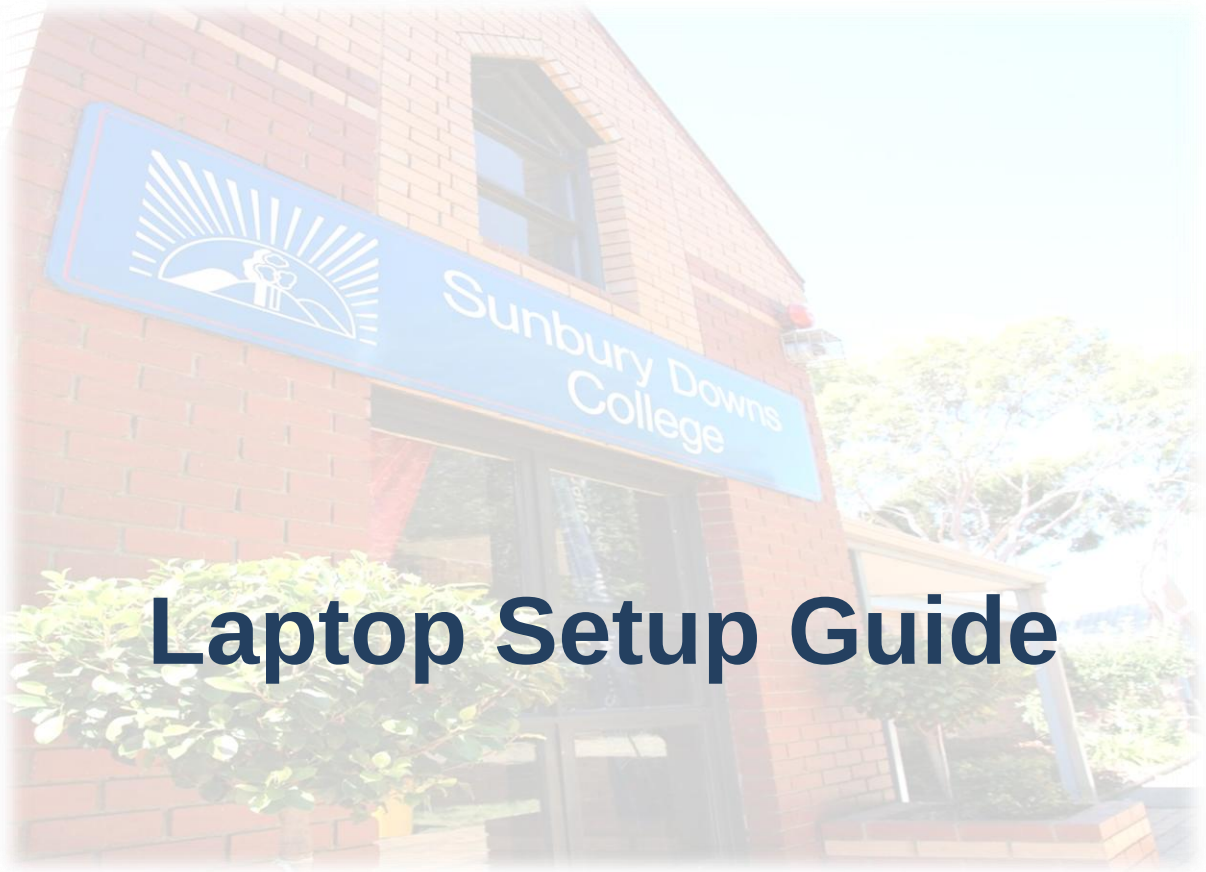

Laptop Setup Guide

Sunbury Downs College

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VICTORIA State Government | Department of Education

eduPass

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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…

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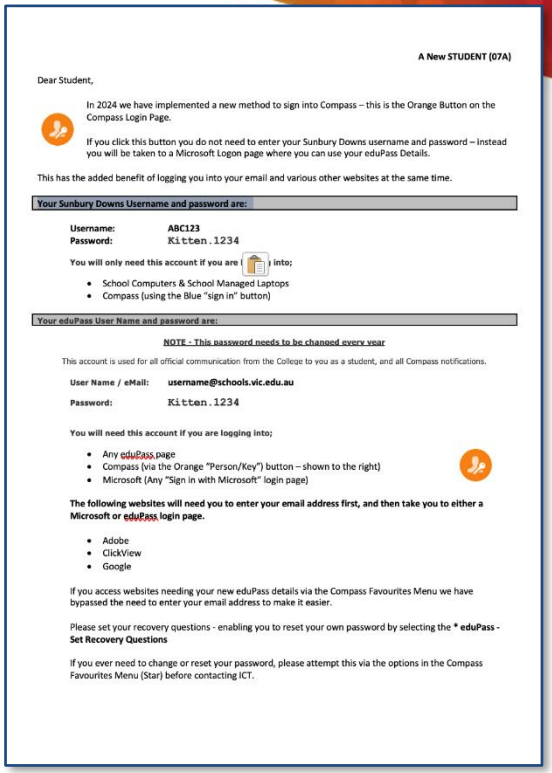
We provide you with a letter containing your Sunbury Downs College details – used for logging onto Computers, and your eduPass details used for just about everything else

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 [redacted] 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.

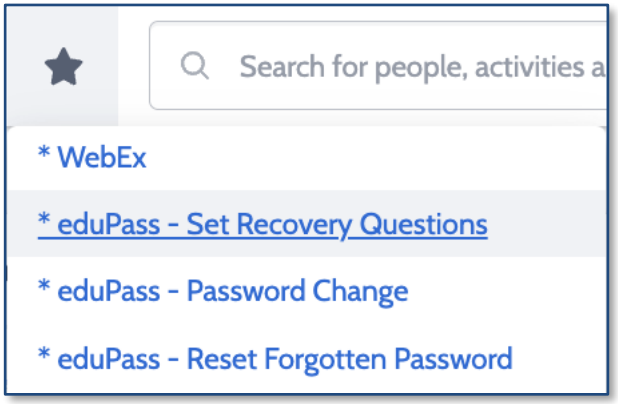
- Adobe
- ClickView
- Google

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

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Starting your Profile

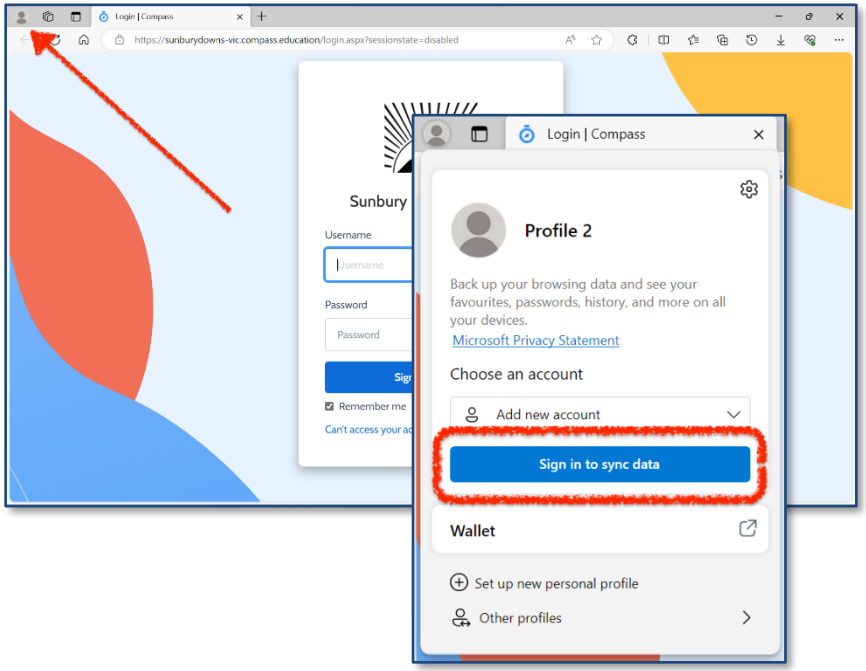
Open Microsoft Edge (The blue swirl icon) in the start bar

*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"



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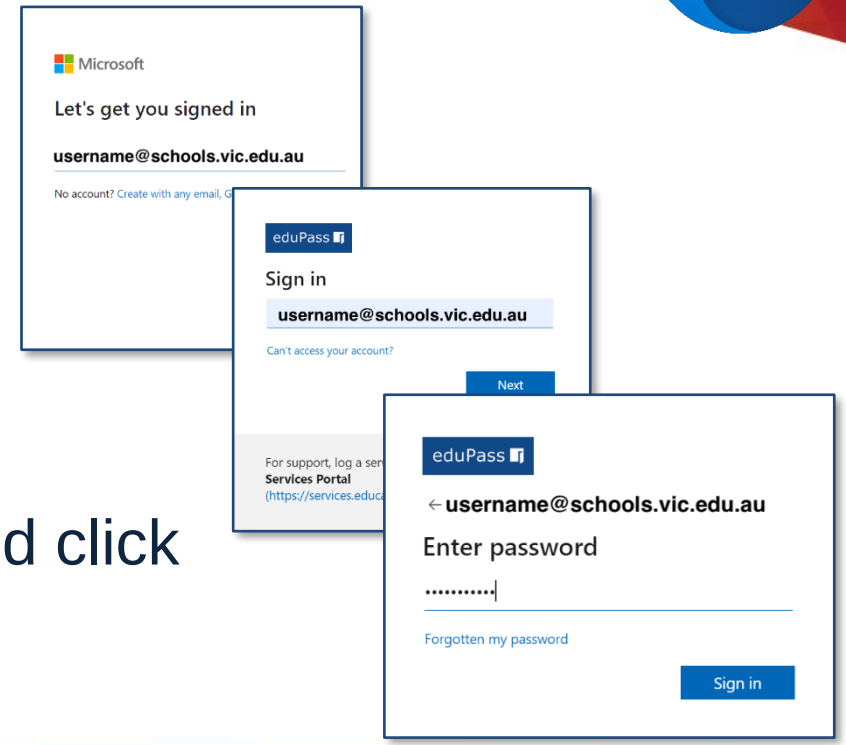
Sign in with eduPass

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**



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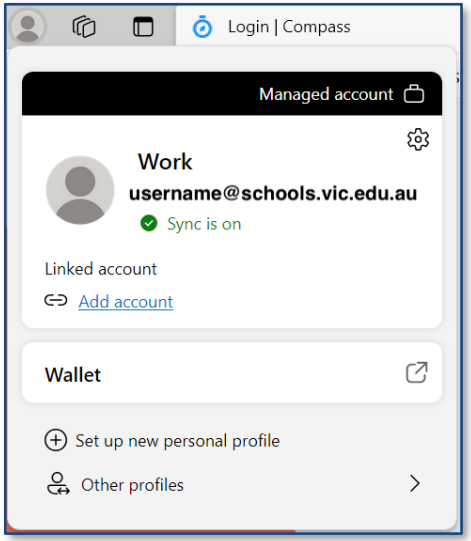
Stay Signed in?

