edupass.education.vic.gov.au/community/welcome/RequestAccount.aspx
- 2. Choose "Schools Connect" application and "Next"

Choose applications Register your details Confirm email ac	
Please choose which application(s) you need access to. Note: Please complete each step of this process within 20 minutes or you will need to If you have received an invitation to access applications, please <u>enter your invitation</u>	start again. code instead
Professional Learning Program SCFA Program Auditor Portal	
Schools Connect	✓
Next	





3. Complete this form and click "Next"

Choose applications	er your details
* Required fields	
First Name *	Address *
Type your First Name here	Type your Address here
Last Name *	City *
Type your Last name here	Type your City here
Initials	State *
Type your initials here	Type your State here
Title	Country *
Type your courtesy title here	Type your Country here
Date of birth *	Postcode *
dd/mm/yyyy	Type your Postcode here
Email address *	By checking this box, I acknowledge that I have read
Type your email address here	the <u>Terms of Service</u> and agree to be bound by its
Alternate email address	terms.
Type a backup email address here	
Phone number *	Next
Type your Phone number here	
Gender *	
<ul> <li>Male</li> </ul>	
OFemale	

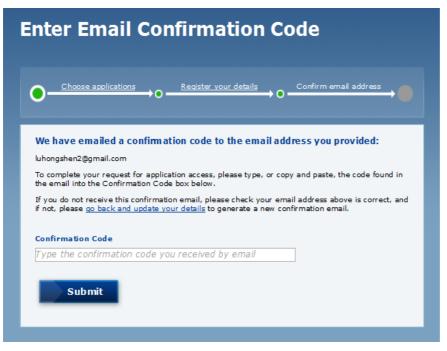




4. Users will receive this message in the inbox of their specified email account:

VICTOI Stote Govern	RIA   Education and Training   eduPass
	currently applying for application access in the eduPass portal. all Confirmation Code is:
Please us	se this code to complete your registration. If you are not applying for application edupass, please ignore this email.
	If you require assistance, please contact your organisation's eduPass Administrator. For eduPass administration support please contact the Service Desk on 1800 641 943. To reset your forgotten password go to <u>https://edupass.education.vic.gov.au/ForgottenPassword</u>

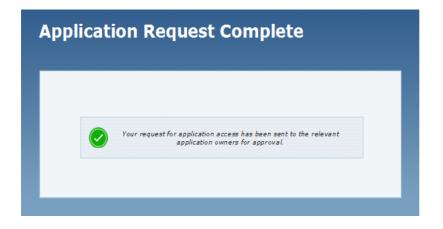
5. Enter email confirmation code and click "Submit"







6. Users will receive this message:



### **STEP 2: COMPLETE THE SCHOOL PROFILE**

1. Users receive this email to confirm that their application has been accepted:

Your request to access Schools Connect has been accepted. If you already have an eduPass account you can now access Schools Connect with your
eduPass UserID and Password. If you do not already have an eduPass account, your eduPass account details and instructions on how to activate it will be emailed to you shortly.
Results of additional requests for access to other applications will be emailed to you separately.
To view other applications you currently have access to, log into eduPass by typing the following web address into your browser:
https://eduPass.education.vic.gov.au/portal





2. Users will then receive this email with an automatically generated User ID and password. Users should keep the ID in a safe place as it is required to access the portal.

VICTORIA Stote Government   Education and Training   eduPass	
Your eduPass account has been created. Your UserID is: ECLSHE4	
Before you can access DET applications you need to active 1. Type the following web address into your browser: <u>https://edupass.education.vic.gov.au/community/p</u> 2. When prompted, log in to eduPass with your UserID = password:	oortal
gC4&eD7# 3. Follow the on-screen prompts to change your passwo account.	ord and activate your

3. Users will receive a further email with a link to their personalised profile page.

4. Users proceed to complete the school profile via the link, using the ID and temporary password provided. The profile page looks like this:

State Government	Early Childhood	School	Further Education and Training	About the Department		
	For Students	For Parents	For Teachers and Support Staff	For Principals an Administrators		
School to School Partneship	Welcome Management > International Eco	, School N		2		
→ Welcome	Thank you for registering your interest to be part of the School to School Partnerships. So other school					
→ My School Profile	can find you for potential p					
	Before you start create your school's profile, please select your preference:     Reviert Collaboration					
→ Search Schools	Project Collaboration	on				
→ Search Schools     → User Feedback	<ul> <li>Project Collaborati</li> <li>Partnership Oppor</li> </ul>					

