

EDUPASS FOR THE SKILLS VICTORIA TRAINING SYSTEM (SVTS) – ORGANISATION ADMINISTRATION USER GUIDE

This guide is to assist the Organisation Administration (Org Admin) user manage users' accounts in the eduPass External Client Portal (ECP) for the SVTS.

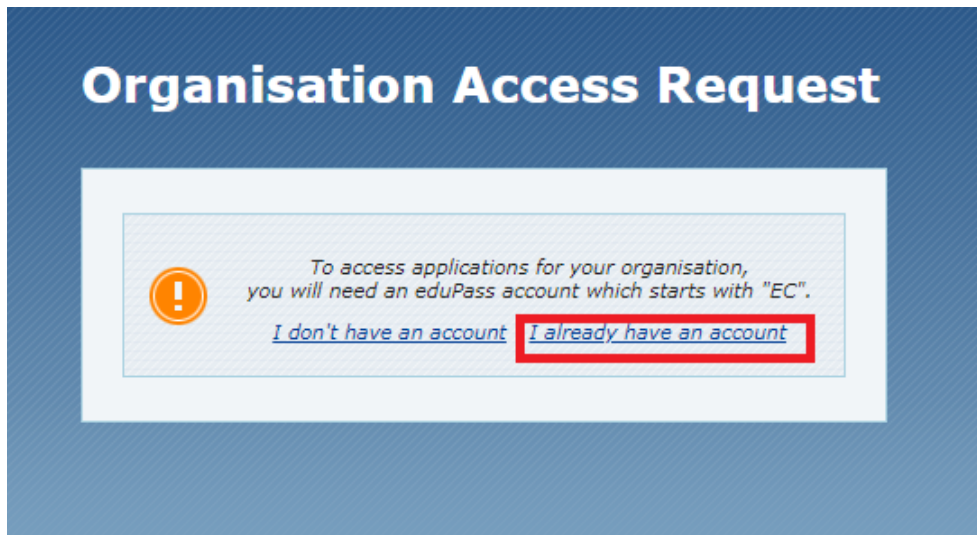
Contents

Invite Users to Register An eduPass Account	2
Manage a Users' Personal Details.....	7
Reset A User's Password	13
Change Access of an Existing User.....	18
Remove a User's Access	25

INVITE USERS TO REGISTER AN EDUPASS ACCOUNT

1. To invite new users from your organisation to register for an eduPass account for the SVTS application, enter the below address in your browser and press enter.
<https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx>

