

# Laptop Setup Guide

**Sunbury Downs College**  
*'Confidence to Achieve'*

# eduPass



Every student in the Victorian Government School system is provided with an eduPass account that follows the student from School to School

*username@schools.vic.edu.au*

- Microsoft Office 365
- Adobe Creative Cloud
- Education Perfect / Stile
- Clickview
- Careers Portfolio (Yr9)
- and more...


We provide you with a letter containing your Sunbury Downs College details – used for logging onto Computers, and your eduPass details used for just about everything else

Your eduPass password is reset every year and a new letter issued

A New STUDENT (07A)

Dear Student,


In 2024 we have implemented a new method to sign into Compass – this is the Orange Button on the Compass Login Page.

 If you click this button you do not need to enter your Sunbury Downs username and password – instead you will be taken to a Microsoft Logon page where you can use your eduPass Details.

This has the added benefit of logging you into your email and various other websites at the same time.

**Your Sunbury Downs Username and password are:**

Username: ABC123  
Password: Kitten . 1234

You will only need this account if you are  into:

- School Computers & School Managed Laptops
- Compass (using the Blue "sign in" button)

**Your eduPass User Name and password are:**


**NOTE - This password needs to be changed every year**

This account is used for all official communication from the College to you as a student, and all Compass notifications.

User Name / eMail: username@schools.vic.edu.au  
Password: Kitten . 1234

You will need this account if you are logging into:

- Any eduPass page
- Compass (via the Orange "Person/Key") button – shown to the right)
- Microsoft (Any "Sign in with Microsoft" login page)



The following websites will need you to enter your email address first, and then take you to either a Microsoft or eduPass login page.

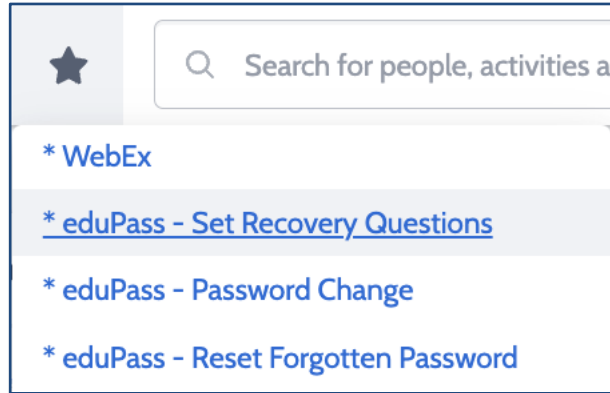
- Adobe
- ClickView
- Google

If you access websites needing your new eduPass details via the Compass Favourites Menu we have bypassed the need to enter your email address to make it easier.

Please set your recovery questions - enabling you to reset your own password by selecting the \* eduPass - Set Recovery Questions

If you ever need to change or reset your password, please attempt this via the options in the Compass Favourites Menu (Star) before contacting ICT.

# Password Change



From the Compass Favourites menu you can access the links to

- Set your Recovery Questions
- Change your Password
- Reset your Forgotten Password



We recommend using Microsoft Edge for School  
Browsers such as Google Chrome can be used for Personal Use

# Microsoft Edge

# Starting your Profile



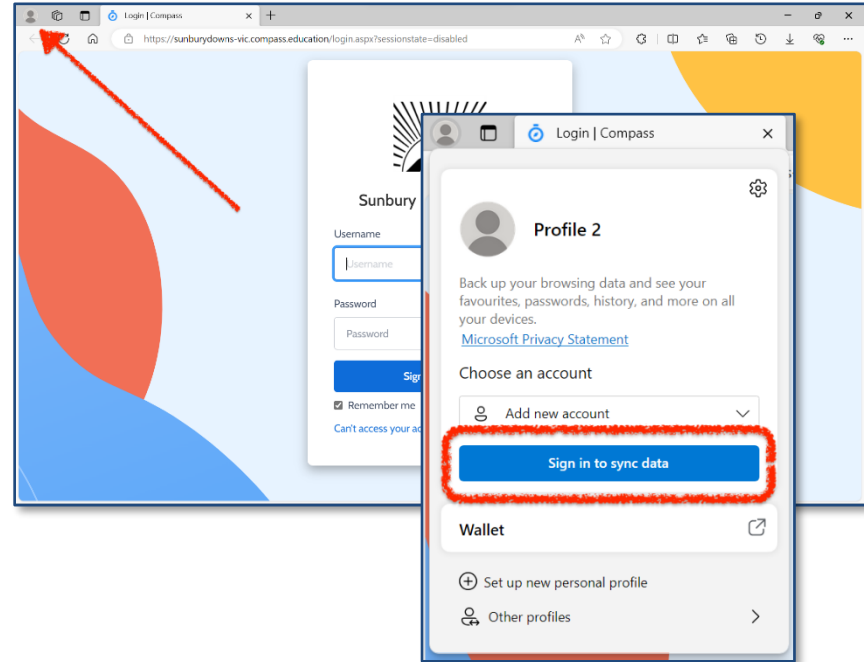
Open Microsoft Edge (The blue swirl icon) in the start bar

*If its not there, need to click Start and type the word “Edge” Right click on Edge and select Pin to Quick Access*

Click on the profile icon at the top left.

Click **“Sign in to sync data”**

*If you are already signed in with a personal account, select “Other Profiles” and “Setup a new work profile”*



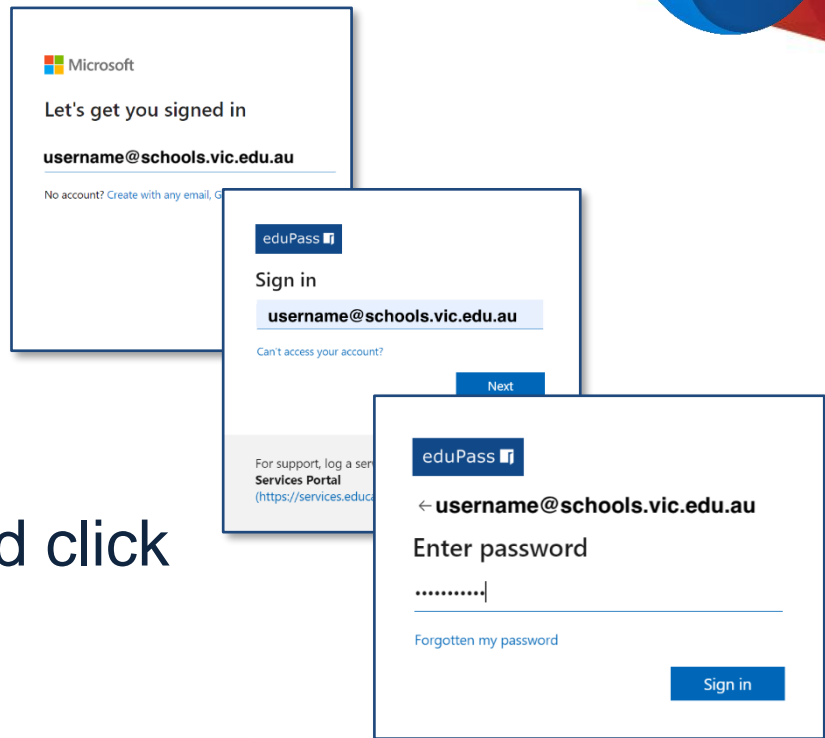
# Sign in with eduPass



Enter your **eduPass email**  
and click **sign in**

Enter your **eduPass email**  
again if prompted and click **Next**

Enter your **eduPass password** and click  
**Sign In**



The first screenshot shows the Microsoft login page with the text: "Microsoft", "Let's get you signed in", "username@schools.vic.edu.au", and a link "No account? Create with any email, Google, Facebook, or Apple".

The second screenshot shows the eduPass sign-in page with the text: "eduPass", "Sign in", "username@schools.vic.edu.au", a link "Can't access your account?", a "Next" button, and a footer "For support, log a service request at the Services Portal (https://services.education.vic.gov.au)".

The third screenshot shows the password entry page with the text: "eduPass", "← username@schools.vic.edu.au", "Enter password", a password field with dots, a link "Forgotten my password", and a "Sign in" button.



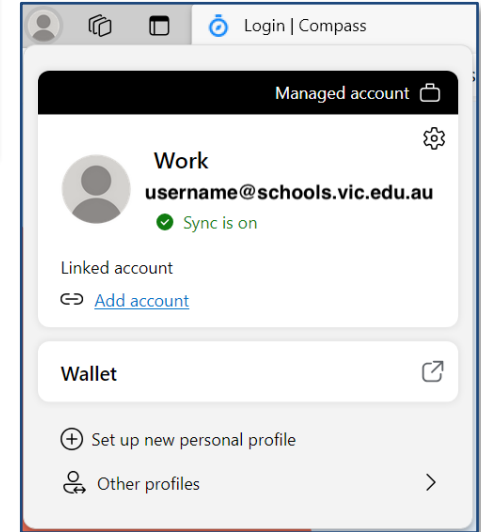
# Stay Signed in?



