Chapter 2
Registration for Prep–Year 2 and ungraded students
IDAM Student Instructions

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Appendix 1: Registration instructions
Prep–Year 2 and ungraded students

These instructions are written as if a teacher was reading them out to a group of students.

To protect your privacy and to keep our systems (like the eduPass) and information safe from unauthorised access, you need to register.

Once you have registered, you can use the eduPass. To register, you must have your welcome letter and use a computer at school that is connected to the internet, and follow the steps below.

Go to the registration website

1. Open an internet browser and enter the web address from your student welcome letter (https://idam.education.vic.gov.au/firstuse)

![Registration screen](image)

**Figure 2.1 Registration screen**

Log in

2. Log in with your username and temporary password from your welcome letter. To do this:
   a. Click on the Username field and type your username.
   b. Click on the Password field and type your temporary password.

![Log-in username and password fields](image)

**Figure 2.2 Log-in username and password fields**
Terms of Service

3. To use the eduPass, you must accept the Terms of Service. To do this:
   a. Click on the Terms of Service hyperlink and read these.¹
   b. Click on the checkbox next to I will comply with the Terms of Service to tick it.

   ![Figure 2.3 Terms of Service checkbox](image)

   If you don’t accept the Terms of Service then you can’t use the eduPass.
   c. Click on Log on.

Flash plug-in

4. The system will check whether your web browser has the required Flash plug-in installed. If not, you will see the …Adobe Flash Player message. Follow the instructions in Appendix 4.

   Once you have the Flash plug-in installed, the Change Password screen will appear with your username filled in (1 in figure 2.4).

Change your temporary password

![Figure 2.4 Change Password screen with username already filled in](image)

¹ Young students will need to go through these with their teachers.

Chapter 2 Registration for Prep–Year 2 and ungraded students,
You must change your password before your registration will be accepted. Your new password must be a ‘Complex 7’ password.

**Complex 7 passwords**

For security reasons, your eduPass password must contain a combination of capital letters, lowercase letters, numbers and/or symbols. This is known as a ‘Complex 7’ password. When you set your eduPass password, use this checklist to make sure your password complies with Complex 7 rules:

- at least seven characters long (and no more than 32 characters); and

includes at least one character from three of the following:

- lowercase letters (a-z)
- capital letters (A-Z)
- numbers (0-9)
- special characters, such as ()@#$%^&

See: [Appendix 2](#) for tips for creating safe passwords that are easy to remember.

5. Change your password to one you will remember. To do this:
   a. Click on the **Current Password** field and type your temporary password.
   b. Click on the **New Password** field and type your new password.
   c. Click on the **Confirm Password** field and type your new password again.

![Figure 2.5 Change and confirm password fields](#)

Don’t cut and paste your new password from the **New Password** field into the **Confirm Password** field. Doing this could add an extra space at the end of the password causing it to be rejected.
6. Click on Submit.

The system will check whether your new password has the right number and type of characters (i.e. ‘Complex 7’).

If your chosen password is accepted, the … successfully changed message will appear.

a. Click on OK.

b. Close all open internet browsers.

c. You can now log into eduPass with your username and new password.

If there is an error with your chosen password, you will receive a message explaining why it hasn’t been accepted. If you get an error message, follow the instructions for that error message in Appendix 3 (which will take you back to the password screen to try again).
Appendix 2: Password tips

Creating a ‘Complex 7’ password

For security reasons, your eduPass password must contain a combination of capital letters, lowercase letters, numbers and/or symbols. This is known as a ‘Complex 7’ password.

When you set your eduPass password, use this checklist to make sure your password complies with Complex 7 rules:

- at least seven characters long (and no more than 32 characters)
- includes at least one character from three of the following:
  - lowercase letters (a-z)
  - capital letters (A-Z)
  - numbers (0-9)
  - special characters, such as ()!@#$%^&

Passphrases

Many people find that using the ‘passphrase’ technique helps them create a Complex 7 password that is safe and easy to remember. A ‘passphrase’ is easier to remember than a normal password because it is based on a phrase or sentence that is meaningful to you. It should also be difficult for others to guess or work out.

To create a ‘passphrase’, make up a little sentence or phrase with:

- no spaces between the words
- capital (uppercase) letters in unusual places
- numbers to replace some words (e.g. 4 instead of for, 2 instead of too, 8 instead of ate).