You will be presented with the following page –



2. Select 'I already have an account'.
3. Enter your eduPass user ID and password on the prompt window and select 'OK'.

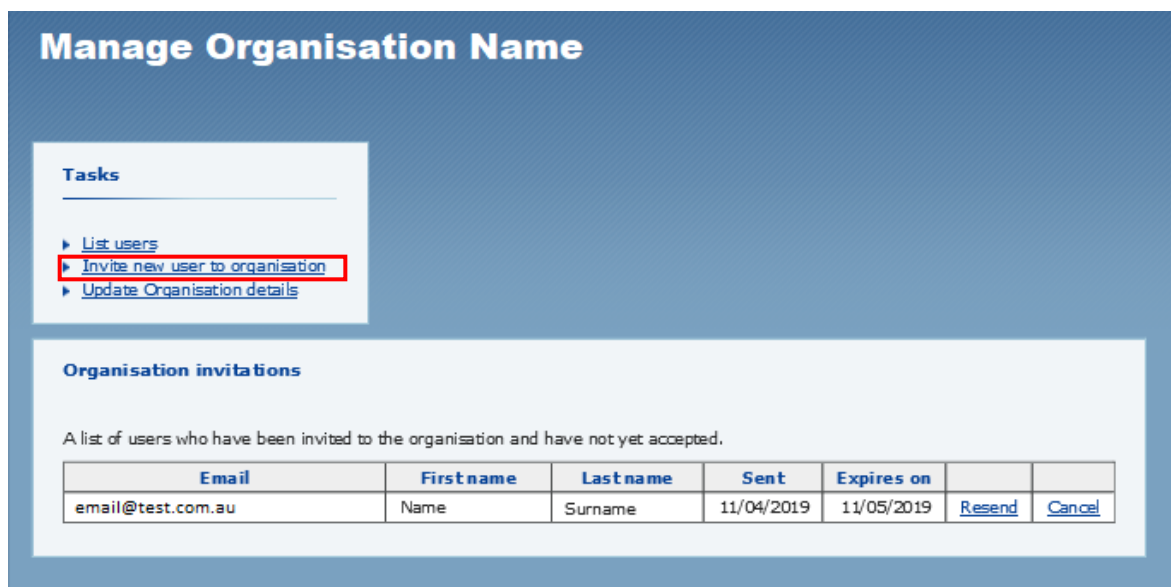


You will arrive at the 'Welcome to eduPass' home page -



4. Select 'Organisation Management'.

You will be presented with the following page –



5. To invite a new user to register for an eduPass account, select the link 'Invite new user to organisation' at the top of the page.

You will be presented with the following Invite User page –

Invite user

First name
Name

Last name
Surname

Email
email@gmail.com

Choose which application(s) this user can access:

Skills Victoria Training System

I have viewed the nominated person's identification and confirm that they are the person that I have nominated as requiring access to eduPass.

Invite

6. Enter the First name, Last name and email details of the user you would like to invite to register for an eduPass account.
7. Select the 'Skills Victoria Training System' application by checking the box on the right.
8. Ensure you read and check the disclaimer.
9. Select 'Invite'.

Note: Prior to entering the user's details, you must check if the user has already registered for an eduPass ECP account for a different organisation.

- *The user can **only use their email address once** to register for an eduPass ECP account. If they require access to multiple organisations on the SVTS, you **must** use a different email address for each eduPass ECP account. If you use the same email address for multiple organisations, their login to SVTS will fail.*

You will be presented with the following confirmation that the invitation has been sent –

Manage Organisation Name

✓ Invitation sent.

Tasks

- ▶ [List users](#)
- ▶ [Invite new user to organisation](#)
- ▶ [Update Organisation details](#)

Organisation invitations

A list of users who have been invited to the organisation and have not yet accepted.

Email	First name	Last name	Sent	Expires on		
email@test.com.au	Name	Surname	11/04/2019	11/05/2019	Resend	Cancel

The user will also receive an email from no-reply@edumail.vic.gov.au -

VICTORIA State Government | Education and Training | eduPass

Organisation Name has invited you to access secure applications in the Department of Education with an eduPass account.

If you want to accept this invitation and register for an eduPass account, please follow the instructions below.

Acceptance Instructions:

Type the following web address into your web browser:

<https://edupass.education.vic.gov.au/community/invitation>

Then use the following code:

2a1ea36d-c20c-4e60-b405-d9f3ec1dde4a

Follow the onscreen prompts to accept the invitation.

Note: This invitation code will expire in 30 days.

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 <https://edupass.education.vic.gov.au/ForgottenPassword>

10. The email will include 'Acceptance Instructions' and a unique code for them to register an eduPass user account. The user will need to complete their eduPass user registration by accessing the link and following the prompts.

Users are referred to the 'eduPass for the SVTS – Delegate, Organisation Administration and User Registration Guide' on the Department's website to successfully complete the registration - <https://www.education.vic.gov.au/training/providers/funding/Pages/svts.aspx>

Note:

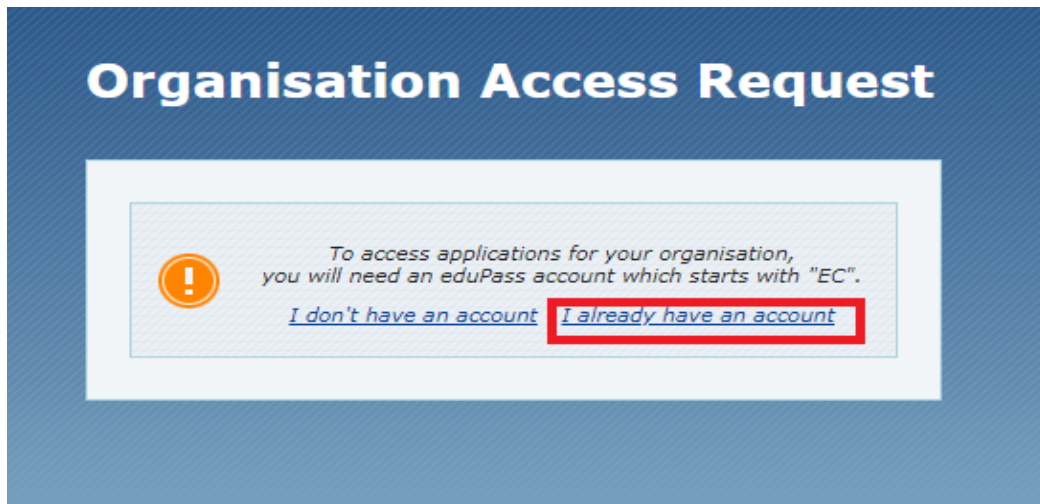
- *Users invited to register for an eduPass ECP account by their Org Admin are already considered approved. Therefore their registration will not require Delegate approval.*
- *If the user cannot locate the invitation email, refer them to their Junk Mail folder.*