Tick the box

**“Don’t show this again”**

Click **“Yes”**

A dialog box titled 'eduPass' with a blue header bar. It contains the text 'Stay signed in?' and 'Do this to reduce the number of times you are asked to sign in.' Below this is a checkbox labeled 'Don't show this again' which is checked. At the bottom are two buttons: 'No' and 'Yes'.

**You are now signed into Microsoft Edge**



Compass School Manager is the key point of contact for Staff,  
Students & Parents at Sunbury Downs College

# Sign into Compass

# Log into Compass

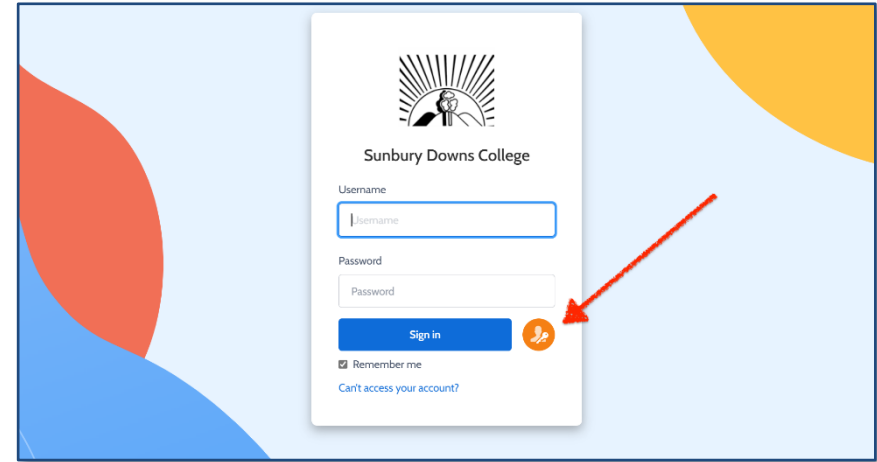


When you open Edge it should take you right there.

**<https://sunburydowns-vic.compass.education>**

Don't worry about a  
username and password here

Just click the **Orange Button**



# Sign in with eduPass



Department  
of Education



Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

eduPass

Sign in

[Can't access your account?](#)

For support, log  
Services Portal  
(<https://services.vic.edu.au>)

eduPass

←

Enter password

[Forgotten my password](#)

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

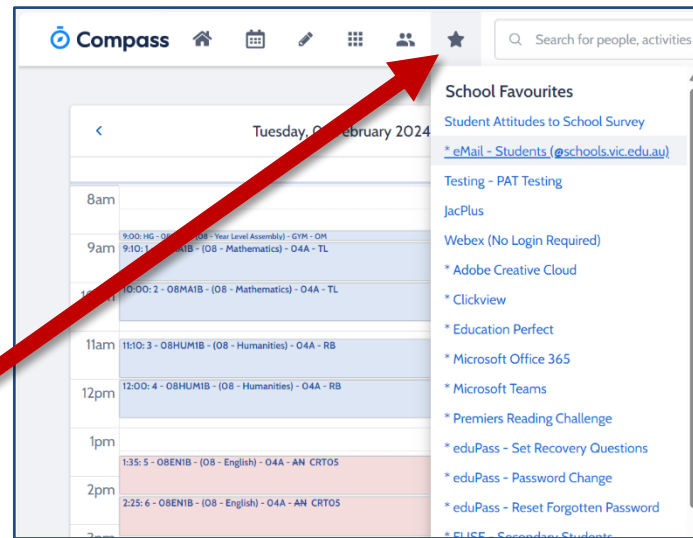
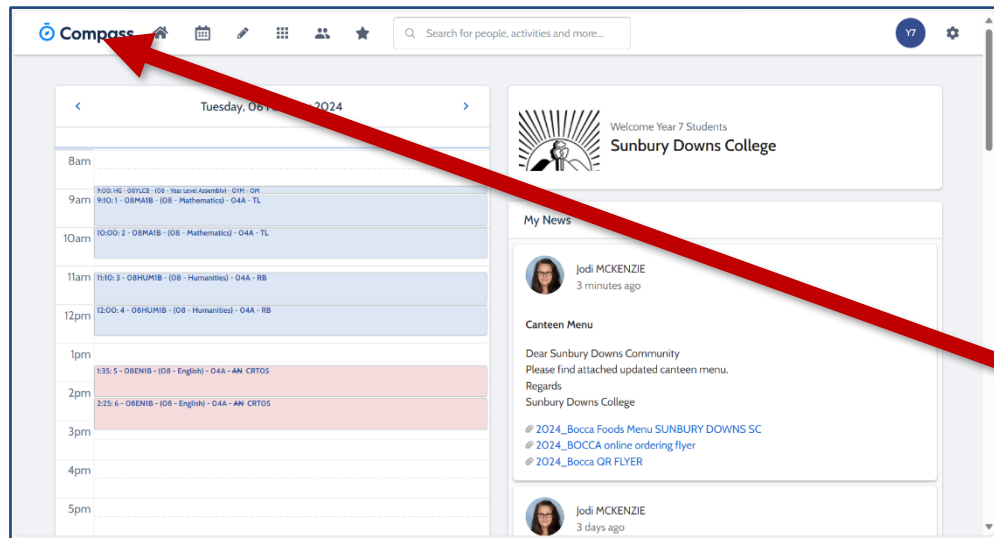
☒ Don't show this again

# Most instructions start here



## Compass Home Page

## Compass Favourites Menu





# Using Compass



# Compass Profile Page



The screenshot shows the Compass app interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star. A search bar is also present. The main content area is divided into two sections. The left section shows a calendar for Tuesday, 06 February 2024, with a list of activities from 8am to 5pm. The right section is titled 'Welcome Year 7 Students Sunbury Downs College' and includes a 'My News' section with a post from Jodi MCKENZIE and a 'Canteen Menu' section with links to the 2024 Bocca Foods Menu, online ordering flyer, and QR flyer. A red circle highlights the user's initials 'Y7' and a settings gear icon in the top right corner. A red arrow points from the text 'Click on your initials' to the 'Y7' icon.

Click on your initials

This will take you to your profile page

# Select your schedule



The screenshot shows the Compass app interface for a student named 'Year 7 Student - 08B, Year 8'. The 'Schedule' tab is selected, and a red arrow points to it. The interface displays the student's profile, including their username, student ID, and groups. Below the profile, the schedule for Tuesday, 06 February 2024, is shown. The schedule includes the following entries:

Time	Activity
8am	
9am	9:00: 10 - 08Y1CB - (08 - Year Level Assembly) - GYM - GM
9:10	9:10: 1 - 08MA1B - (08 - Mathematics) - 04A - TL
10am	10:00: 2 - 08MA1B - (08 - Mathematics) - 04A - TL
11am	11:10: 3 - 08HUM1B - (08 - Humanities) - 04A - RB
12pm	12:00: 4 - 08HUM1B - (08 - Humanities) - 04A - RB

Your Compass Home page and Profile page only show today's schedule

To see your full schedule, click on the word schedule shown here to see the full week





Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights		
Today	Jump to: 06/02/2024		Go		Download Timetable PDF		Week	Month
	Feb 4, 2024	Mon 5	Tue 6 3:06pm	Wed 7	Thu 8	Fri 9	Sat 10	
8am								
9am		9:00: HG - 08HGB - (08 - Music) - 35 - NW	9:00: HG - 08YLCB - (08 - Mathematics) - 04A - TL	9:00: HG - 08HGB - (08 - Health & Physical Education) - 04A - AG	9:00: HG - 08HGB - (08 - Science) - 09 - TL	9:00: HG - 08HGB - (08 - Music) - 35 - NW		
10am		10:00: 2 - 08EN1B - (08 - English) - 04A - AN AG00	10:00: 2 - 08MA1B - (08 - Mathematics) - 04A - TL	10:00: 2 - 08HPE1B - (08 - Health & Physical Education) - 04A - AG	10:00: 2 - 08SC1B - (08 - Science) - 09 - TL	10:00: 2 - 08MU1B - (08 - Music) - 35 - NW		
11am		11:10: 3 - 08MA1B - (08 - Mathematics) - 04A - TL	11:10: 3 - 08HUM1B - (08 - Humanities) - 04A - RB	11:10: 3 - 08HUM1B - (08 - Humanities) - 04A - RB	11:10: 3 - 08HPE1B - (08 - Health & Physical Education) - GYM - AG	11:10: 3 - 08EN1B - (08 - English) - 04A - AN		
12pm		12:00: 4 - 08MA1B - (08 - Mathematics) - 04A - TL	12:00: 4 - 08HUM1B - (08 - Humanities) - 04A - RB	12:00: 4 - 08HUM1B - (08 - Humanities) - 04A - RB	12:00: 4 - 08HPE1B - (08 - Health & Physical Education) - GYM - AG	12:00: 4 - 08EN1B - (08 - English) - 04A - AN		
1pm								
2pm		1:35: 5 - 08SC1B - (08 - Science) - 04A - 09 - TL	1:35: 5 - 08EN1B - (08 - English) - 04A - AN CRT05	1:35: 5 - 08IL1B - (08 - Italian) - 13 - AT	1:35: 5 - 08IT1B - (08 - Digital Technologies) - 04A - JR	1:35: 5 - 08MA1B - (08 - Mathematics) - 04A - TL		
3pm		2:25: 6 - 08SC1B - (08 - Science) - 04A - 09 - TL	2:25: 6 - 08EN1B - (08 - English) - 04A - AN CRT05	2:25: 6 - 08IL1B - (08 - Italian) - 13 - AT	2:25: 6 - 08IT1B - (08 - Digital Technologies) - 04A - JR	2:25: 6 - 08IT1B - (08 - Digital Technologies) - 04A - JR		

Select  
any class



Find and  
submit your  
Homework /  
Assignments /  
Tests

**O8 - Music**  
O8MU1B (2024 Academic)

Dashboard Schedule Learning Tasks Sessions **Resources** Discussions

< Friday, 9 February at 09:10 AM (Upcoming Session) >

Your Teacher  
Email Teacher

Location 35 Attributes 0 seats · 0 computers · 0 location assets

Lesson plan

No recorded lesson plan.

