

eduPass Fast Card Year 3–12 eduPass Registration

Introduction

You need to register to use eduPass. You will be given a registration letter by your eduPass Administrator containing your username, temporary password, and the url to access your account.

1.

Your eduPass User Name and temporary password are:

User Name: SSSMI
Temporary Password: cKNL3II3
Password Expiry Date: 19 March, 2015
Note: You must change your password to complete your account.

Actions Required:
To activate your username and password you must complete the following steps:

2.

Welcome to My Account

Welcome to eduPass!

Continue

Click on the **Continue** button.

3.

Victoria Department of Education & Training | eduPass

Security (show explanation)

This is a public or shared computer
 This is a private computer

User ID: SSSMI
Password: *****

Reset Forgotten Password **Log in**

Copyright | Disclaimer | Privacy

Terms of Service

By clicking on the "Accept" button you agree to be bound by the following terms (Terms of Service) which apply to your use of:

- 1. the Identity and Access Management solution (eduPass); and
- 2. any other system or service which you are authorised to access using eduPass (Authorised Service).

You should read and understand the Terms of Service before agreeing to be bound by them.

1. Acceptance of Terms

1.1 These Terms of Service constitute a legal agreement between you and the State of Victoria represented by and acting through the Department of Education and Early Childhood Development (Department) and govern your access to and use of eduPass and each Authorised System.

2. Terms of Service documents and priority

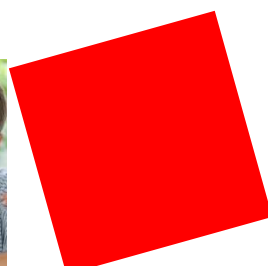
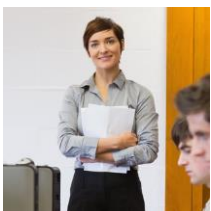
These Terms of Service consist of the following (in order of priority):

- 2.1 these Terms of Service;
- 2.2 any requirements specified on this website, the eduPass website or the website of any Authorised System;
- 2.3 applicable Victorian government policies which may apply to eduPass or Authorised Systems, including but not limited to the Victorian Information Privacy Policy, the Victorian Information Security Policy and the Victorian Information Security Framework.

Accept Do not Accept

From the eduPass login screen, enter your **username** and **temporary password** from your registration letter and click on the **Log in** button.

Read the Terms of Service and click on the **Accept** button.



4.



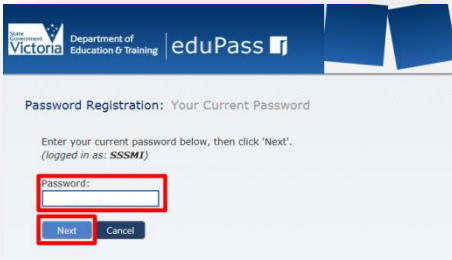
Click on the **Register** button.

5.



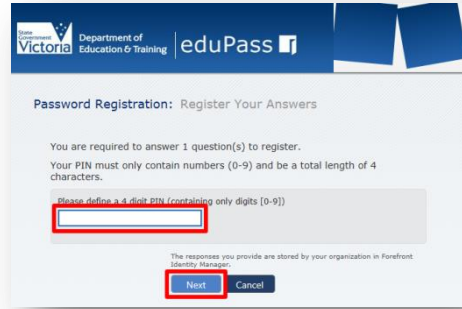
Click on the **Next** button.

6.



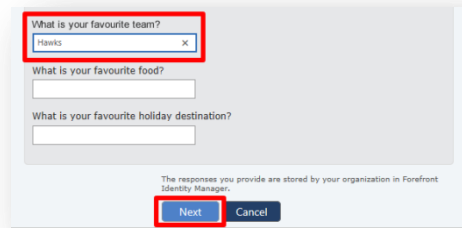
Enter your temporary password, then click on the **Next** button.

7.



Enter a 4-digit PIN and click on the **Next** button.

8.

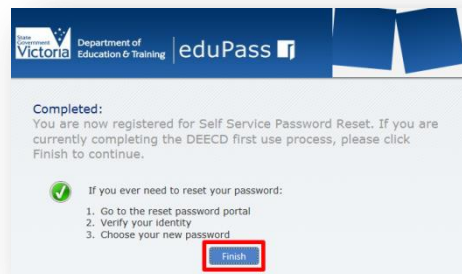


Answer at least three of the secret questions, and then click on the **Next** button.

Remember that:

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

9.



Click on the **Finish** button.

10.

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**

After entering your temporary password, enter your new password twice and accept the Terms of Service. Then, click on the **Change Password** 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).