MANAGE A USERS' PERSONAL DETAILS

1. To manage another user's personal details on the eduPass ECP, enter the below address in your browser and press enter.

<https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx>

You will be presented with the following page –



2. Select 'I already have an account'.
3. Enter your eduPass user ID and password on the prompt window and select 'OK'.



You will arrive at the Welcome to eduPass home page -



4. Select 'Organisation Management'.

You will be presented with the following page –



5. Select the link 'List users' at the top of the page.

You will be presented with the following page –

Organisation Name Users

User List

Filter by:

First name:

Last name:

Email address:

Account:

Access:

Filter

= Currently has access to eduPass
 = Does not have access to eduPass

[Download User List](#)

Last Name	First Name	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit

< Previous 1-2 of 2 Next >

- To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.

The User Details page will appear once a user is selected -

User Details

Tasks

▶ [Reset Password](#)

Personal details

UserID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

7. To make changes to the user's details select 'Modify'.

You will be presented with the following page which contains the user's current details and editable fields –

User Details

Tasks

▶ [Reset Password](#)

Personal details

* Required fields

First Name *
Name

Last Name *
Surname

Initials
R

Title
Ms

Date of birth *
1/01/1990

Email address *
email@test.com.au

Alternate email address
Type a backup email address here

Phone number *
04123456xx x

Gender *

Male

Female

Address *
Street

City *
Suburb

State *
Victoria

Country *
Australia

Postcode *
31xx

Update Details

8. To make changes, replace information in editable text fields and select 'Update Details'.

You will be presented with the following page where you can confirm that the changes have been made –

User Details

Tasks

▶ [Reset Password](#)

Personal details

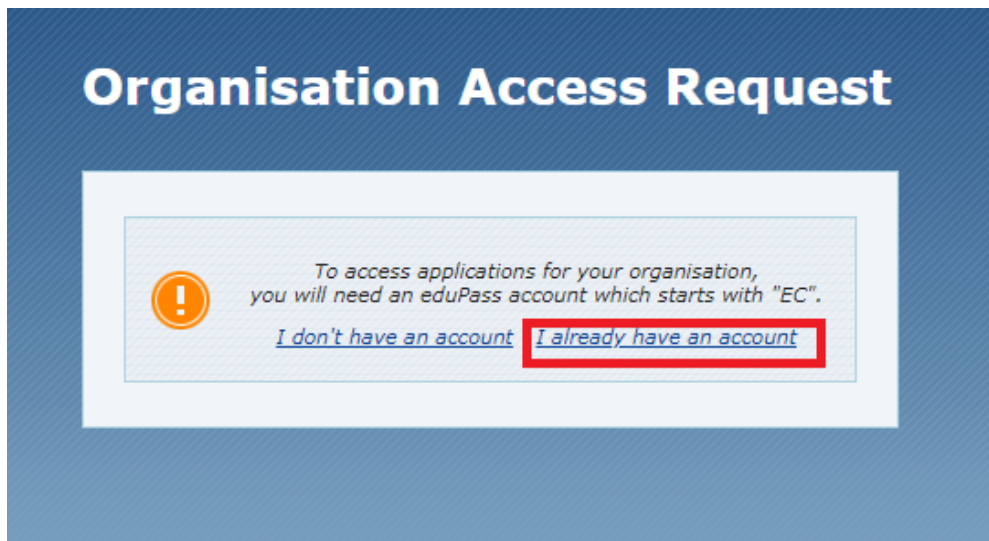
UserID:	ECNR.SUR3
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	email@test.com.au
Alternate email address:	
Phone number:	0412345600
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	3100