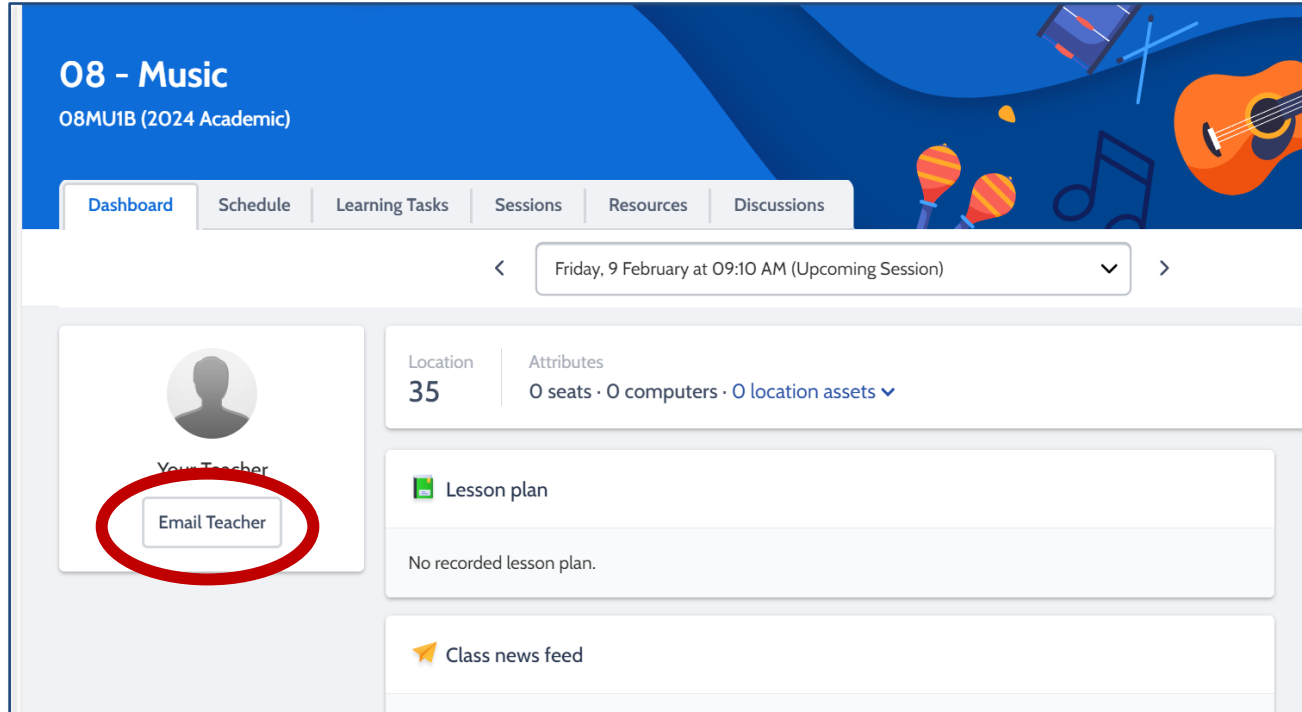
Class news feed

Resources for  
lessons can be  
found here

Instructions  
for your class  
will appear  
here

Contact your  
teacher

# Contacting Teachers



The screenshot shows a user interface for a music class. At the top, there's a blue header with the text "08 - Music" and "08MU1B (2024 Academic)". Below this is a navigation bar with tabs: "Dashboard", "Schedule", "Learning Tasks", "Sessions", "Resources", and "Discussions". A date selector shows "Friday, 9 February at 09:10 AM (Upcoming Session)". The main content area is divided into two columns. The left column features a placeholder for a teacher's profile with the text "Your Teacher" and a red circle around an "Email Teacher" button. The right column displays class details: "Location 35" and "Attributes 0 seats · 0 computers · 0 location assets". Below this, there's a section for the "Lesson plan" which states "No recorded lesson plan." and a "Class news feed" section.

08 - Music

08MU1B (2024 Academic)

Dashboard Schedule Learning Tasks Sessions Resources Discussions

< Friday, 9 February at 09:10 AM (Upcoming Session) >

Your Teacher

Email Teacher

Location 35

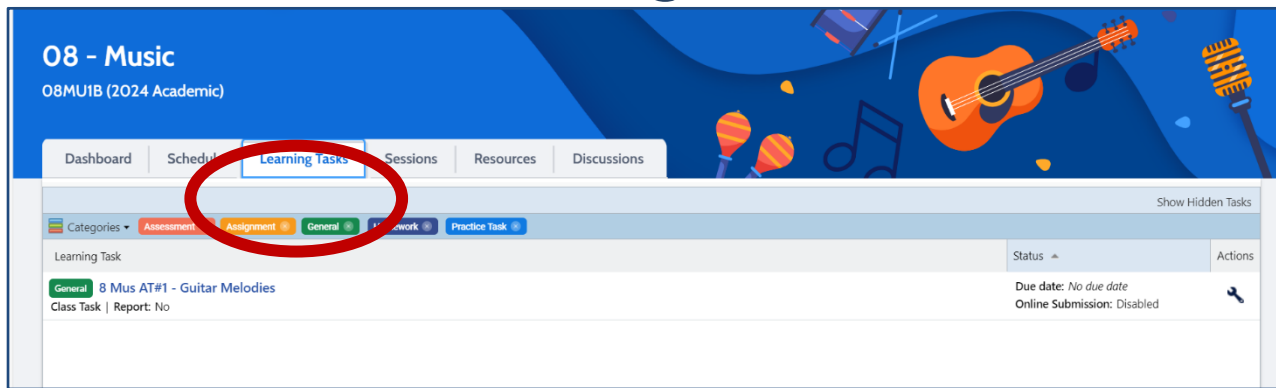
Attributes 0 seats · 0 computers · 0 location assets

Lesson plan

No recorded lesson plan.

Class news feed

# Learning Tasks



Learning Tasks are assigned in every subject and will appear over time

This is where you may find homework tasks, and will find assignments and tests.  
You can also see any that are overdue, or have been marked and you have your results

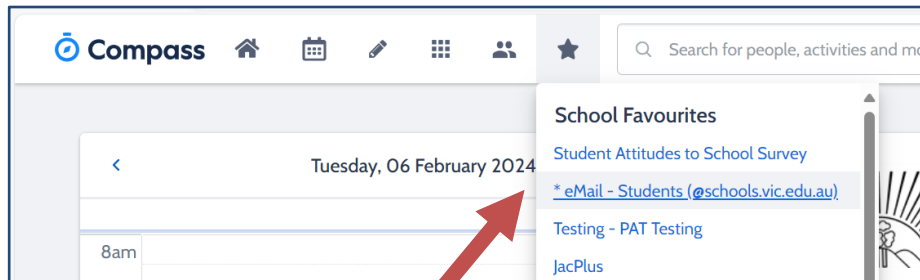
You can view all your tasks from your Profile Page  
or just the current class from the Class Page



# eMail via Outlook.com



# Sign into your eMail



Select **\* eMail – Students (@schools.vic.edu.au)**  
from the **Compass Favourites Menu (Star)**

# Sign in with eduPass



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Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box “**Don’t show this again**”  
Click “**Yes**”

eduPass

Sign in

[Can't access your account?](#)

For support, log  
Services Portal  
(<https://services.vic.edu.au>)

eduPass

←

Enter password

[Forgotten my password](#)

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

# Welcome to your eMail



**Most of your emails will be here**

The screenshot shows the Outlook web interface. A search bar is at the top. On the left, the 'Folders' list includes Favorites, Inbox (19), Drafts (4), Sent Items, Snoozed, Deleted Items (10), and Junk Email. The main pane shows the 'Focused' tab selected. Red arrows point from external text to specific parts of the interface: one to the 'Focused' tab, one to the 'Inbox' folder, one to the 'Junk Email' folder, and one to the 'Other' tab.