Tick the box

“Don’t show this again”

Click **“Yes”**



You are now signed into Microsoft Edge

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

Sign into Compass

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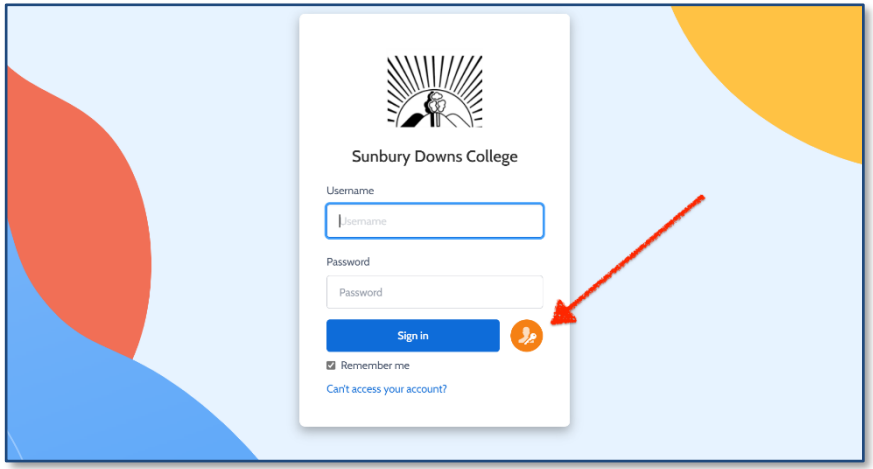
Log into Compass

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**



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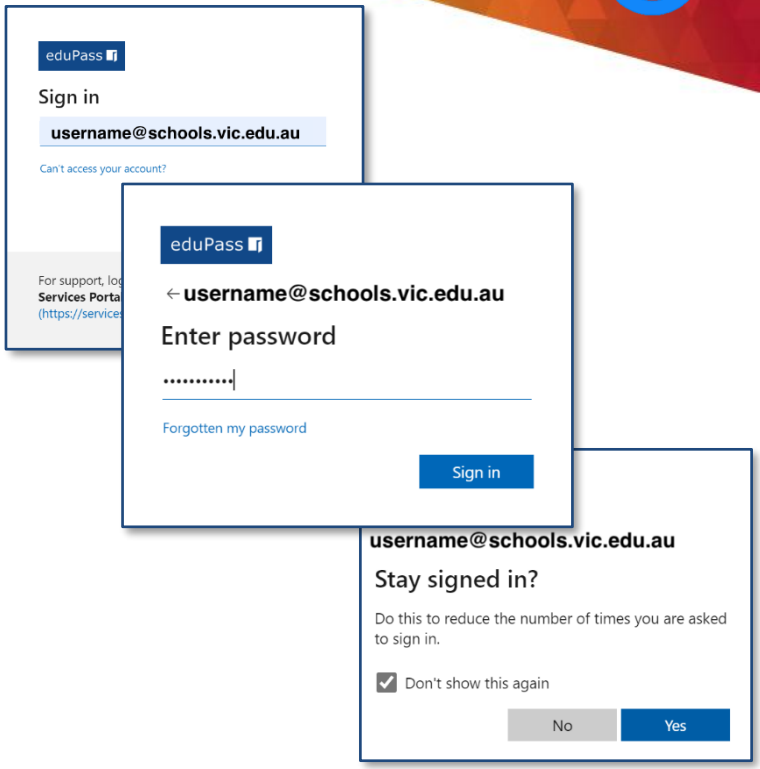
Sign in with eduPass

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”**



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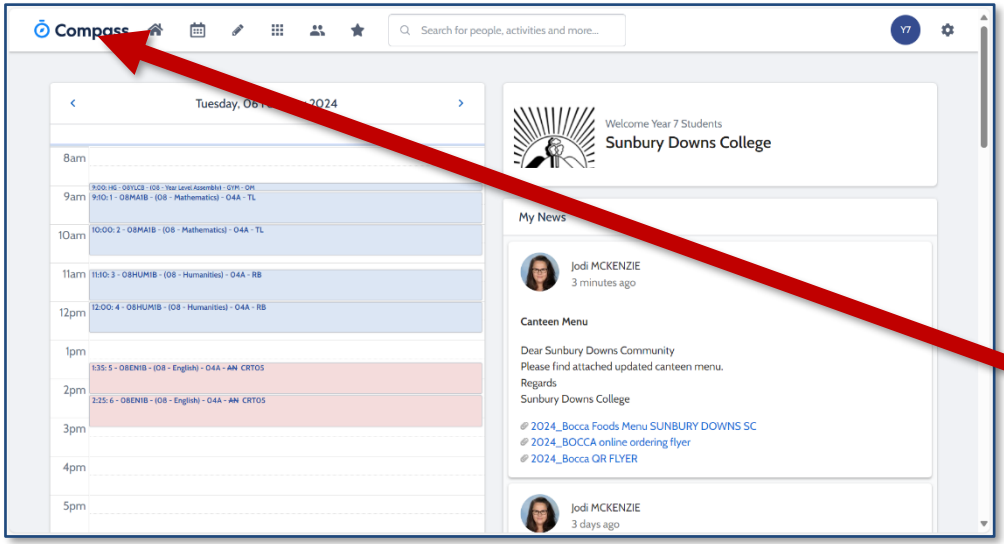
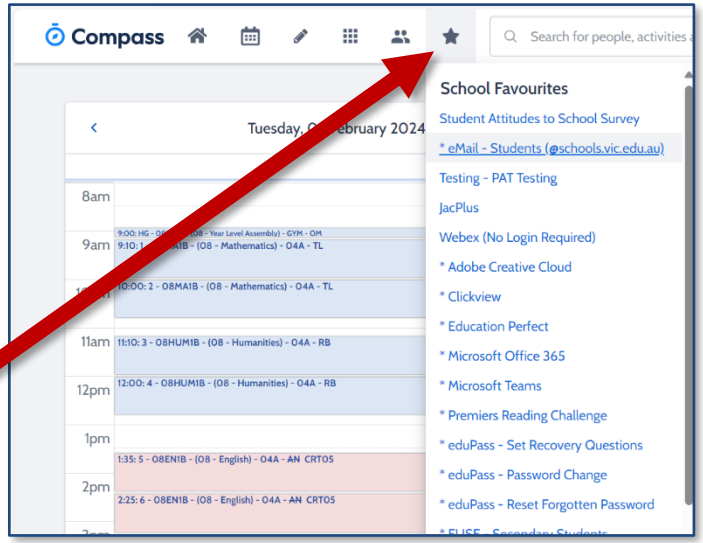
Most instructions start here

Compass Home Page



Compass Favourites Menu



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Using Compass

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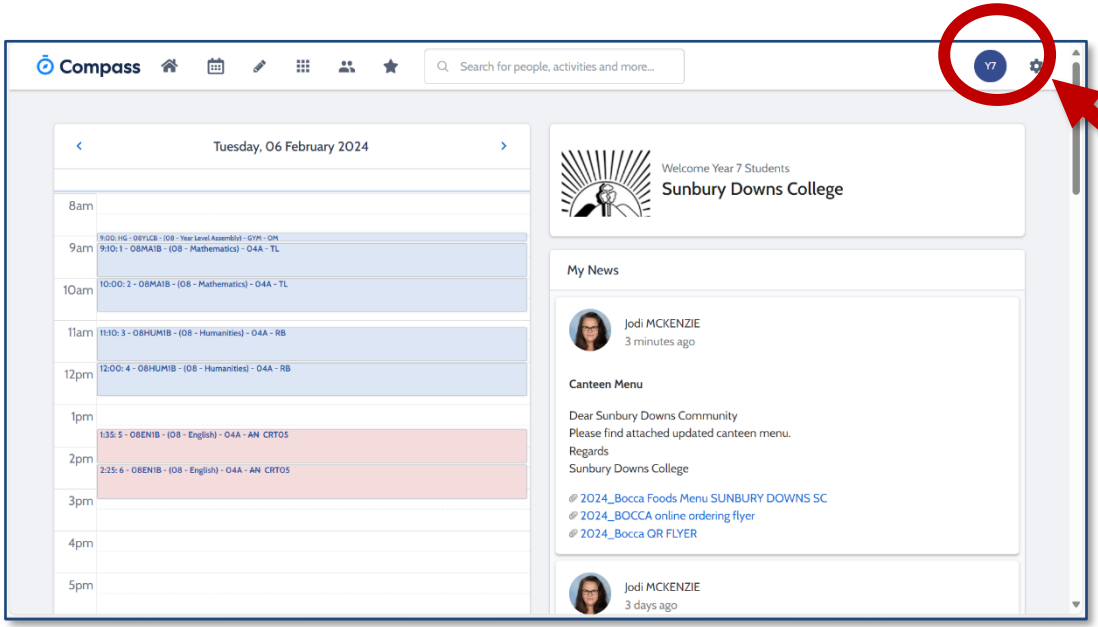
Compass Profile Page