Modify

RESET A USER'S PASSWORD

1. To reset another user's password for their eduPass account, enter the below address in your browser and press enter -
<https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx>

You will be presented with the following page –



2. Select 'I already have an account'.
3. Enter your eduPass user ID and password on the prompt window and select 'OK'.



You will arrive at the 'Welcome to eduPass' home page -



4. Select 'Organisation Management'.

You will be presented with the following page –



5. Select the link 'List users' at the top of the page.

You will be presented with the following page –

Organisation Name Users

User List

Filter by:

First name:

Last name:

Email address:

Account:

Access:

Filter

= Currently has access to eduPass
 = Does not have access to eduPass

[Download User List](#)

Last Name	First Name	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit

< Previous 1-2 of 2 Next >

- To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.

The User Details page will appear once a user is selected -

User Details

Tasks

- Reset Password

Personal details

UserID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

7. To reset the User's password select 'Reset Password' at the top of the page (as above).

You will be presented with a 'Reset Password' warning notification –

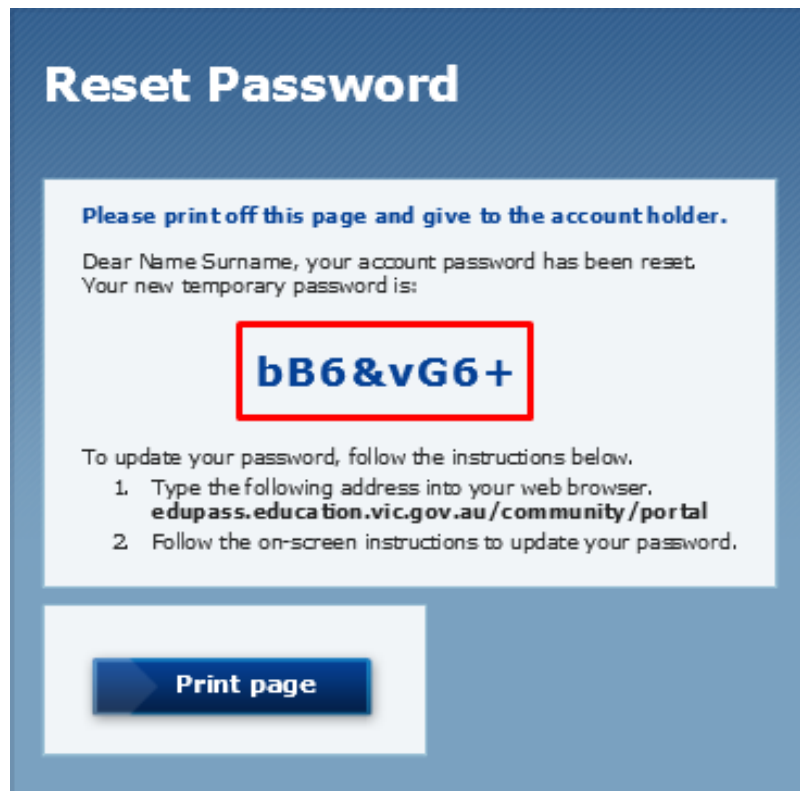
Reset Password

Warning! You should only reset **Name Surname's** password at their request. Are you sure you want to reset **Name Surname's** password?

Reset **Cancel**

8. To change the User's password select 'Reset' (see previous page).

This will generate a temporary password for the User –



9. Save the temporary password by selecting the 'Print Page' option at the bottom of the page. The temporary password will then need to be provided by the Org Admin to the user.