**Don't forget to check here**

**If someone has sent an email and you can't find it  
Check here**





# eMail via Outlook



# Outlook



## Open Microsoft Outlook

- Click Start
- Type Outlook
- Hit Enter
- Check the address is
- **username@schools.vic.edu.au**
- Click **Connect**

A screenshot of the Outlook login window. The window has a blue border and a close button in the top right corner. In the center, there is the Outlook logo (a blue square with a white 'O' and a blue envelope icon) followed by the word "Outlook" in blue. Below the logo, there is a text input field labeled "Email address" containing the text "username@schools.vic.edu.au". Below the input field, there is a link "Advanced options" with a downward arrow. At the bottom, there is a blue button labeled "Connect". Below the button, there is a link "No account? Create an Outlook.com email address to get started."

# Outlook



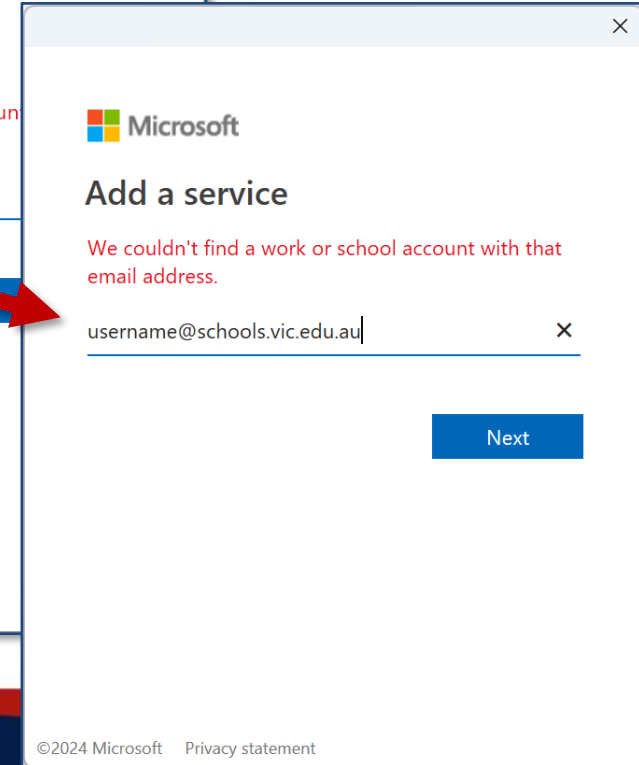
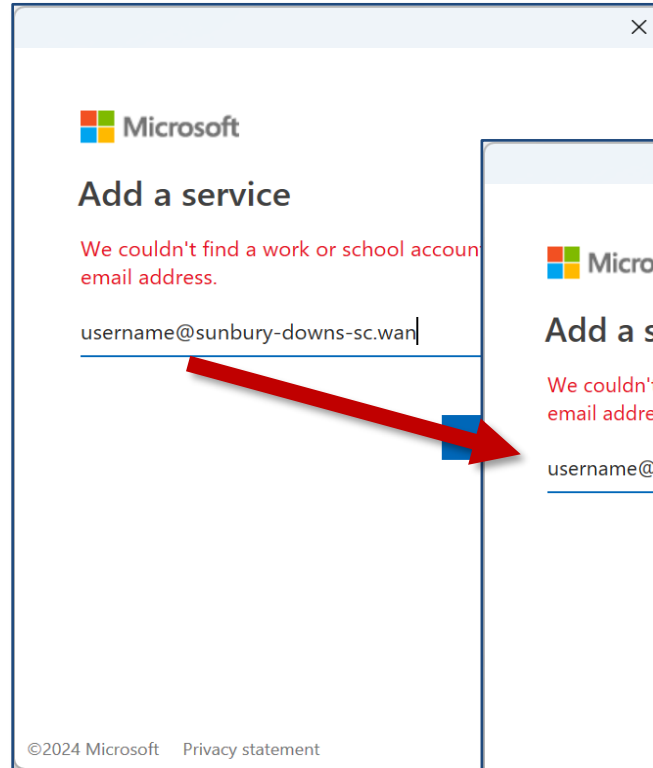
**Replace**

username@sunburydowns.vic.edu.au

**With**

your eduPass email

username@schools.vic.edu.au



# Outlook



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Sign in with your  
eduPass Password

Turn off  
“Set up Outlook on my  
phone too”

Click Done – NOT Next

eduPass

← username@schools.vic.edu.au

Enter password

.....|

[Forgotten my password](#)

**Sign in**

Outlook

Account successfully added

Microsoft 365  
username@schools.vic.edu.au

Add another email address

username@sunbury-downs-sc.wan **Next**

Advanced options ▾

☐ Set up Outlook Mobile on my phone, too

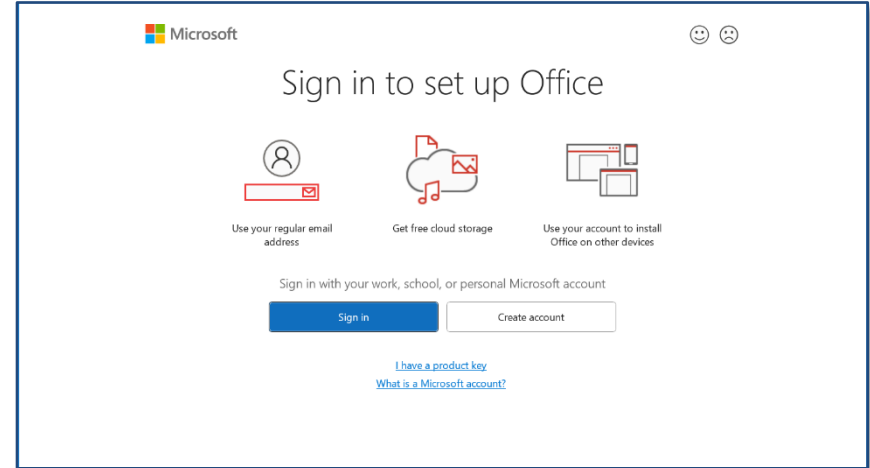
**Done**

# Outlook



When you see this screen

**Wait**  
for the rest of the class  
please.





Many files downloaded from Compass Resources will be Word, Excel or PowerPoint Documents.

The **first time** you use one of these, you will need to Sign In

If you do not have Microsoft Office on your Computer, please let us know

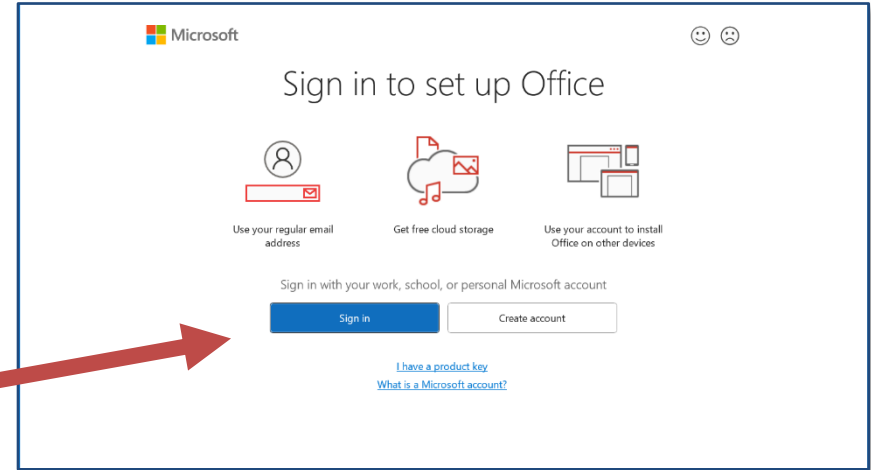
# Sign into Microsoft Office

# Microsoft Office – First Run



The first time you open Word, Excel, PowerPoint or Outlook you will be prompted with this screen

- Click “Sign In”



# Microsoft Office



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Enter your eduPass email  
address

If Prompted enter it again

Enter your eduPass  
password and click Sign In

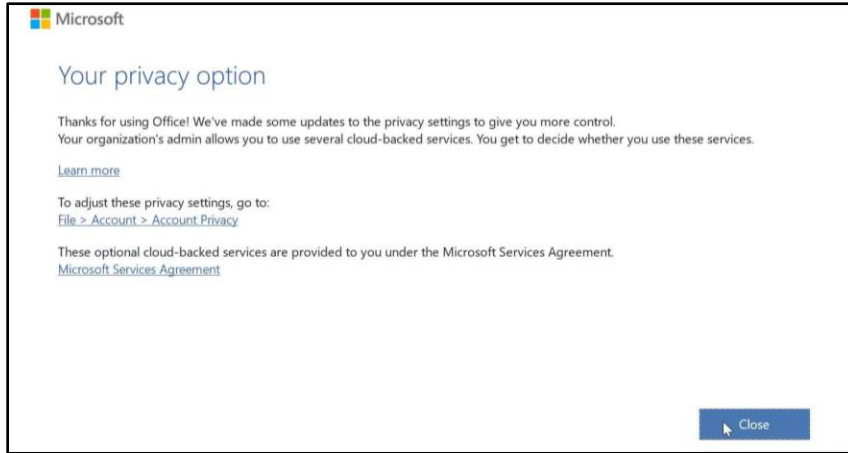
The image shows a sequence of three overlapping screenshots from a Microsoft Office activation and login process. The background screen is the 'Activate Office' page, which includes the Microsoft logo, the text 'Activate Office', and input fields for 'Email, phone, or Skype', 'Enter a product key instead', and a link to 'Create one!'. The middle screen is a 'Sign in' dialog box with the 'eduPass' logo, the text 'Sign in', a text field containing 'username@schools.vic.edu.au', a link for 'Can't access your account?', a 'Next' button, and a footer with support information. The foreground screen is a password entry page with a back arrow, the email 'username@schools.vic.edu.au', the text 'Enter password', a password input field with masked characters, a link for 'Forgotten my password', and a 'Sign in' button.