Click on your initials

This will take you to your profile page

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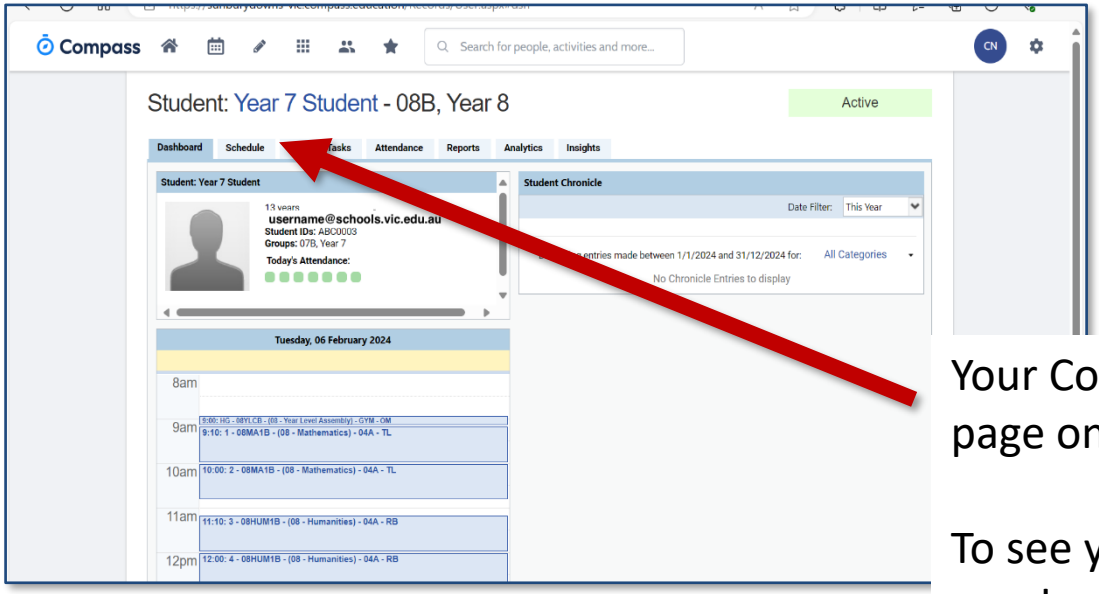
Select your schedule



Your Compass Home page and Profile page only show todays schedule

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

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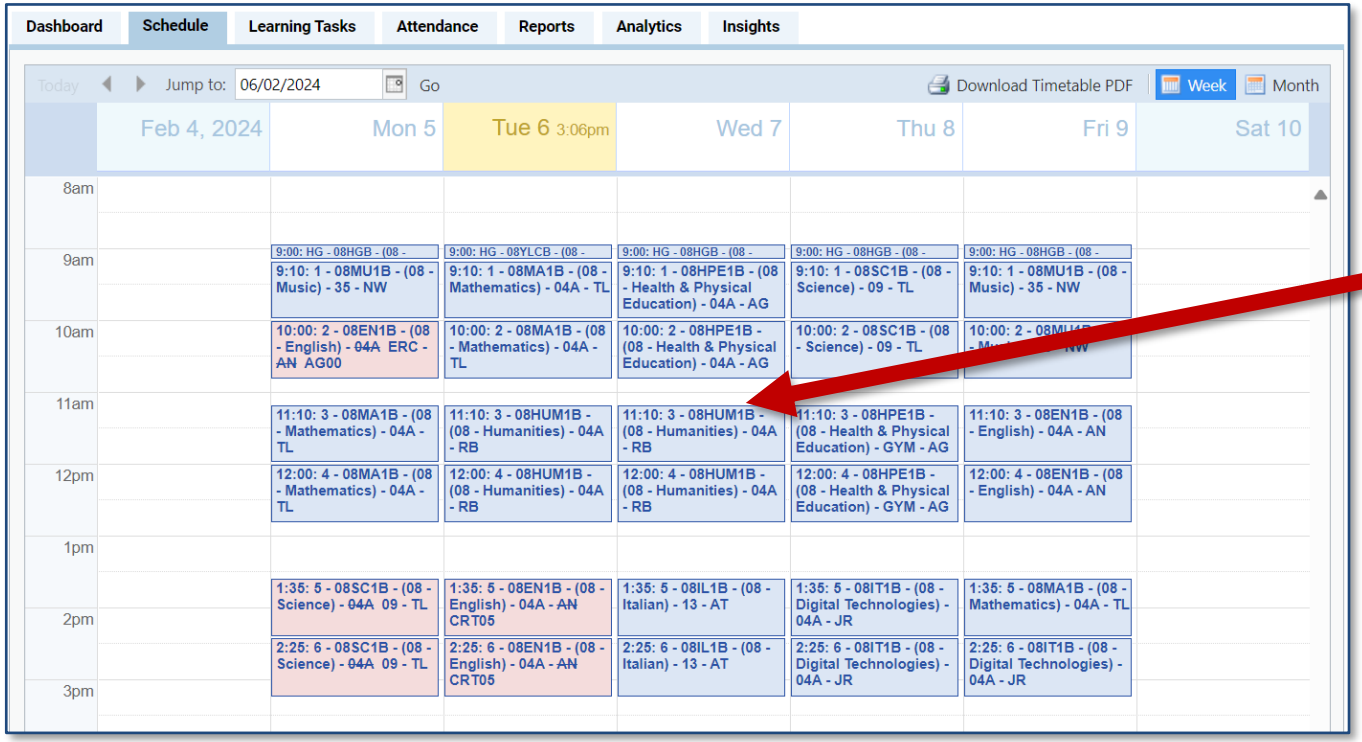

Select any class

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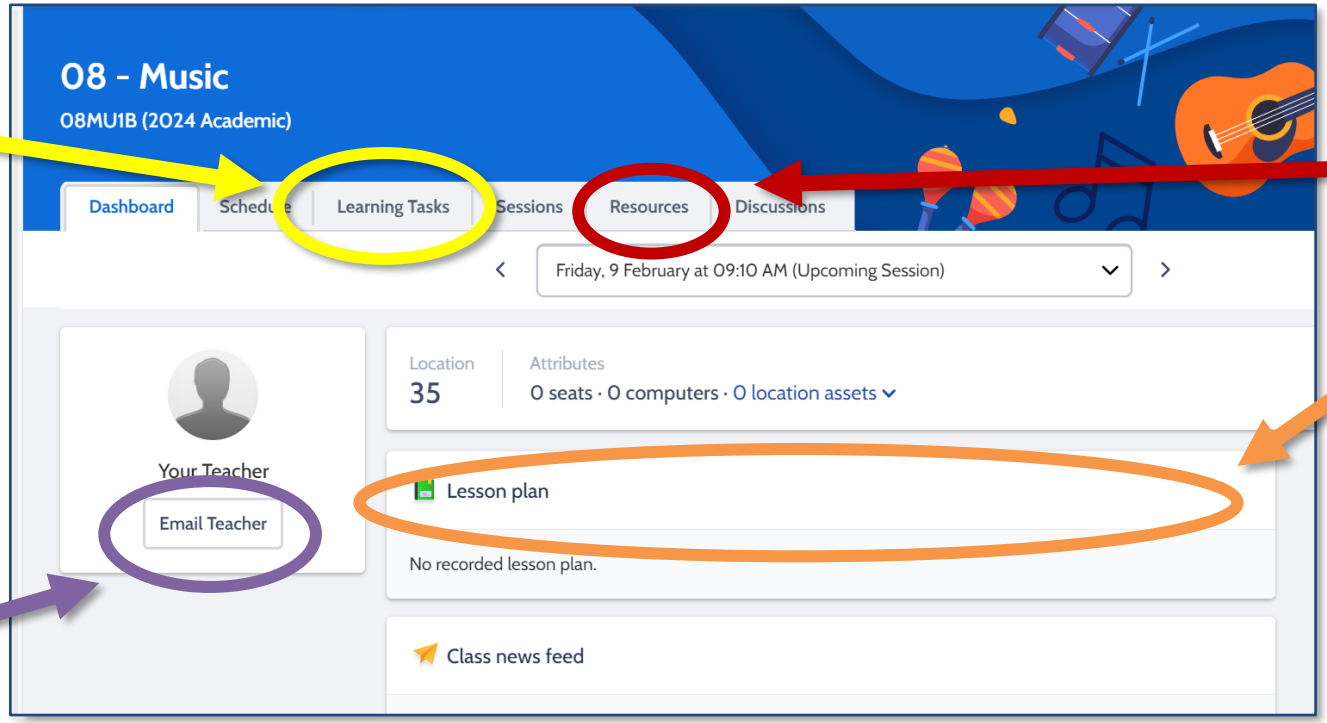
Find and submit your Homework / Assignments / Tests



