



EdPass Account setup Non-government schools

1. Go to <https://www.eduportal.sa.edu.au>
2. You will be prompted with the EdPass login page, select **EdPass Portal (@schools.sa.edu.au login)**
Then click **Continue**.

A screenshot of the EdPass login page. At the top, it says "Please select your site below, you will be redirected to complete the login process. Click here for help logging in." Below this is a search bar with the placeholder text "Search for your site". A dropdown menu is open, showing four options: "EdPass Portal (@schools.sa.edu.au login)", "Preschools", "I work or study at multiple schools", and "Cloud Device (Azure AD)". The first option is highlighted. At the bottom of the dropdown is a blue button labeled "Continue". Below the dropdown is a checkbox labeled "Remember my site" which is checked.

3. Type in your full username — including @schools.sa.edu.au — and the password provided to you by departmental email. Then click **Sign In**.



The image shows the EdPass Portal login interface. At the top is the EdPass logo. Below it is a circular placeholder for a user profile picture with a question mark. Underneath the placeholder is a 'Sign in' link. The main section contains two input fields: 'Username' and 'Password'. The 'Username' field is pre-filled with 'PRC.TestAccount01403@schools.sa.edu.au'. The 'Password' field contains a series of dots. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue 'Sign in' button. Below the button is a link that says 'Need help signing in?'.

4. If you do not have multifactor authentication set up, you will be prompted to set it up now. Please refer to [“Non-Government School - MFA Setup Instructions”](#) to complete this.

5. You will be prompted to change your account password.

- Enter the password sent to you by departmental email in **Old Password**.
- Enter your choice of password in **New password** and **Repeat password**.
- Then select **Change Password**.

Ensure your new password complies with the password requirements. Your password must include:

- at least 8 characters
- a lowercase letter
- an uppercase letter
- a number
- no parts of your username.

The screenshot shows the EdPass Portal interface. At the top is the EdPass Portal logo. Below it is a circular profile icon with a question mark. The text "Your password has expired" is displayed. Underneath, "Password requirements:" are listed: At least 8 characters, A lowercase letter, An uppercase letter, A number, No parts of your username, Your password cannot be any of your last 6 passwords, and At least 1 day(s) must have elapsed since you last changed your password. There are three input fields: "Old password", "New password", and "Repeat password". A blue "Change Password" button is at the bottom. A "Sign Out" link is in the bottom right corner.

6. The next time you want to change your password, you will need to answer My Password Reset Questions. You will be prompted to set up these questions now. **Save** your selections.

The screenshot shows two sections of a form. The first section is "My Password Reset Questions" with a list of instructions and three questions: "What is your mother's middle name?", "What is the name of your favourite pet?", and "What is your driver's licence number?". Each question has a dropdown menu and a text input field. The second section is "My Identity Information" with instructions and three questions: "Date of Birth", "5 Digit Security PIN", and "Last 4 digits from your driver's licence". Each question has a dropdown menu and a text input field. At the bottom right are "Save" and "Close" buttons.

7. Next, you will be prompted to select **I Accept** on the User Agreement.

User Agreement

The use of Education ICT resources is governed by Education and Government policies. These policies are in place to protect Education information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

By your use of the Education portal and associated applications you are agreeing to adhere to the requirements of this user agreement.

As a user of the Education portal you must:

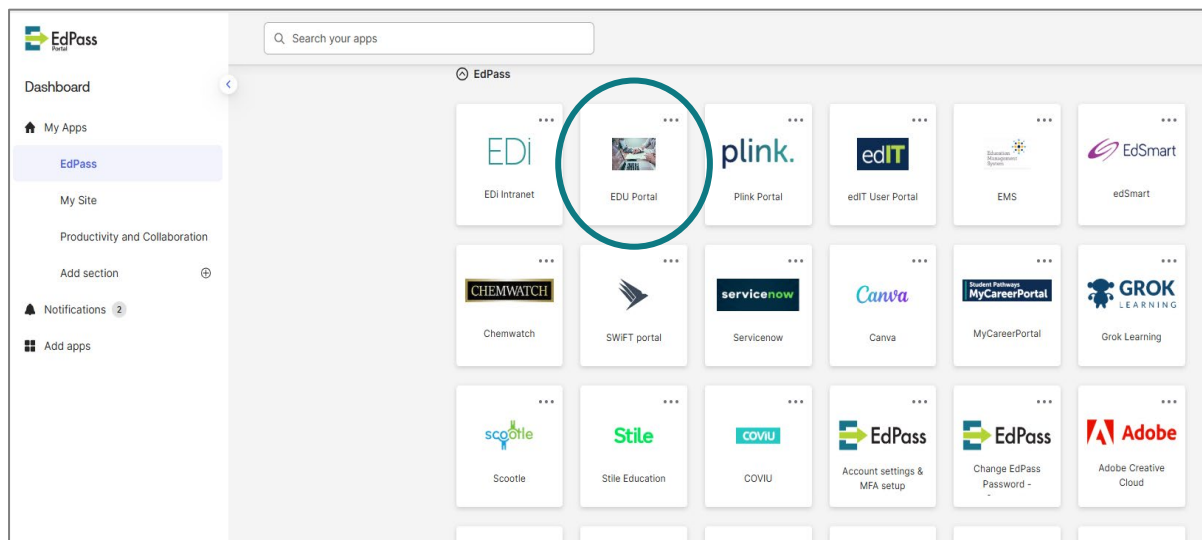
1. Understand and adhere to the requirements of the Education ICT Security Policy.
2. Understand you are responsible for any actions undertaken under your login account.
3. Protect your login details from unauthorised use by:
 - Not disclosing your password to anyone else;
 - Taking adequate steps to protect your password;
 - Not allowing anyone else to use your login account.
4. Follow the directions of ICT Services relating to your use of Education ICT facilities.
5. Not attempt to gain access to information for which you are not authorised.
6. Understand and adhere to the [Employee Code of Ethics](#).
7. **Understand** that personal information on this Education portal and associated applications must be kept confidential and only used for the purpose it was collected or for a purpose incidental to or connected with that purpose and **adhere** to its use in accordance with the [Information Privacy Principles Instruction](#) of the Government.
8. **Understand** and **adhere** to the requirements of the [Department for Education Policy - Information Management](#)