Sunbury Downs College  
'Confidence to Achieve'



# Microsoft Office – First Run

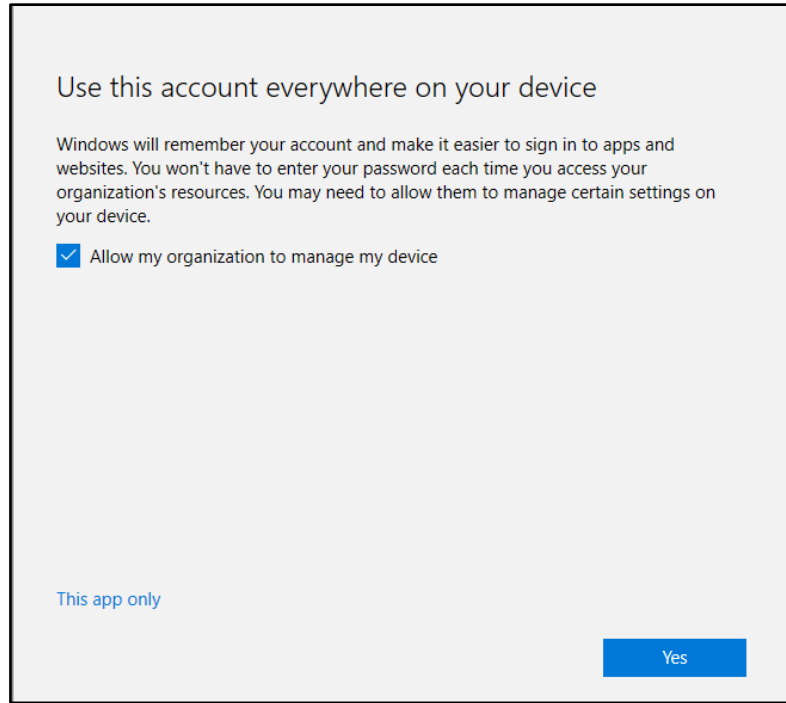


It will take a few moments,  
but then this screen will  
appear.

Click Close.



# A common error



- Please **turn off** “Allow my organisation to manage my device” and “Yes”
- If it fails and this is a common error, just click close, it should still sign you in.



Microsoft One Drive is an ideal location to save all your files, these are backed up to the Cloud and can then be accessed on ANY computer

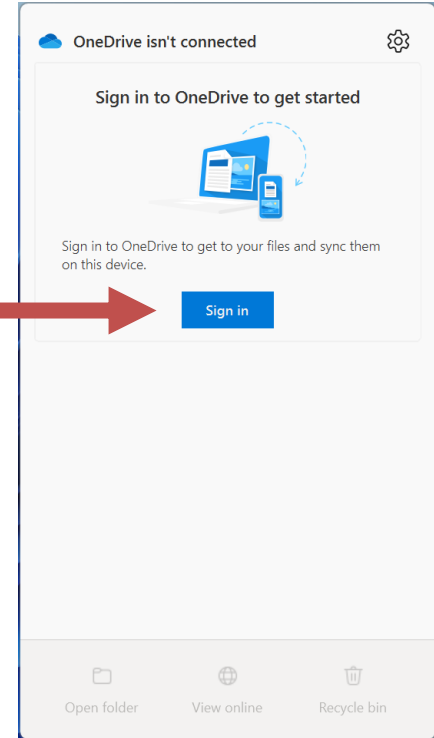
# Microsoft One Drive

# Open One Drive



Click on the grey cloud icon  
with a line through it

Click Sign In






Microsoft OneDrive

## Set up OneDrive


Put your files in OneDrive to get them from any device.



Email address

Enter your eduPass email and click sign in

Enter your password and click sign in

eduPass 

← **username@schools.vic.edu.au**

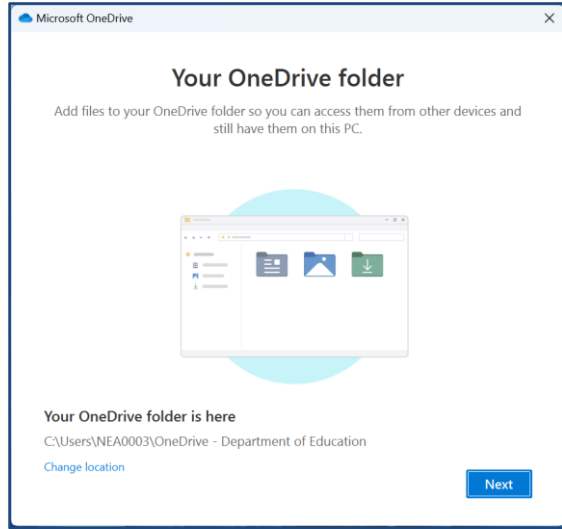
Enter password

.....|

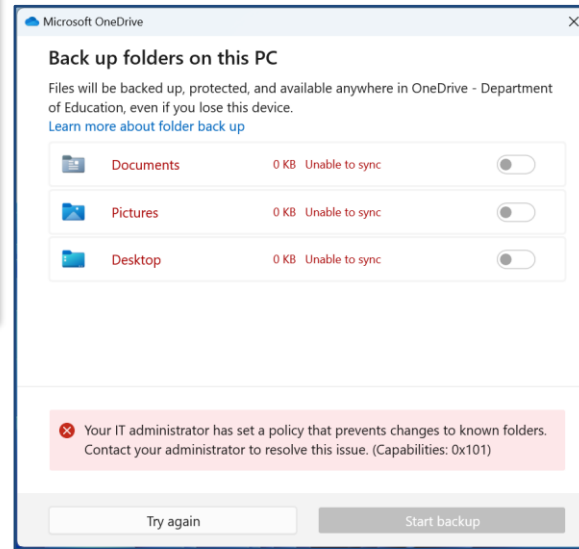
[Forgotten my password](#)



# Make sure it doesn't back up



Click Next

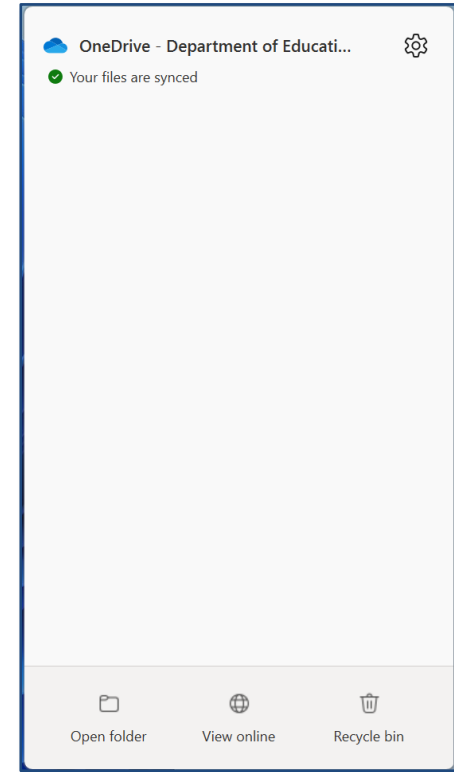


Once it errors click the x in the top right hand corner.