Resources for lessons can be found here

Instructions for your class will appear here

Contact your teacher

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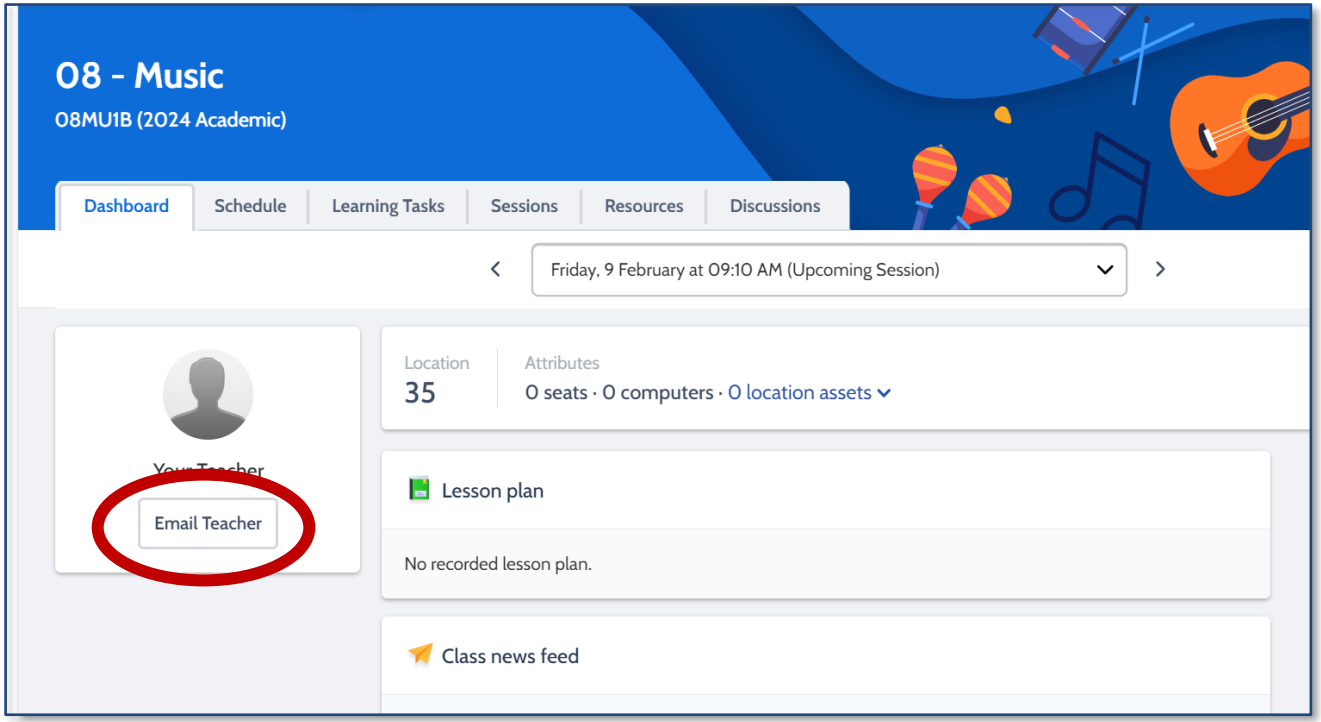
Contacting Teachers



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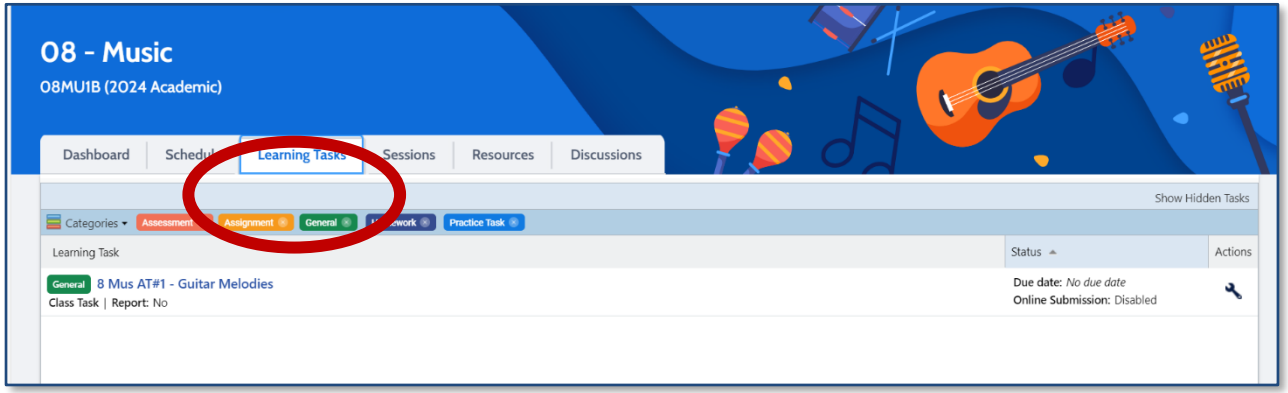
Learning Tasks



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

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eMail via Outlook.com

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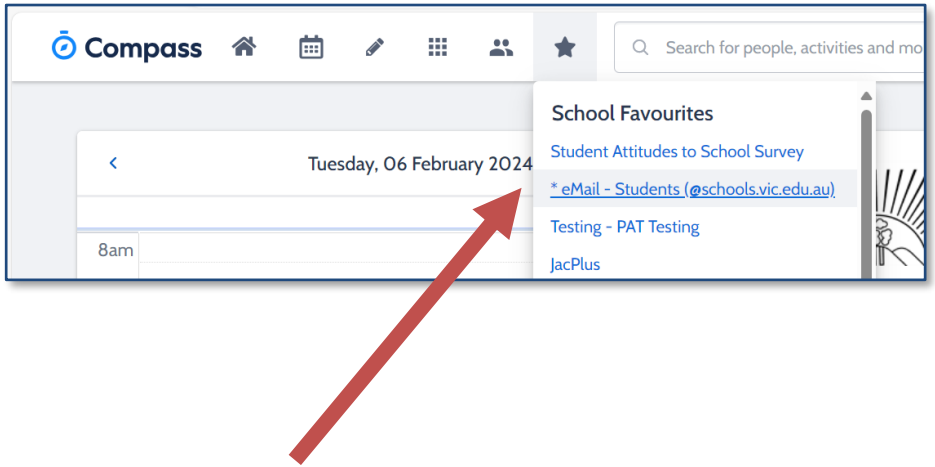
Sign into your eMail



Select *** eMail – Students (@schools.vic.edu.au)**

from the **Compass Favourites Menu (Star)**

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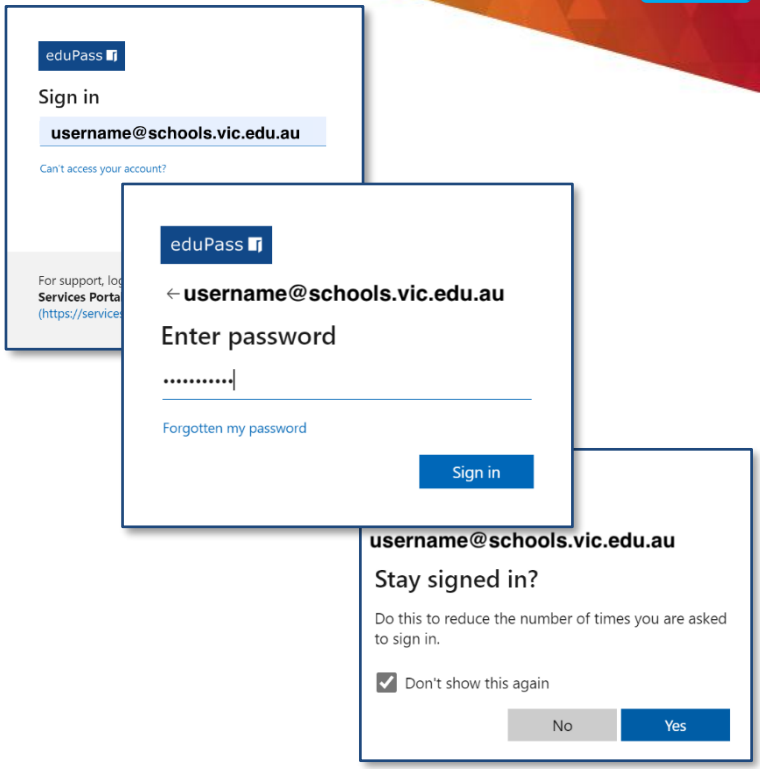
Sign in with eduPass