Some examples of Complex 7 ‘passphrases’ are:

- GoHawks2010
- Ihave2dogs
- 1likePizza (use 1 instead of the letter l)
- 1and1isTwo
- Riewoldt10
- 8SmithStreet
- Late4dinner
- #1superstar
- Xcellent!
Tips for keeping your password secure

- Don’t use any of the example passphrases above.
- Don’t tell your password to anyone.
- Don’t choose a password your friends or colleagues could easily guess.
- Change your password if you suspect someone else knows it.
- If you are changing your password, choose one that is very different from your old one.
- Write down your password in coded form if you are likely to forget it. For example, if your password is ‘Ihave2dogs’, write down the names of your dogs as a reminder that your password is based on your pets.
- Don’t use your birth date or name.
Appendix 3: Password error messages

Password is not correct! Please try again!

If you get this message, you have entered the wrong temporary password (i.e. this isn't a temporary password the system generated).

![Figure 2.8 Password error message - invalid temporary password](image)

To fix this error:

1. Click on OK to return back to the Change Password screen.
2. Click on the Current Password field and type your temporary password.

Make sure you enter the temporary password exactly as it appears in your student welcome letter. Pay special attention to the capital and small letters, in particular:

- the number 1 (one)
- a small letter l (such as the first letter in ‘love’)
- a capital letter I (the first letter in ‘India’)
- the number 0 (zero)
- a capital letter O (the first letter in the town ‘Oodnadatta’).

3. Click on the New Password field and type your new password.
4. Click on the Confirm Password field and type your new password again.
5. Click on Submit.
6. If your chosen password is accepted, the ... successfully changed message will appear.
   a. Click on OK.

![Figure 2.9 Message that appears after your password has been changed](image)

b. Close all open internet browsers.

You can now log into the eduPass with your username and new password.
Password length must be between 7 and 32 characters

If you get this message, you have entered the wrong number of characters in your new password.

![Password error message – wrong length](image)

**Figure 2.10 Password error message – wrong length**

To fix this error:

1. Click on OK to return back to the Change Password screen.
2. Click on the Current Password field and type your temporary password.
3. Click on the New Password field and type your new password.
4. Click on the Confirm Password field and type your new password again.
5. Click on Submit.

   If your chosen password is accepted, the ... successfully changed message will appear.
   a. Click on OK.

   ![Message that appears after your password has been changed](image)

   **Figure 2.11 Message that appears after your password has been changed**

   b. Close all open internet browsers.

You can now log into the eduPass with your username and new password.
Password does not comply with the DEECD policy …

If you get this message, you haven’t used three different types of characters in your new password.

![Warning](image)

**Figure 2.12 Password error message – doesn’t comply**

To fix this error:

1. Click on **OK** to return back to the Change Password screen.
2. Click on the Current Password field and type your temporary password.
3. Click on the New Password field and type your new password.

eldom make sure you enter a new password that has at least one character from at least three of the following sets:

- Lowercase characters (a-z)
- Uppercase characters (A-Z)
- Numeric characters (0-9)
- Special characters and punctuation such as (!@#$%^&

4. Click on the Confirm Password field and type your new password again.
5. Click on **Submit**.
6. If your chosen password is accepted, the … successfully changed message will appear.
   a. Click on **OK**.

![Information](image)

**Figure 2.13 Message that appears after your password has been changed**

b. Close all open internet browsers.

You can now log into the eduPass with your username and new password.
**Appendix 4: Adobe Flash plug-in instructions**

To use the Registration and Self-service tools you need to make sure that Flash plug-in (Adobe Flash Player) is installed on the computer you are working on.

This application is free and should only take a few minutes to install.

If you get a message to install or update Flash, follow the instructions below.

1. Click on the Get Flash hyperlink (in the message) to go to the Adobe Flash download site.
2. Wait one or two minutes while the plug-in automatically installs.
3. Once the Flash plug-in is installed, the Forgotten Password screen will appear. Go back and follow the instructions from step 5.

Once you have installed the Flash plug-in on a computer, you won't need to do it again. However, if you use another computer with an internet connection, which hasn't got the Flash plug-in installed, you may need to repeat this step.