If it doesn't error, please raise your hand

# Microsoft OneDrive setup is Complete

Once everything is complete, you should see OneDrive looking like this

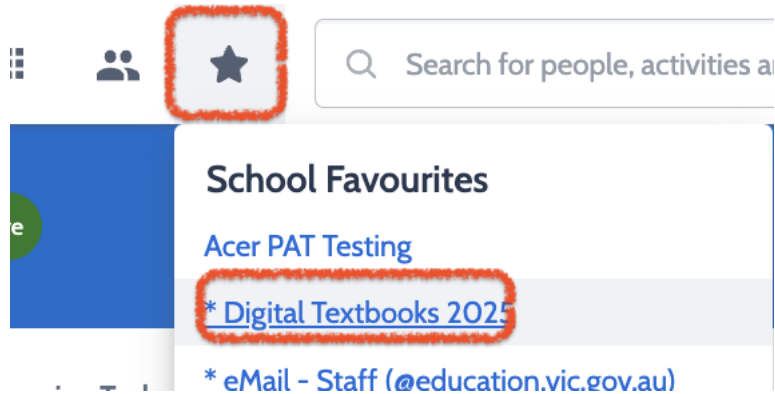


Your eduPass account gives access to all your Digital Textbooks

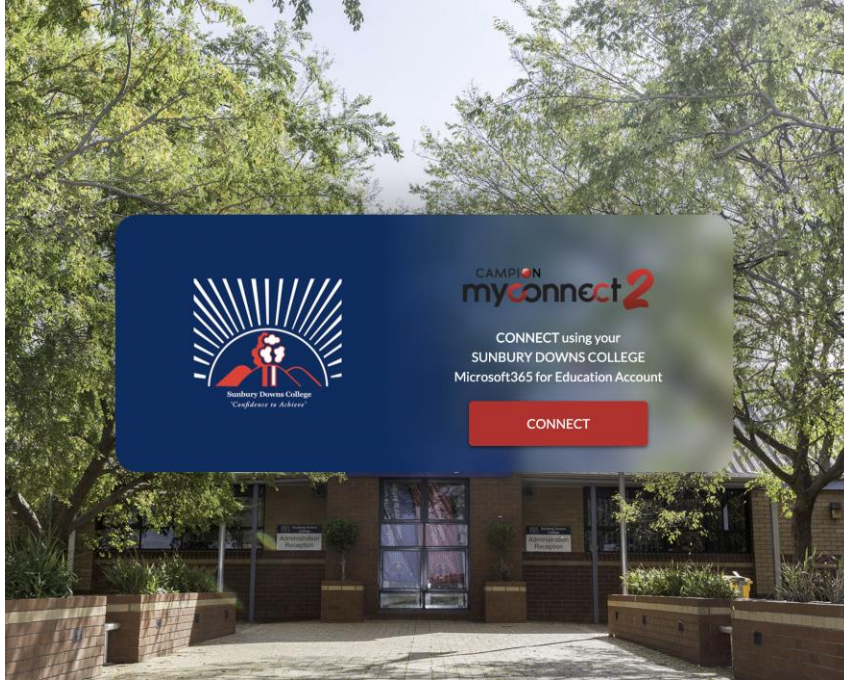
# Sign into Champion MyConnect2







- Go back to Microsoft Edge and Compass
- Please select **Digital Textbooks** from the **Compass Favourites Menu (Star)**



- Click on Connect
- If you have used the **Orange Button** to log into Compass it should recognise your account automatically

# Sign in with eduPass



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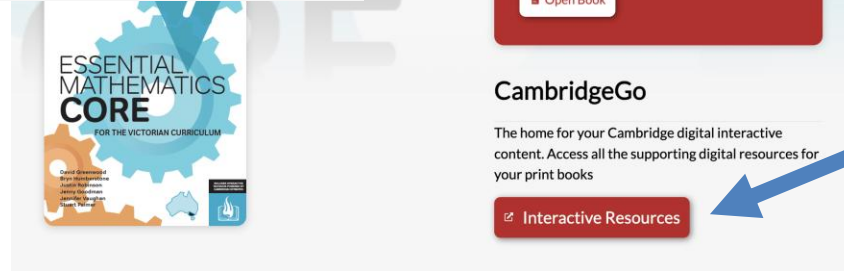
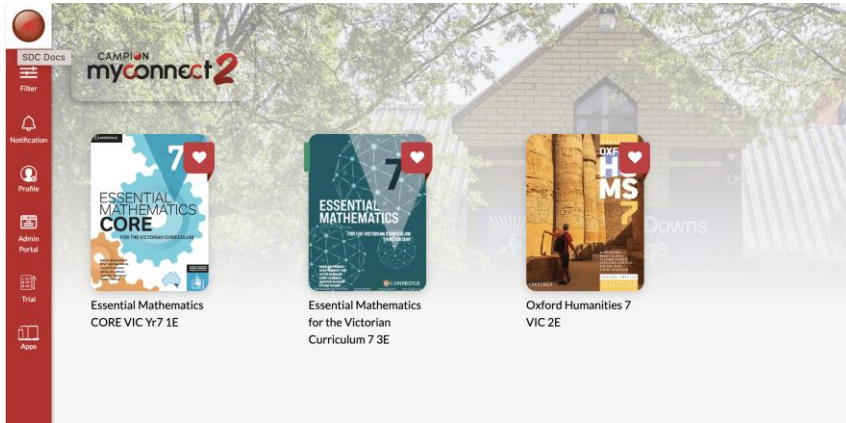
Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

The image shows three overlapping screenshots of the eduPass login interface. The top-left screenshot shows the initial login screen with the 'eduPass' logo, a 'Sign in' button, and a text input field containing 'username@schools.vic.edu.au'. Below the input field is a link for 'Can't access your account?'. The top-right screenshot shows the password entry screen with the 'eduPass' logo, a back arrow, the email 'username@schools.vic.edu.au', a password input field with masked characters, a 'Forgotten my password' link, and a 'Sign in' button. The bottom-right screenshot shows the 'Stay signed in?' prompt with the email 'username@schools.vic.edu.au', a checkbox for 'Don't show this again' which is checked, and 'No' and 'Yes' buttons.

# Your Bookshelf



PDF  
Version

Interactive  
Version



# Sign in with eduPass



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Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

This is the first step of the eduPass sign-in process. It features the eduPass logo at the top left. Below it is a "Sign in" heading. A text input field contains the email address "username@schools.vic.edu.au". Below the input field is a link that says "Can't access your account?". At the bottom, there is a link for support: "For support, log into the Services Portal (https://services.vic.edu.au)".This is the second step of the eduPass sign-in process. It features the eduPass logo at the top left. Below it is a heading with a back arrow and the email address "← username@schools.vic.edu.au". Underneath is the text "Enter password" followed by a password input field with dots. Below the input field is a link that says "Forgotten my password". At the bottom right is a blue "Sign in" button.This is the third step of the eduPass sign-in process, a "Stay signed in?" prompt. It shows the email address "username@schools.vic.edu.au" at the top. Below it is the heading "Stay signed in?". A message states: "Do this to reduce the number of times you are asked to sign in." Below this message is a checked checkbox followed by the text "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.



Your eduPass account also gives you a Google Account (but not Google Mail)

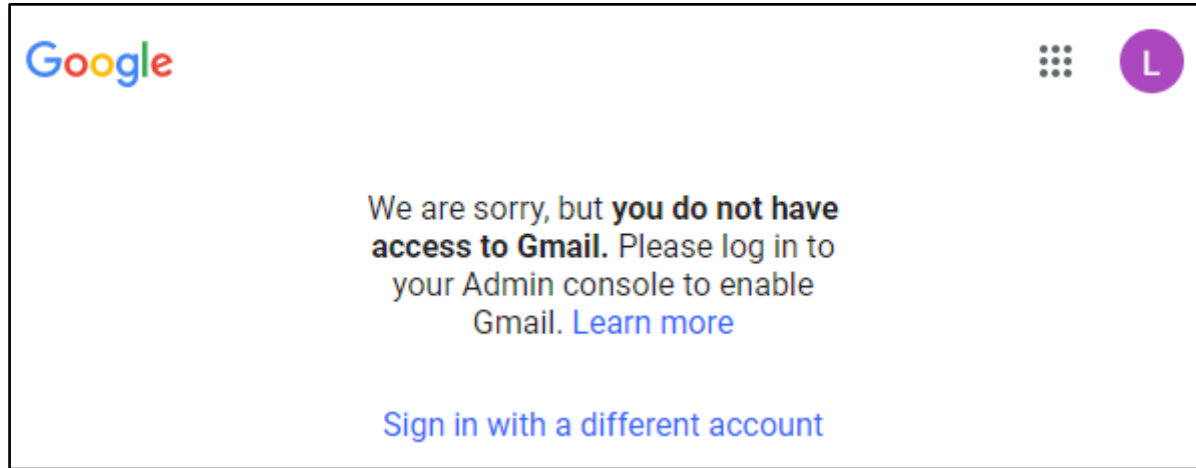
# Sign into Google



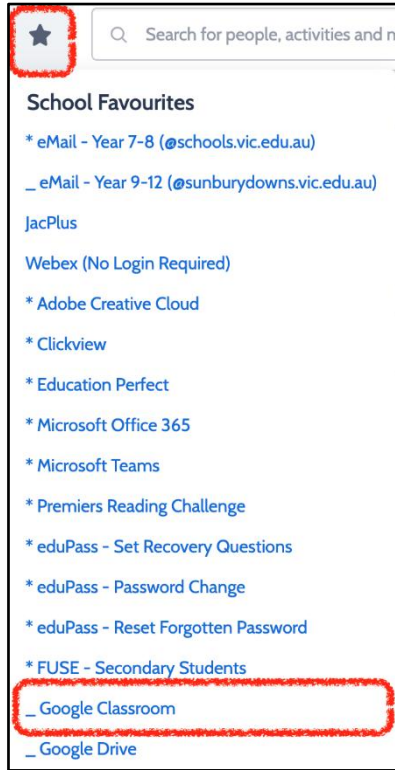
# Google Account



Your eduPass will not provide you with access to Gmail  
This message is **normal**