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”**



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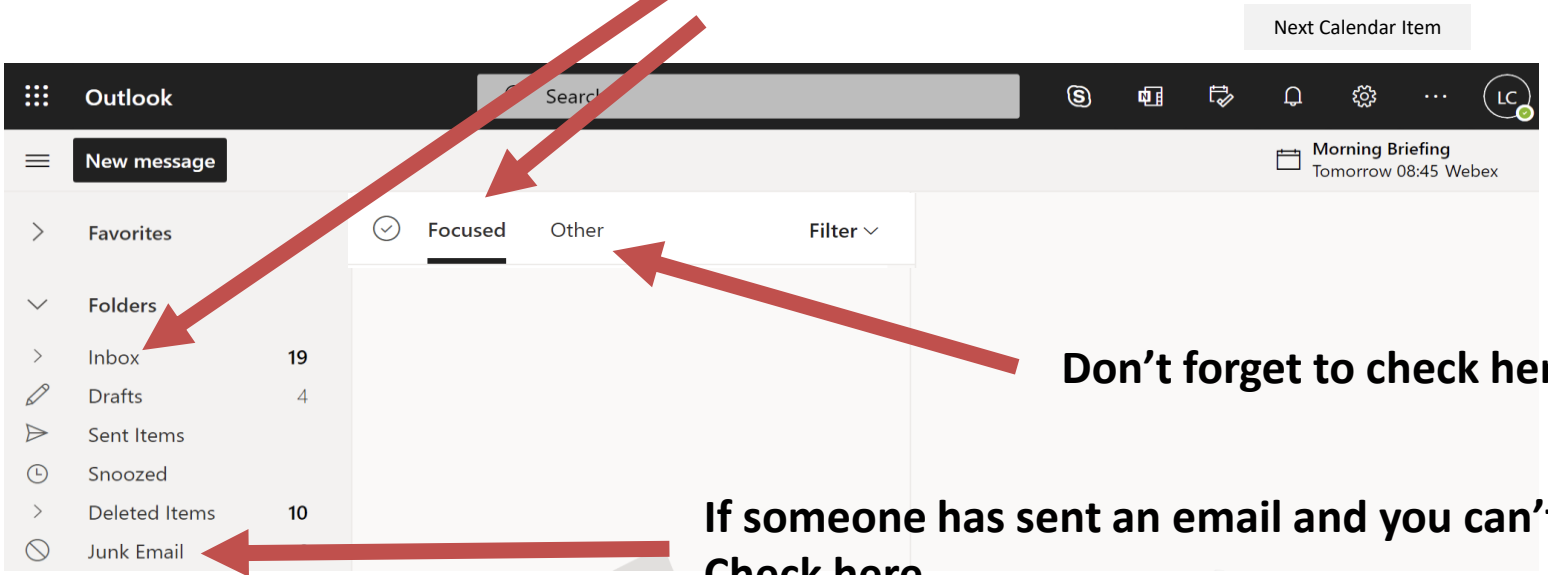
Welcome to your eMail

Most of your emails will be here



Don’t forget to check here

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

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eMail via Outlook

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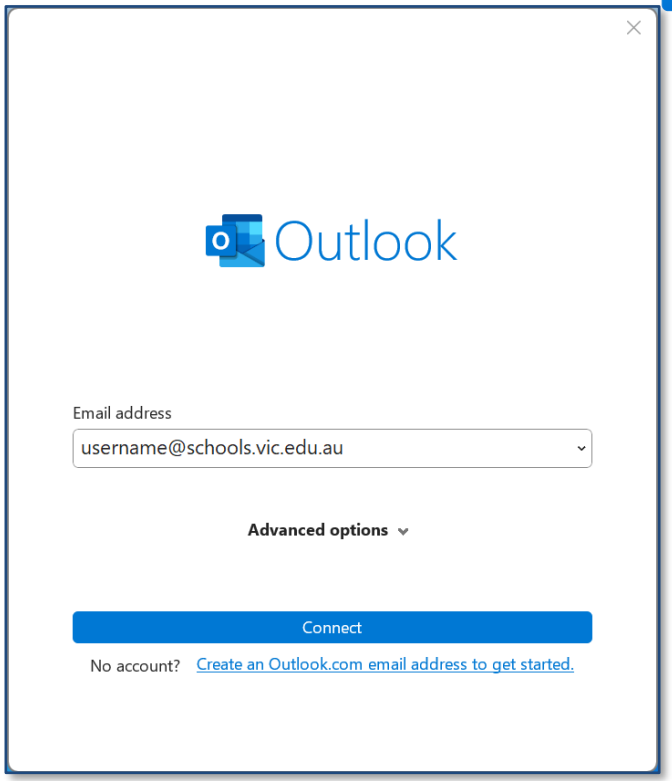
Outlook

Open Microsoft Outlook

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



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Outlook

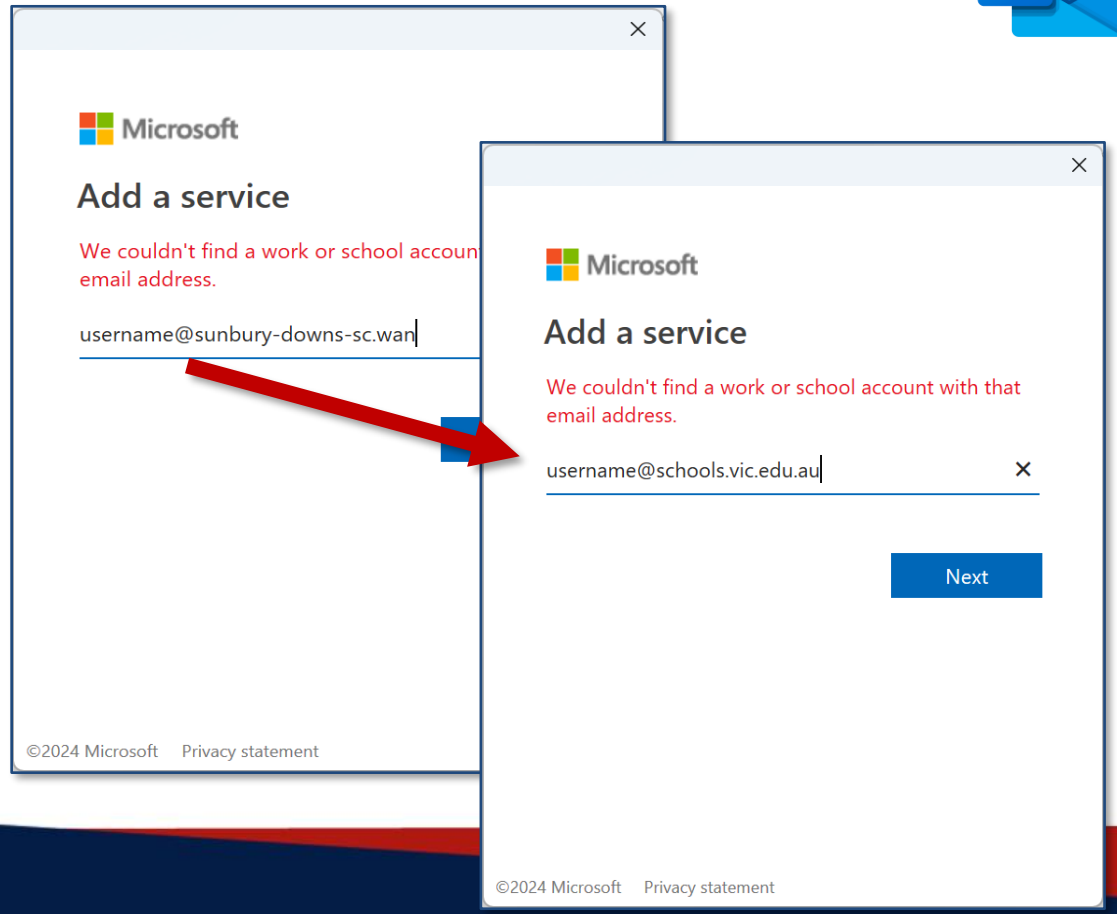
Replace

username@sunburydowns.vic.edu.au

With

your eduPass email

username@schools.vic.edu.au



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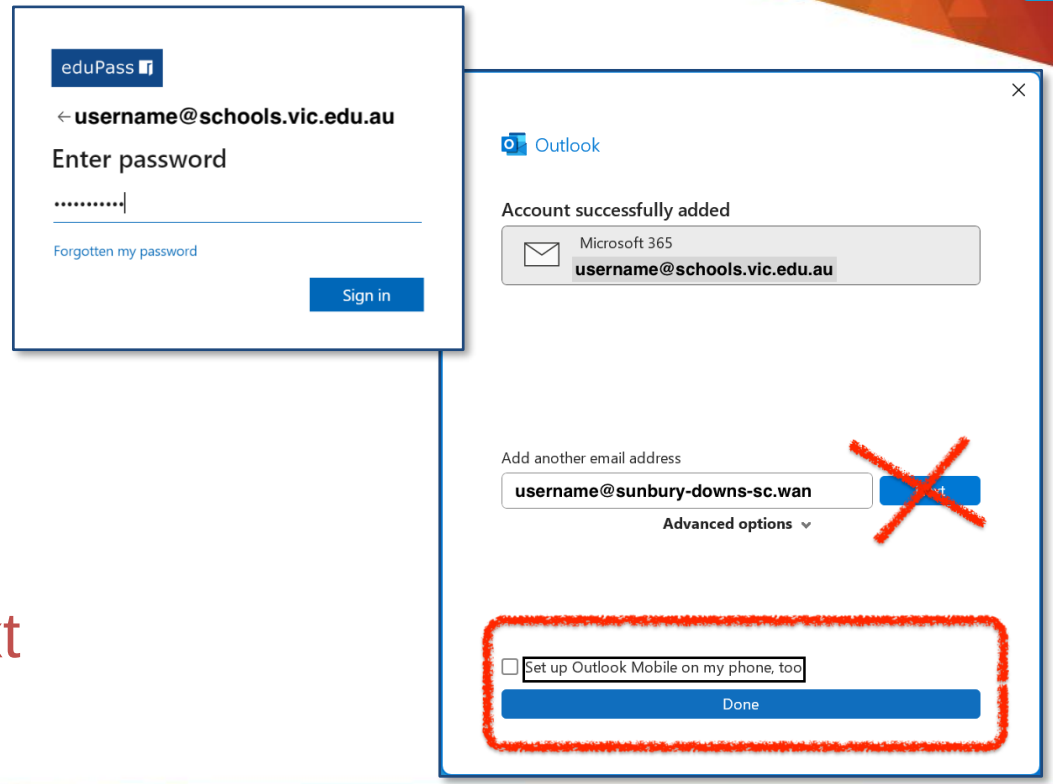
Outlook