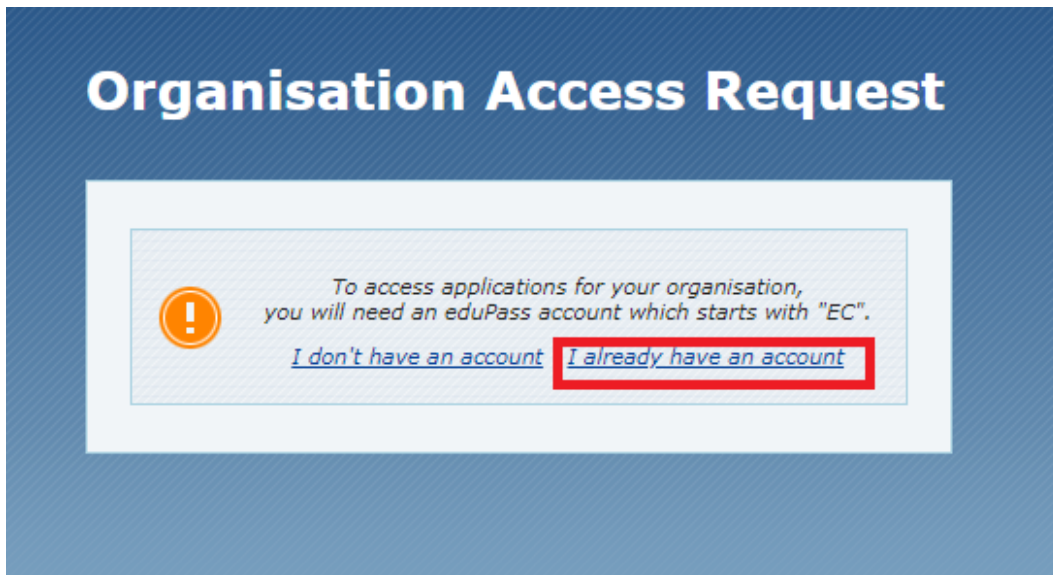
*Note: all users will be required to **change their password each year** on the anniversary of their registration. An email notification will be sent to the user, at the address registered with their eduPass account, around 30 days prior to expiry.*

CHANGE ACCESS OF AN EXISTING USER

1. To change the access of an existing user to their eduPass ECP account, enter the below address in your browser and press enter.

<https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx>

You will be presented with the following page –



2. Select 'I already have an account'.
3. Enter your eduPass user ID and password on the prompt window and select 'OK'.



You will arrive at the 'Welcome to eduPass' home page -



4. Select 'Organisation Management'.

You will be presented with the following page –



5. Select the link 'List users' at the top of the page.

You will be presented with the following page –

Organisation Name Users

User List

Filter by:

First name:

Last name:

Email address:

Account:

Access:

Filter

= Currently has access to eduPass
 = Does not have access to eduPass

[Download User List](#)

Last Name	First Name	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit

< Previous 1-2 of 2 Next >

- To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.

The User Details page will appear once a user is selected –

User Details

Tasks

▶ [Reset Password](#) *

Personal details

User ID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

User access granted by this organisation

= Currently has access
 = Does not have access

Application	Active until	
Skills Victoria Training System	31/12/2019	Change

[Back to top](#)

The applications the user has access to are shaded in green. There will be a 'Change' hyperlink on the right column, next to each application that the user has access to (see previous page).

7. Select 'Change' next to 'Skills Victoria Training System' application.

You will be presented with the following page with the user's current access information –

Approve Access

Current access:
ACTIVE
Name Surname currently has access until 31/12/2019.

Applicant information:
First Name: Name
Last Name: Surname
Email: svts.testteam+304403@gmail.com
Phone: 04123456xx
Address: Street, Suburb, Victoria, Australia, 31xx

Organisation:
Name: Gordon Institute of TAFE

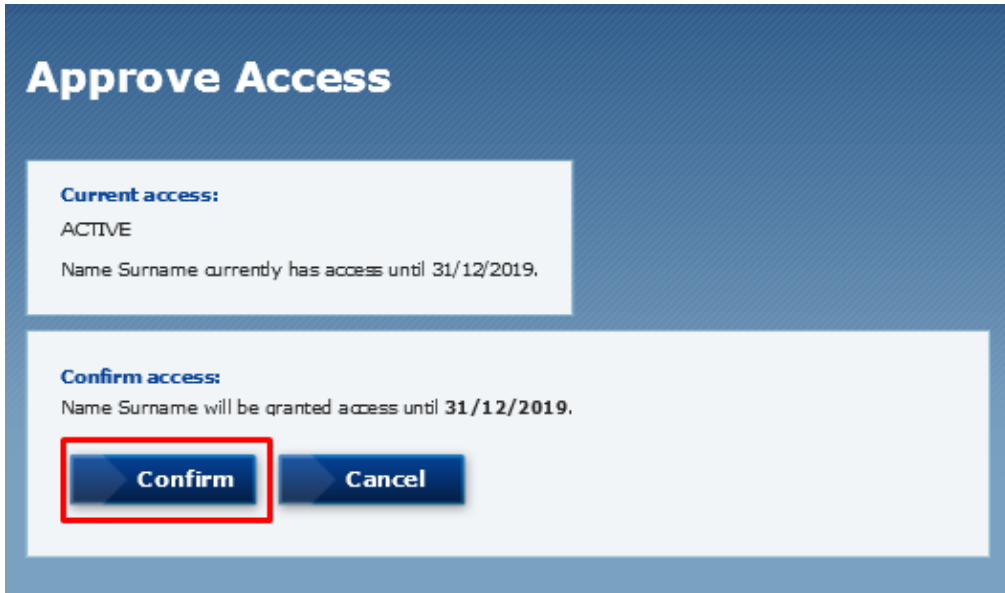
Application:
Name: Skills Victoria Training System