# Sign into Google



- Go back to Microsoft Edge and Compass
- Please select **\_ Google Classroom** from the **Compass Favourites Menu (Star)**



# Sign into Google



Google

Sign in

Continue to Google Drive

Email or phone

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

[Create account](#) [Next](#)

Enter your **eduPass**  
(**@schools.vic.edu.au**)  
email address

Enter your **eduPass**  
email address and  
password

**VICTORIA** State Government | Department of Education

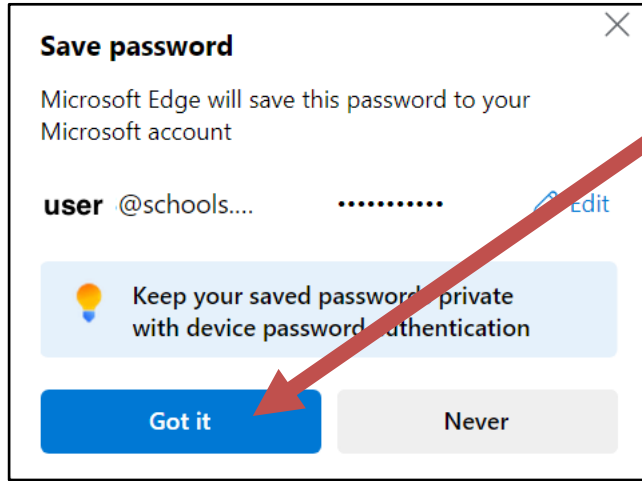
Sign in

username@schools.vic.edu.au

.....

[Sign in](#)

# Save your Password



Make sure to click “Got It”

This will save your password for later

This will make it easier for you.

# Welcome to Google Classroom



- You may have classes already.

All of your classes have been archived

[Join class](#)

[Create class](#)



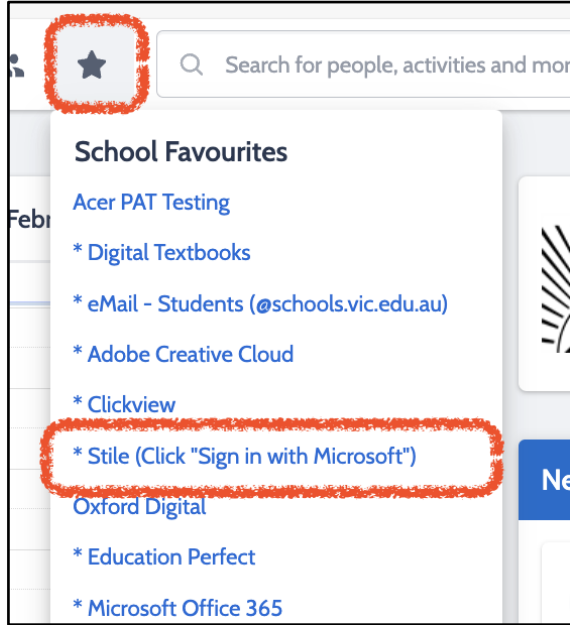
Sunbury Downs College  
'Confidence to Achieve'

# Sign into Stile



Sunbury Downs College  
*'Confidence to Achieve'*

# Sign into Stile



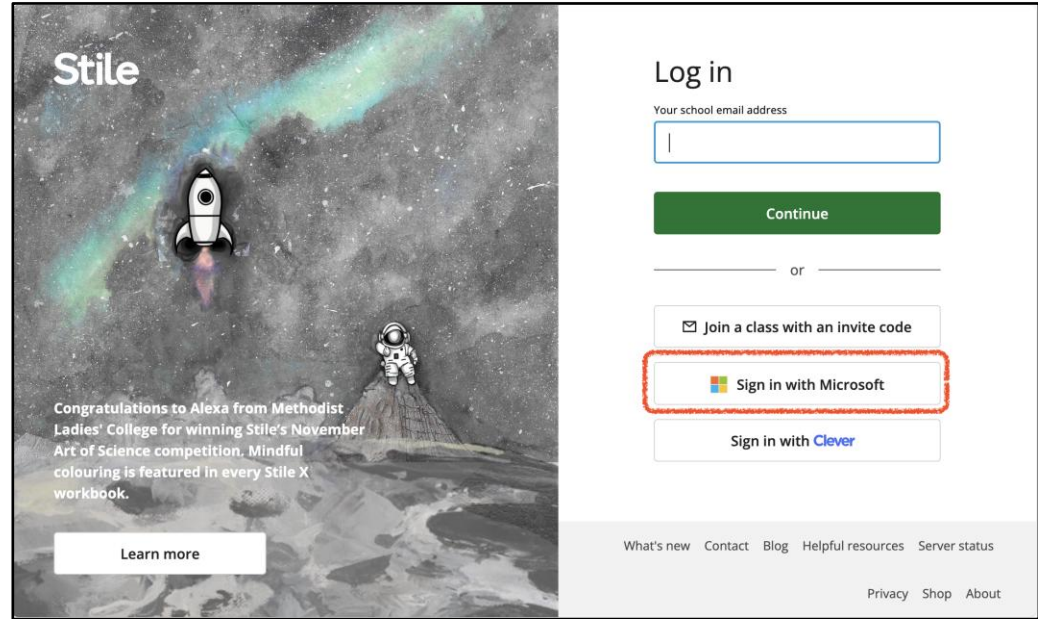
- Go back to Microsoft Edge and Compass
- Please select **Stile** from the **Compass Favourites Menu (Star)**

# Sign into Stile

Click

“Sign in with Microsoft”

Once you see a screen requesting a class code that's all you need to do.



# Sign in with eduPass



Department  
of Education

Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

A screenshot of the first step of the eduPass sign-in process. It shows the "eduPass" logo, a "Sign in" heading, and a text input field containing the email "username@schools.vic.edu.au". Below the input field is a link that says "Can't access your account?". At the bottom, there is a link for support: "For support, log into the Services Portal (https://services.vic.edu.au)".

eduPass

Sign in

username@schools.vic.edu.au

Can't access your account?

For support, log into the Services Portal (https://services.vic.edu.au)

A screenshot of the second step of the eduPass sign-in process. It shows the "eduPass" logo, a back arrow, and the email "username@schools.vic.edu.au". Below this is the heading "Enter password" followed by a password input field with dots. There is a link "Forgotten my password" and a blue "Sign in" button.

eduPass

← username@schools.vic.edu.au

Enter password

.....

Forgotten my password

Sign in

A screenshot of the "Stay signed in" prompt. It shows the email "username@schools.vic.edu.au" and the heading "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." and a checked checkbox next to the text "Don't show this again". At the bottom are two buttons: "No" and "Yes".

username@schools.vic.edu.au

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

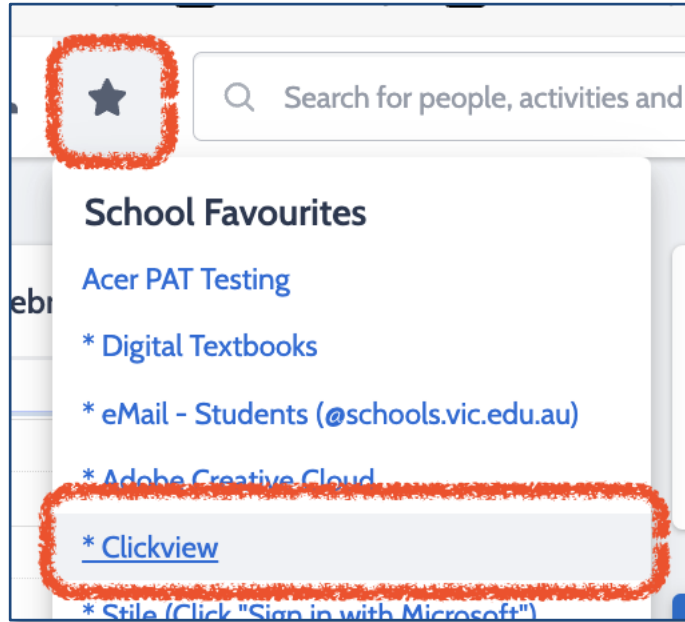
No Yes

# Sign into Clickview





# Sign into Clickview



- Go back to Microsoft Edge and Compass
- Please select **Clickview** from the **Compass Favourites Menu (Star)**

# Sign in with eduPass



Public or Private does not matter


Enter your **eduPass** email

Enter your **eduPass** password  
and click **Log In**



**Save your password**

A screenshot of the eduPass login page. The header includes the Victoria State Government logo, 'Education and Training', and the 'eduPass' logo. The main content area has a 'Security ( show explanation )' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below this are input fields for 'User ID:' and 'Password:', followed by a 'Reset' link. At the bottom, there is a 'Copyright | Discl' link.A screenshot of the 'Sign in' form, which is a modal or a separate page. It features the Victoria State Government logo and 'Department of Education' at the top. The form has two input fields: 'Username' and 'Password'. Below these fields is a blue button labeled 'Sign in'.