Sign in with your eduPass Password

Turn off

“Set up Outlook on my phone too”

Click Done – NOT Next

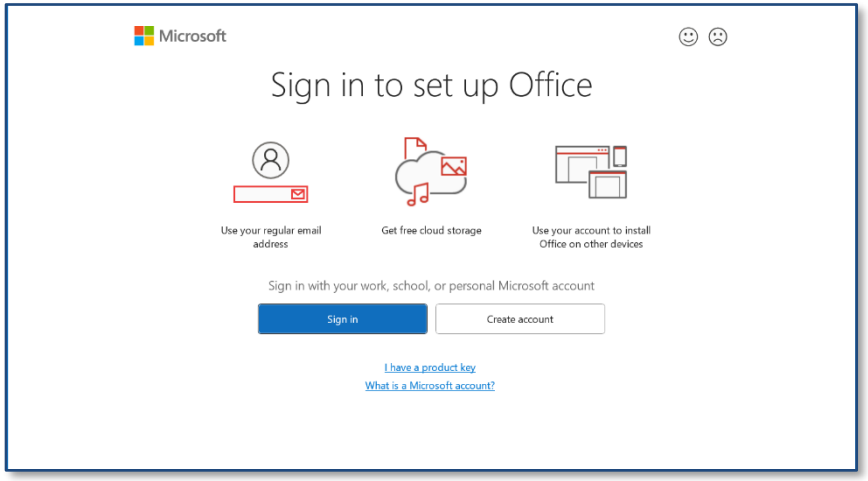


Outlook

When you see this screen

Wait

for the rest of the class please.



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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

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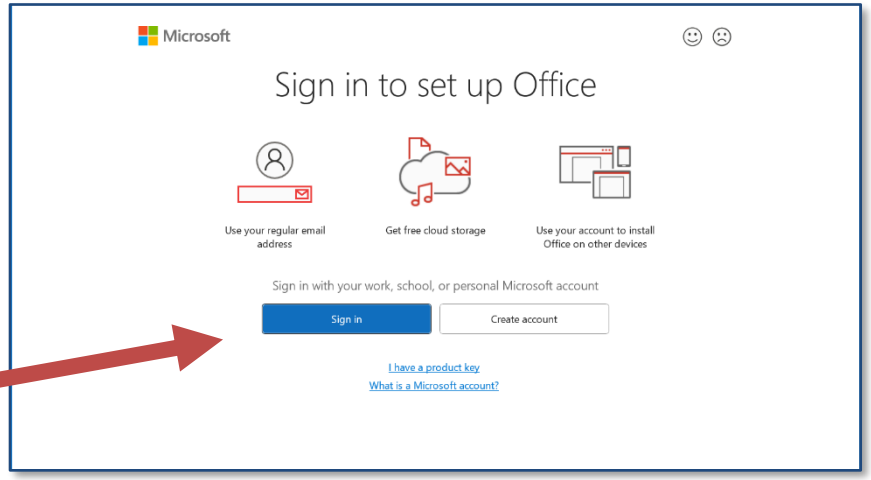
Microsoft Office – First Run

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

- Click “Sign In”



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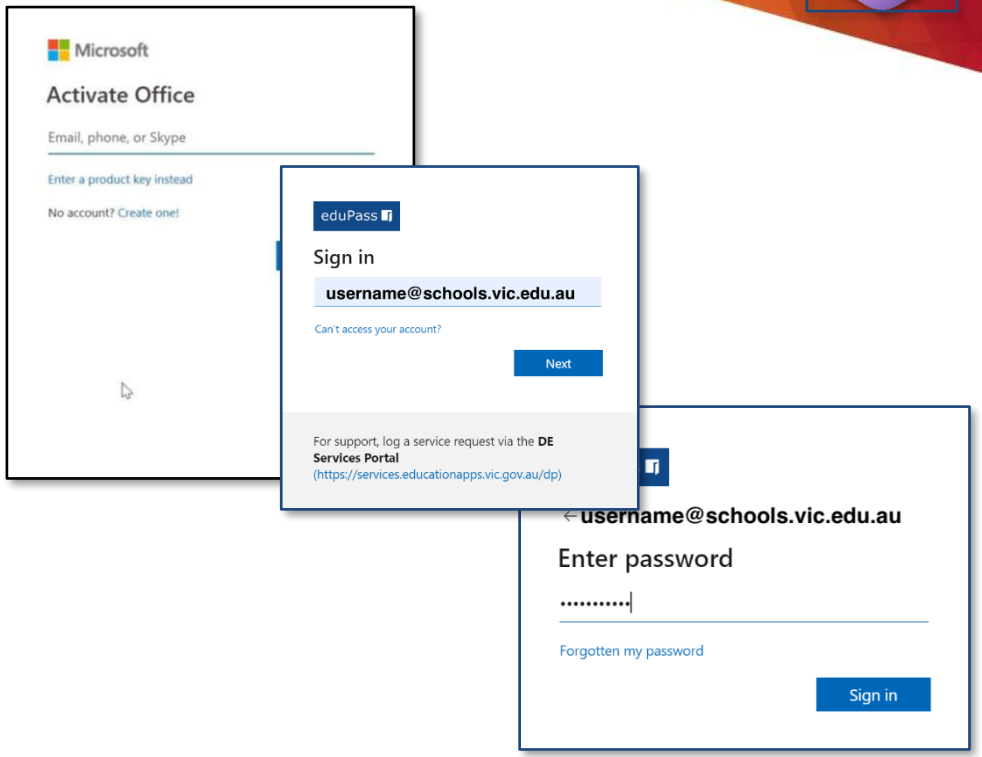
Microsoft Office

Enter your eduPass email address

If Prompted enter it again

Enter your eduPass password and click Sign In



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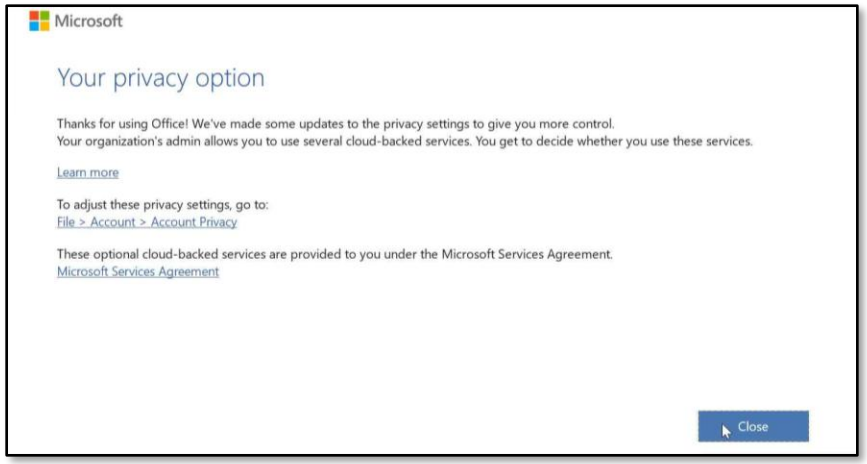
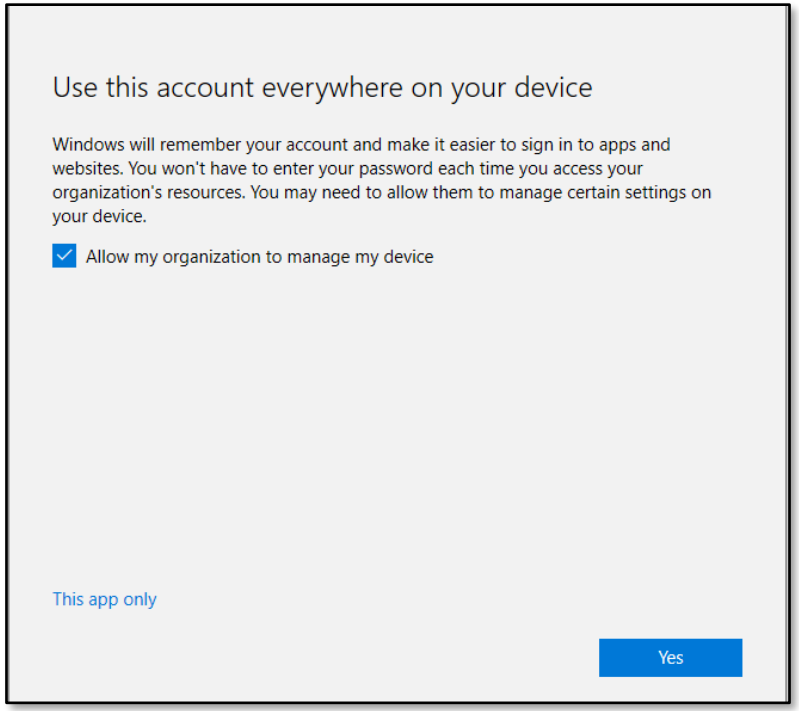
Microsoft Office – First Run



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.