Violations of this user agreement, depending on severity and nature, may result in reprimand, loss of access privileges, termination of employment or other appropriate disciplinary action.

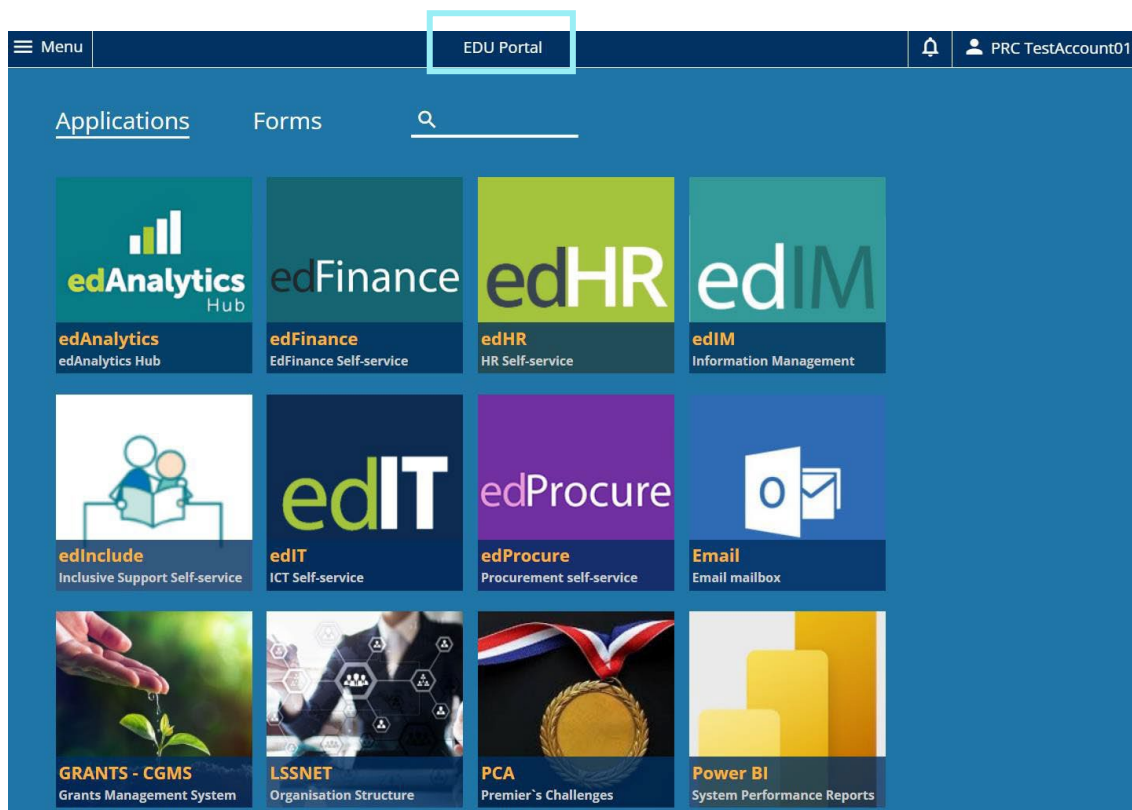
The Department for Education reserves the right to monitor your use of the Education Portal and associated applications, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

You may be prompted to accept updated User Agreements at other times when you try to access EdPass. Simply select **I Accept** and you will be taken to your EdPass Portal Dashboard.

8. From the EdPass Portal dashboard, select **EDU Portal**.



9. You will then be redirected to EDU Portal. Click on **PCA Premier's Challenges** and add this web page to **Favorites** or **Bookmark** this page to save time.



Instructions for entering student data are in the document [“Non-Government School - Data Entry Detailed Instructions”](#).

10. The next time you log in, you may be prompted for a multifactor authentication (MFA) code. Instructions for setting up multifactor authentication are in [“Non-Government School - EdPass MFA Setup Instructions”](#).