Approve access until:

Approve **Cancel** **Remove Access**

8. Change the information in the 'Approve access until' field.
9. Select 'Approve'.

10. Review the change you have made –



Approve Access

Current access:
ACTIVE
Name Surname currently has access until 31/12/2019.

Confirm access:
Name Surname will be granted access until 31/12/2019.

Confirm **Cancel**

11. If you would like to proceed with the changes, select 'Confirm'.

You will be presented with an 'Access to application updated' notification on the User Details page, where you can confirm that the 'Active until' date has been updated –

User Details

✔ **Access to application updated**

Personal details

UserID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

User access granted by this organisation

= Currently has access
 = Does not have access

Application	Active until	
Skills Victoria Training System	31/12/2019	Change

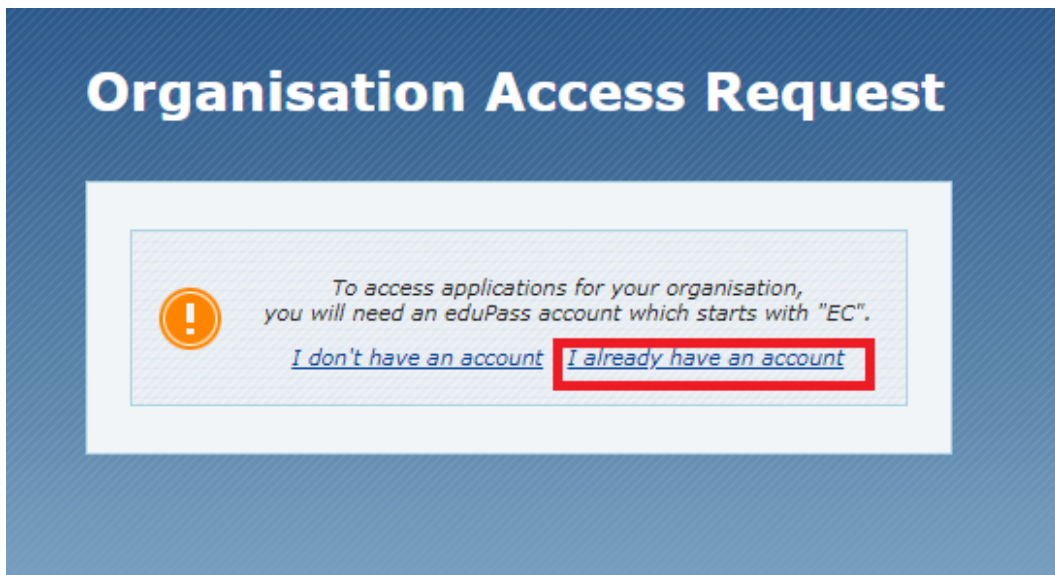
[Back to top](#)

REMOVE A USER'S ACCESS

1. To remove an existing user's access to their eduPass ECP account, enter the below address in your browser and press enter.

<https://edupass.education.vic.gov.au/community/welcome/OrgAccessRequest.aspx>

You will be presented with the following page –



2. Select 'I already have an account'.
3. Enter your eduPass user ID and password on the prompt window and select 'OK'.



You will arrive at the 'Welcome to eduPass' home page -



4. Select 'Organisation Management'.

You will be presented with the following page –



5. Select the link 'List users' at the top of the page.

You will be presented with the following page –

Organisation Name Users

User List

Filter by:

First name:

Last name:

Email address:

Account:

Access:

Filter

= Currently has access to eduPass
 = Does not have access to eduPass

[Download User List](#)

Last Name	First Name	Email	Account	
Surname	Name	email@test.com.au	UserID	Edit

< Previous 1-2 of 2 Next >

- To select a user, you can use the 'Filter' function and populate the relevant fields. Alternatively, you can select 'Edit' next to the user's name in the table below.