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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

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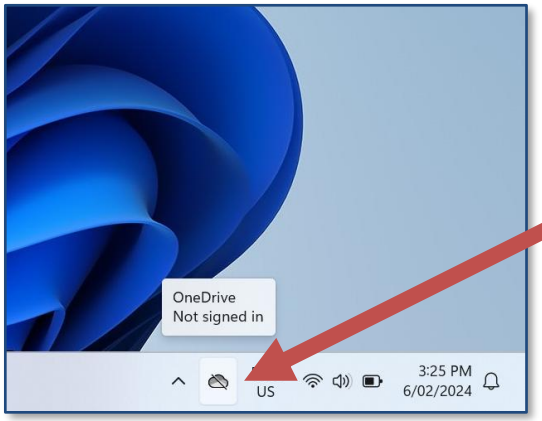
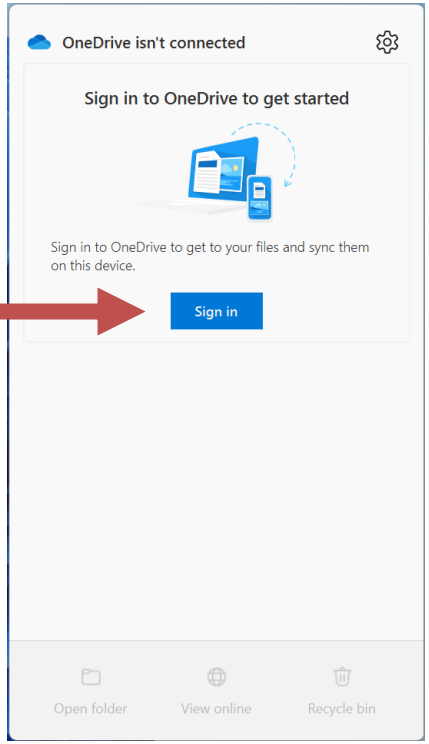
Open One Drive



Click on the grey cloud icon with a line through it

Click Sign In



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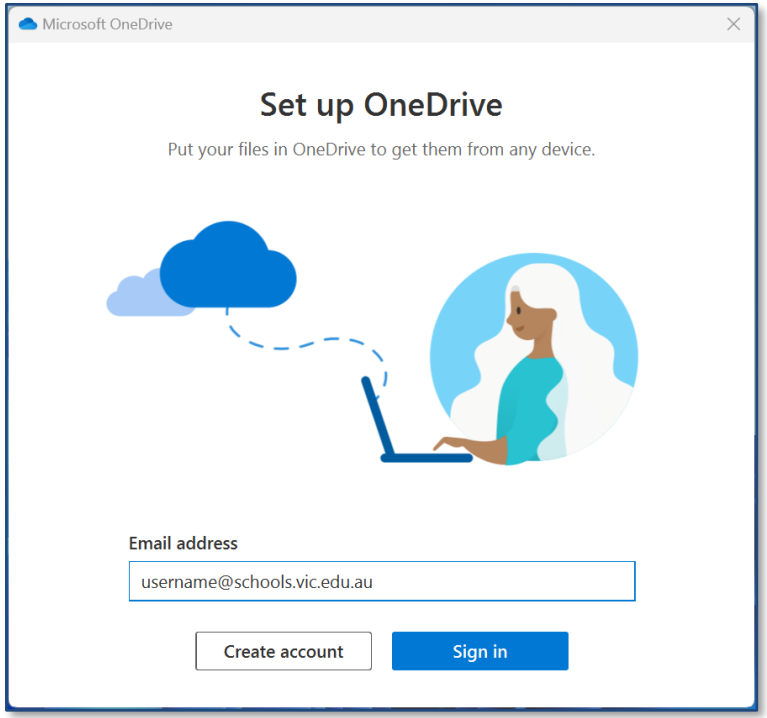
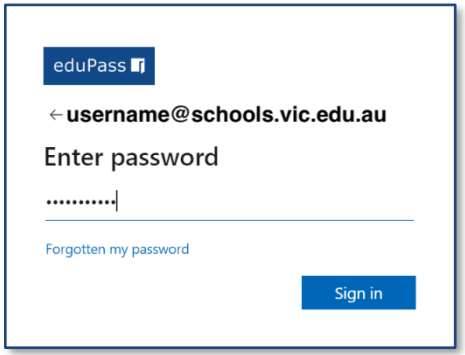
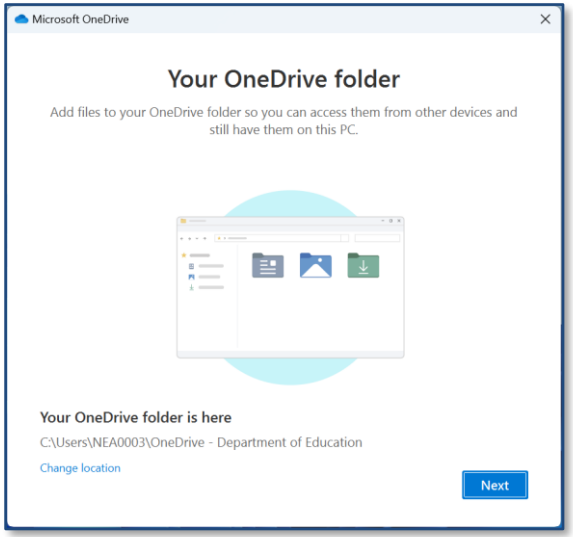


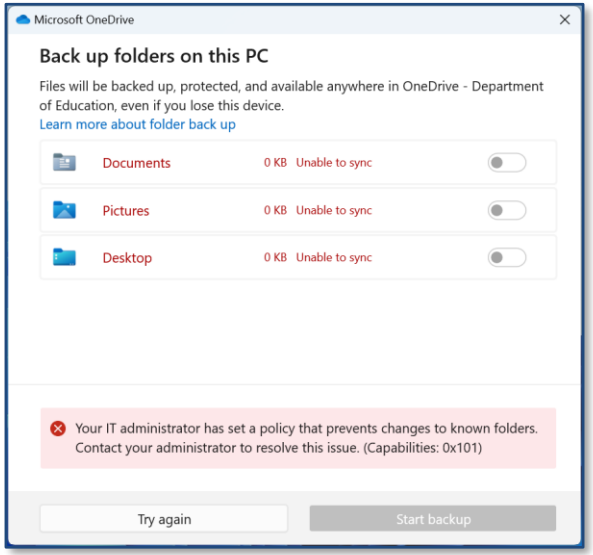
Enter your eduPass email and click sign in

Enter your password and click sign in



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

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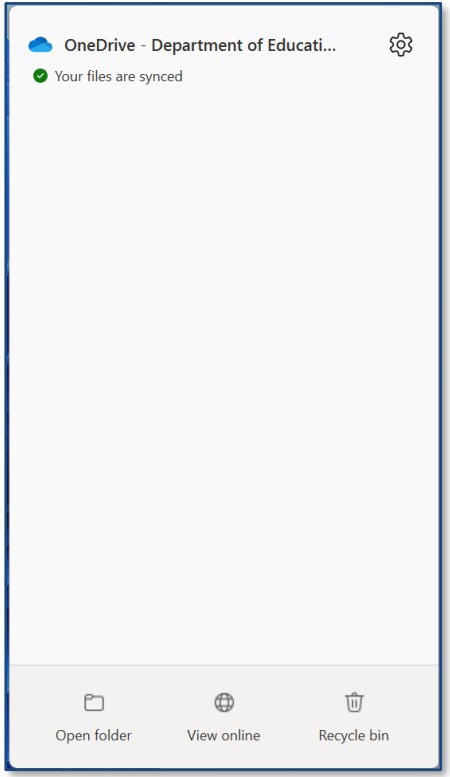
Microsoft OneDrive setup is Complete

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



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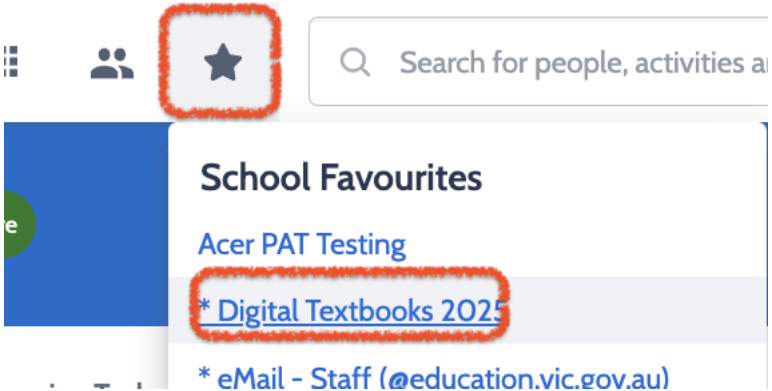
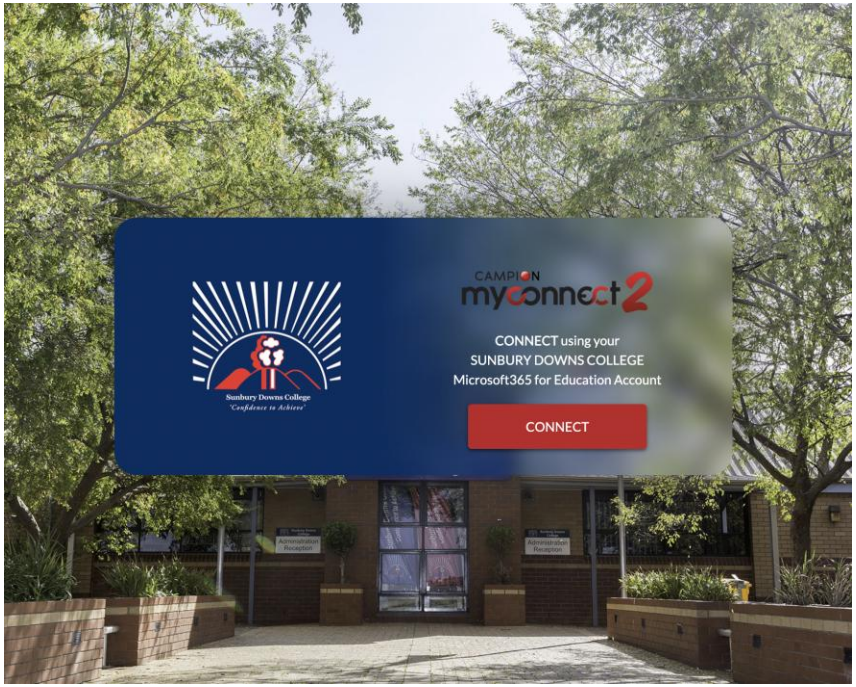
Your eduPass account gives access to all your Digital Textbooks