# Sign into Clickview




Search for a topic or video...




Give feedback


LC




Discover




Movies + TV



Playlists



My Videos


















Classrooms

For youNew releases

Explore my subjects

Edit

 <div>Aboriginal and Torres Strait Islander Studies</div>	 <div>Biology 12 new videos this month</div>	 <div>Business and Economics</div>
 <div>Careers and Vocational Education</div>	 <div>Chemistry 8 new videos this month</div>	 <div>Civics and Citizenship</div>
 <div>Design and Technologies 2 new videos this month</div>	 <div>Earth and Space Sciences</div>	 <div>English</div>
 <div>Geography</div>	 <div>History</div>	 <div>Languages</div>
 <div>Legal Studies</div>	 <div>Mathematics 3 new videos this month</div>	 <div>Personal Development and Health</div>





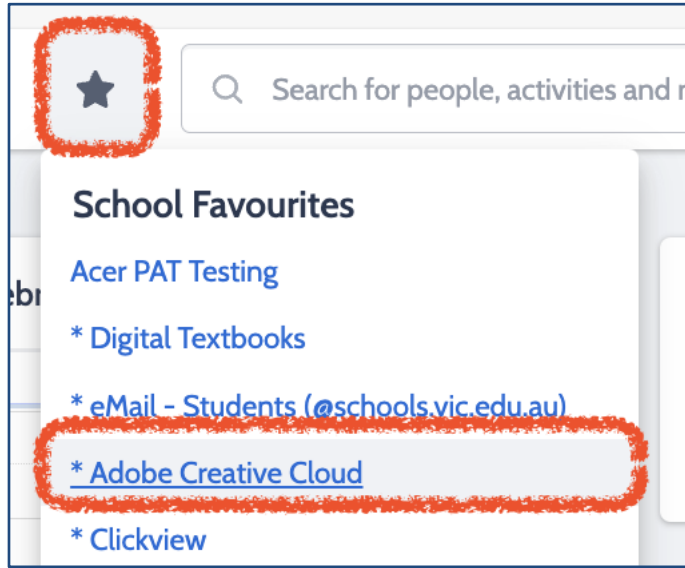
As students you get access to the Full Adobe Creative Cloud

# **Adobe Acrobat & Creative Cloud**



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# Sign into Creative Cloud

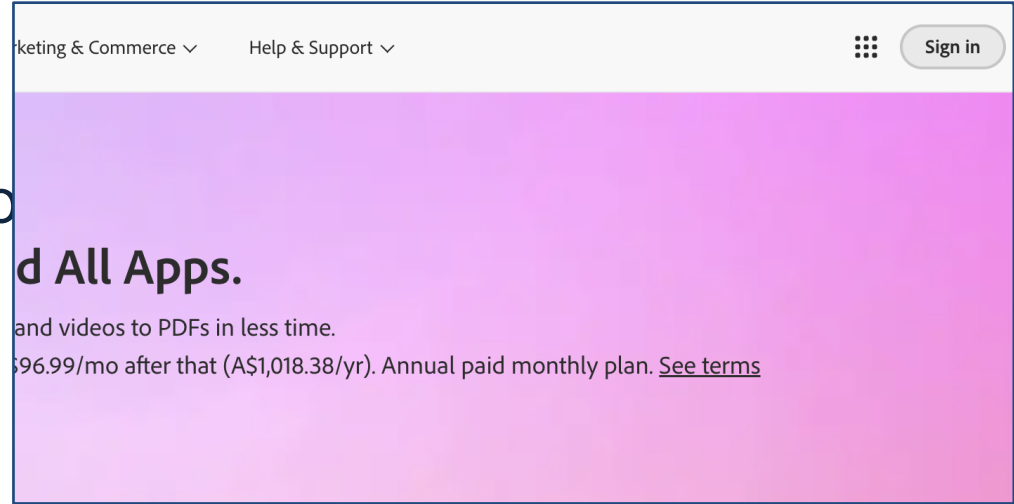


- Go back to Microsoft Edge and Compass
- Please select **Adobe Creative Cloud** from the **Compass Favourites Menu (Star)**

# Sign into Creative Cloud



- Click sign in at the top right hand corner



# Sign into Creative Cloud



- Enter your **email address**
- Click Continue



## Sign in

New user? [Create an account](#)

Email address

Continue

Or



Continue with Google



Continue with Facebook



Continue with Apple

[View more](#)



Sunbury Downs College  
'Confidence to Achieve'

# Sign in with eduPass



Department  
of Education



Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

This is the first step of the eduPass sign-in process. It features the eduPass logo at the top left. Below it is a "Sign in" label and a text input field containing the email address "username@schools.vic.edu.au". A link "Can't access your account?" is visible below the input field. At the bottom, there is a link for support: "For support, log into the Services Portal (https://services.vic.edu.au)".This is the second step of the eduPass sign-in process. It features the eduPass logo at the top left. Below it is a back arrow, the email address "username@schools.vic.edu.au", and the label "Enter password". There is a password input field with dots. A link "Forgotten my password" is below the input field. A blue "Sign in" button is at the bottom right.This is the "Stay signed in" screen. It shows the email address "username@schools.vic.edu.au" at the top. Below it is the question "Stay signed in?". A subtext says "Do this to reduce the number of times you are asked to sign in." There is a checked checkbox next to the text "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.



# Adobe Acrobat

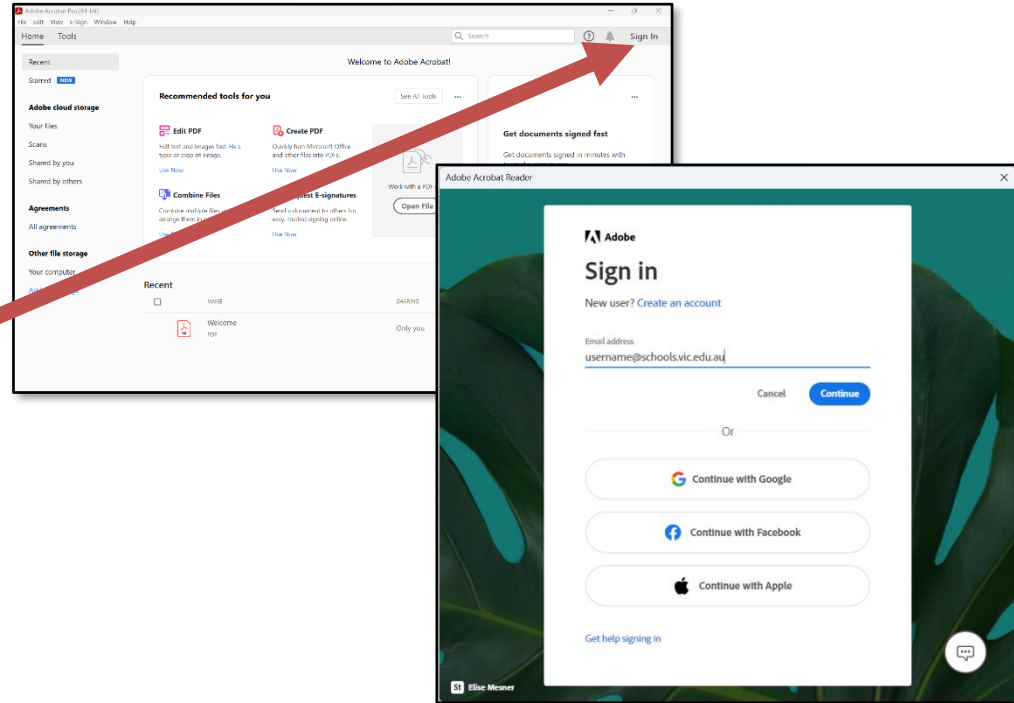


Open the Start menu and type  
Acrobat

Click on Adobe Acrobat and  
open it.

Click on Sign In in the top right  
hand corner

Enter your eduPass email  
address and click continue



# Sign in with eduPass



Department  
of Education



Enter your **eduPass email** click **Next**

Enter your **eduPass password**  
and click **Sign In**

If prompted to stay signed in  
Tick the box **“Don’t show this again”**  
Click **“Yes”**

eduPass

Sign in

[Can't access your account?](#)

For support, log  
Services Portal  
(<https://services.vic.edu.au>)

eduPass

←

Enter password

[Forgotten my password](#)

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again