The User Details page will appear once a user is selected –

User Details

Tasks

▶ [Reset Password](#) *

Personal details

User ID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

User access granted by this organisation

= Currently has access
 = Does not have access

Application	Active until	
Skills Victoria Training System	31/12/2019	Change

[Back to top](#)

The applications the user has access to are shaded in green. There will be a 'Change' hyperlink on the right column, next each application that the user has access to.

7. Select 'Change' next to 'Skills Victoria Training System' application.

You will be presented with the following page with the user's current access information –

Approve Access

Current access:
ACTIVE
Name Surname currently has access until 31/12/2019.

Applicant information:
First Name: Name
Last Name: Surname
Email: svts.testteam+304403@gmail.com
Phone: 04123456xxx
Address: Street, Suburb, Victoria, Australia, 31xx

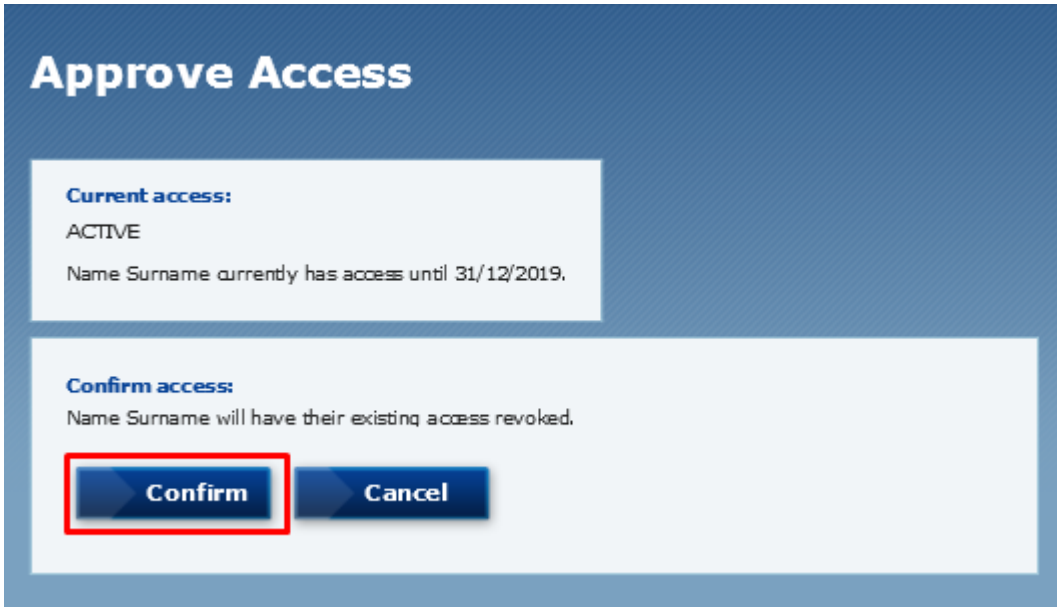
Organisation:
Name: Gordon Institute of TAFE

Application:
Name: Skills Victoria Training System

Approve access until:

8. Select 'Remove Access'.

9. Review the change you have made –



Approve Access

Current access:
ACTIVE
Name Surname currently has access until 31/12/2019.

Confirm access:
Name Surname will have their existing access revoked.

Confirm **Cancel**

10. If you would like to proceed with the changes, select 'Confirm'.

You will be presented with an 'Access to application updated' notification on the following page. When access has been removed, the Skills Victoria Training System application will be white -

User Details

✓
Access to application updated

Personal details

User ID:	UserID
First name:	Name
Surname:	Surname
Initials:	R
Title:	Ms
Date of birth:	1/01/1990
Email address:	
Alternate email address:	
Phone number:	04123456xx
Gender:	Female
Address:	Street
City:	Suburb
State:	Victoria
Country:	Australia
Postcode:	31xx

Modify

User access granted by this organisation

= Currently has access
 = Does not have access

Application	Active until	
Skills Victoria Training System	11/04/2019	Change

[Back to top](#)