



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 text 'Search for your site' and a magnifying glass icon. A dropdown menu is open, showing several options: 'EdPass Portal (@schools.sa.edu.au login)' (which is highlighted), 'Preschools', 'I work or study at multiple schools', and 'Cloud Device (Azure AD)'. 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 screenshot shows the EdPass Portal sign-in interface. At the top is the EdPass Portal logo. Below it is a circular profile icon with a question mark and a 'Sign in' button. The form includes a 'Username' field with the text 'PRC TestAccount01403@schools.sa.edu.au', a 'Password' field with masked characters, a 'Remember me' checkbox, and a blue 'Sign in' button. A link for 'Need help signing in?' is at the bottom.

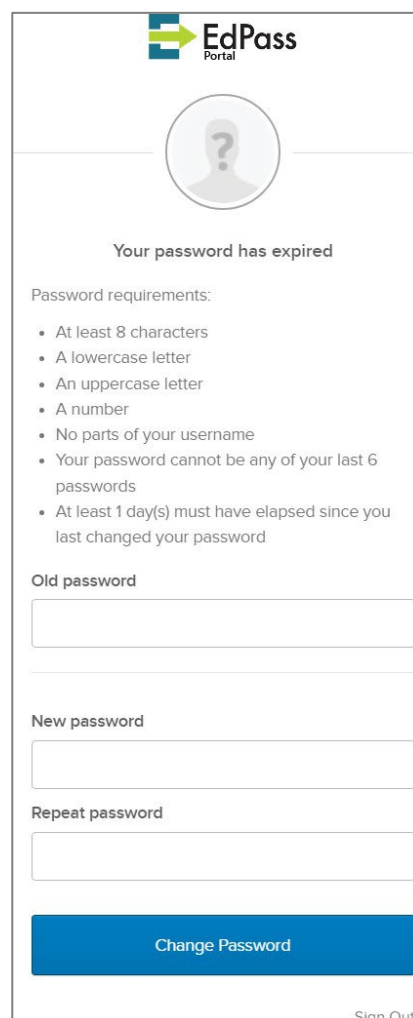
4. If you do not have multifactor authentication set up, you will be prompted to set it up now. Please refer to "[Non-Government School - MFA Setup Instructions](#)" to complete this.

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 password change interface. It features the EdPass Portal logo at the top, a profile icon with a question mark, and the message 'Your password has expired'. Below this is a list of 'Password requirements': at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of the username, and a 1-day cooldown period. The form includes three password fields: 'Old password', 'New password', and 'Repeat password', followed by a blue 'Change Password' button and a 'Sign Out' link at the bottom right.

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.

My Password Reset Questions

- You can reset your own password later using the [Self-Service Password Reset](#) service by using the answers you provide to the questions below.
- Note: You can also reset your own password using your mobile number recorded on the My Profile screen.
- Please choose answers that you will remember easily.
- Do not include abbreviations or punctuation unless you will recall it later.
- Please do **NOT** tell anyone else the answers to your questions.
- No one from the department, including the ICT Service Desk, will ever ask you to disclose your answers.
- Please note: Your saved answers will not be shown below. Once entered they are treated like passwords and will not be displayed anywhere. You can re-enter new answers via this screen.

Question 1:

Question 2:

Question 3:

My Identity Information

- When you contact ICT services you may be asked to verify your identity using the answers supplied below.
- Your answers **WILL** be visible to the ICT Service Desk staff taking your call so only provide personal identification information that you are comfortable sharing.
- Please provide information for all three of the identity verification points below.
- You can re-enter new answers via this screen at any time.

Identity Info 1:

Identity Info 2:

Identity Info 3:

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:

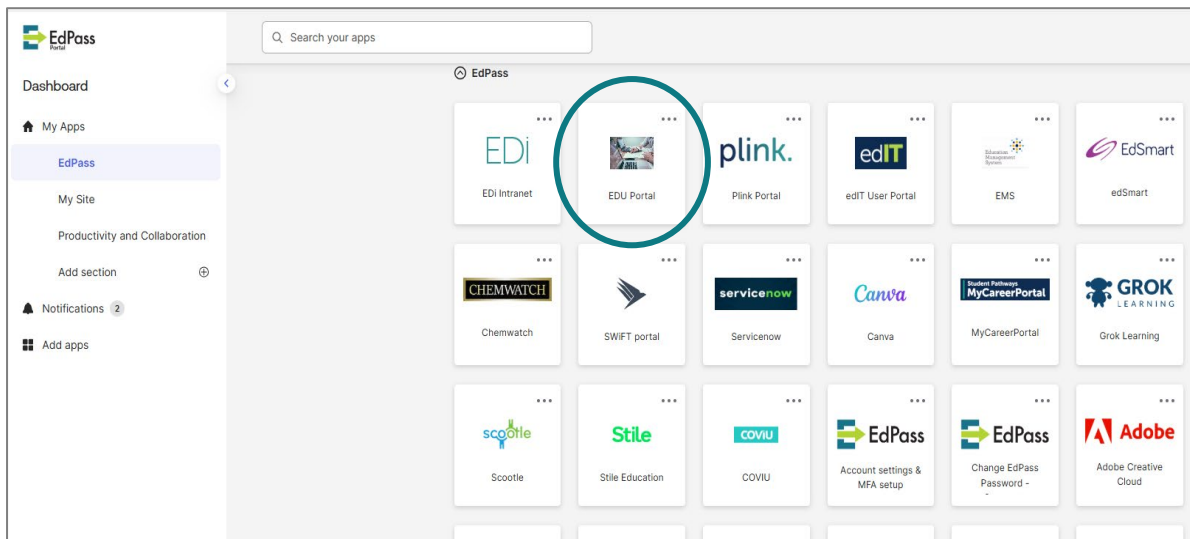
1. Understand and adhere to the requirements of the Education ICT Security Policy.
2. Understand you are responsible for any actions undertaken under your login account.
3. Protect your login details from unauthorised use by:
 - Not disclosing your password to anyone else;
 - Taking adequate steps to 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.

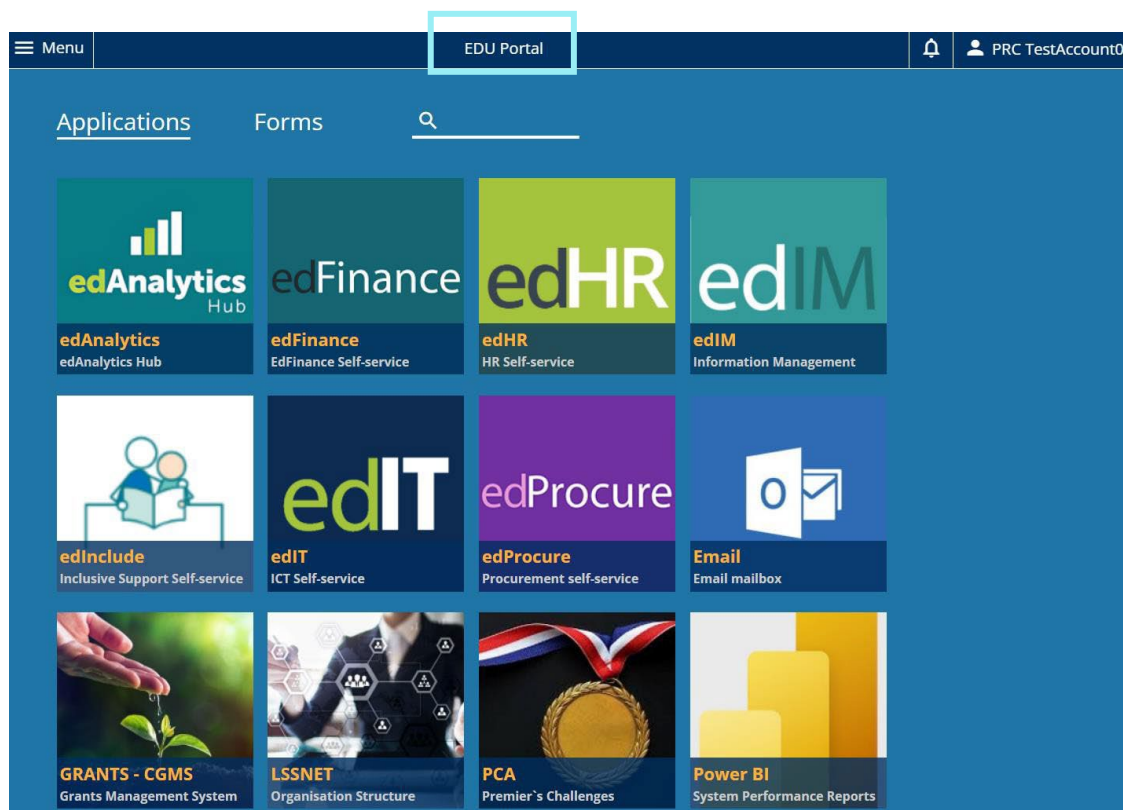
The Department for Education reserves the right to monitor your use of the Education Portal and associated applications, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

You may be prompted to accept updated User Agreement 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”](#).