Sign into Campion MyConnect2

Sunbury Downs College
'Confidence to Achieve'



- 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

Sunbury Downs College
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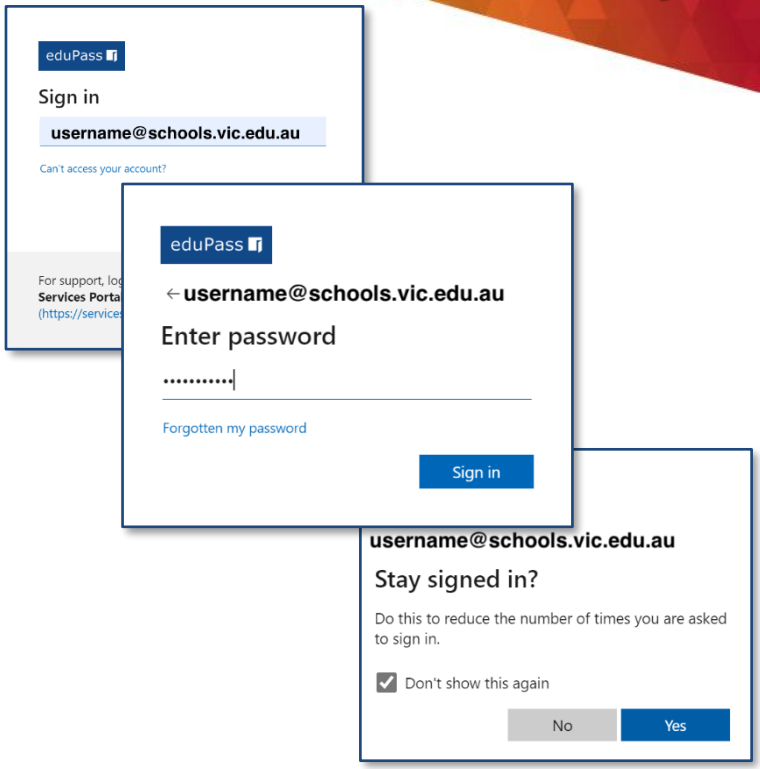
Sign in with eduPass

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”**



Sunbury Downs College
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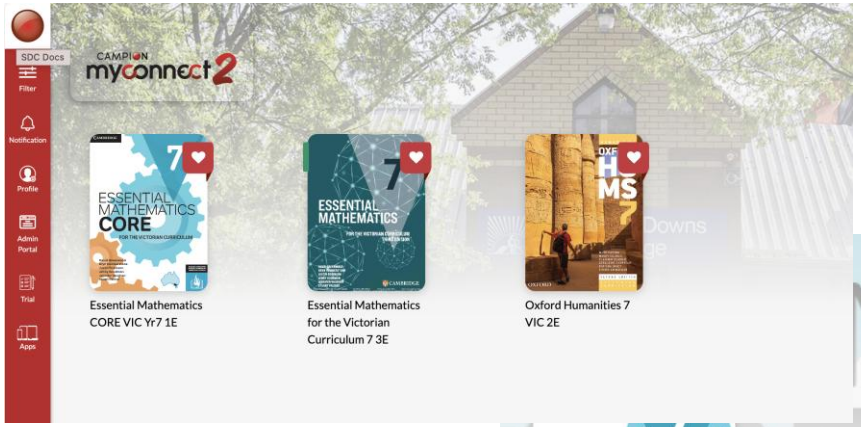
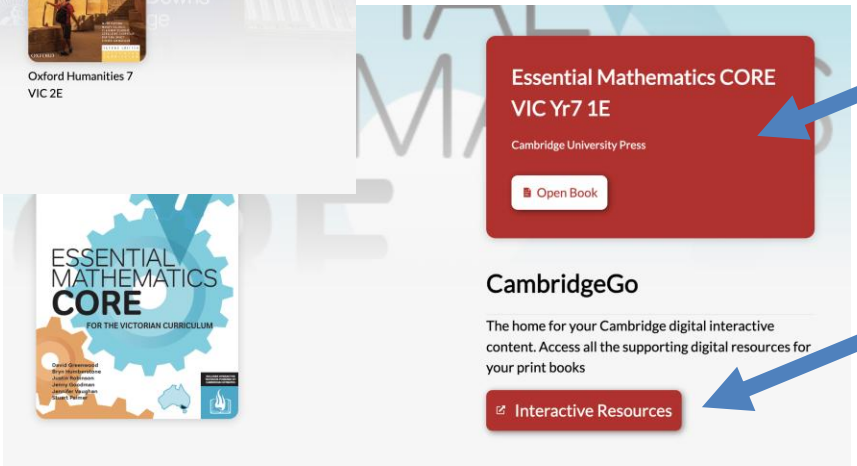
Your Bookshelf





PDF Version

Interactive Version

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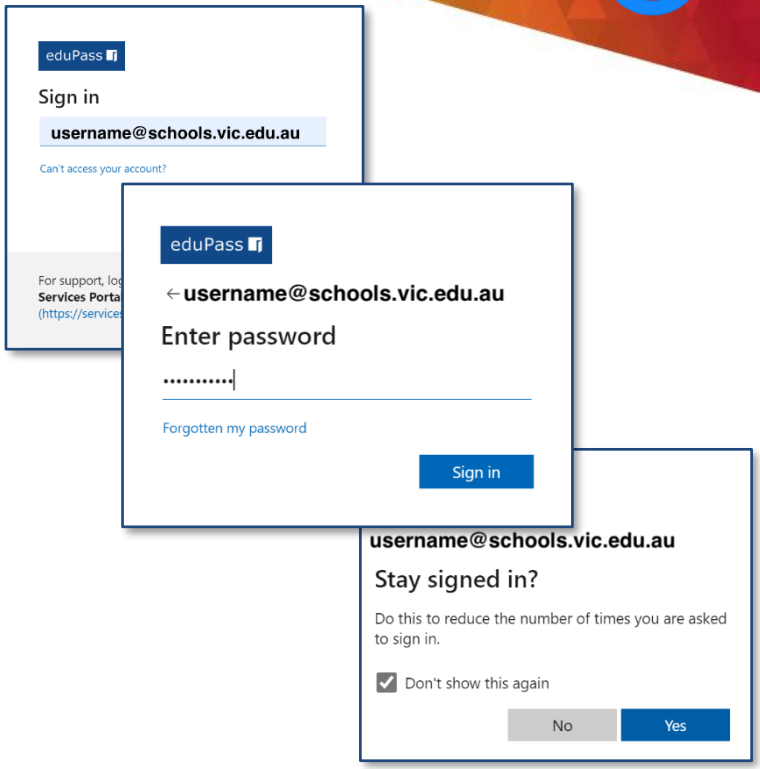
Sign in with eduPass

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”**



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

Sign into Google

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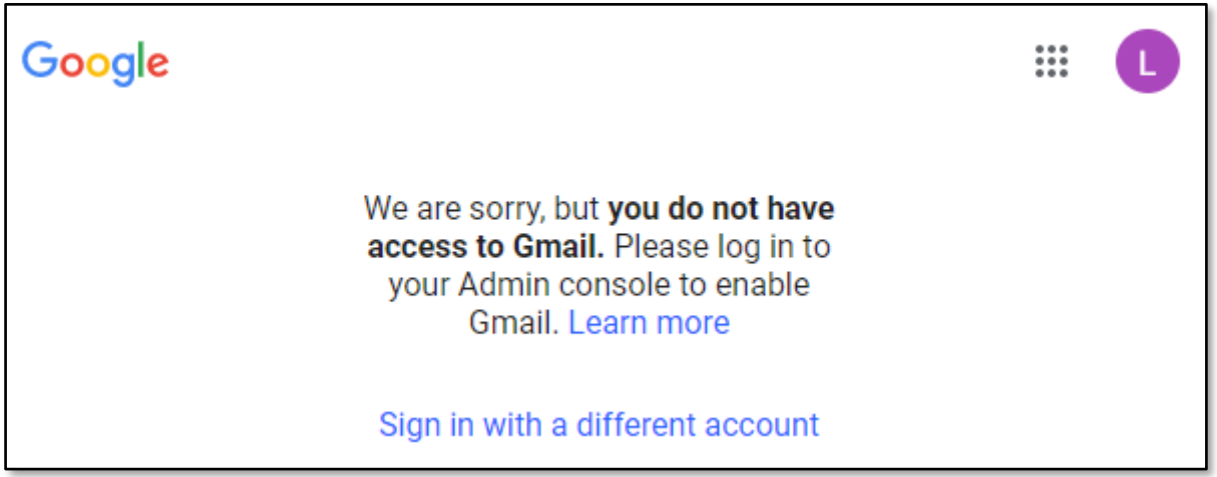
Google Account

Your eduPass will not provide you with access to Gmail

This message is **normal**



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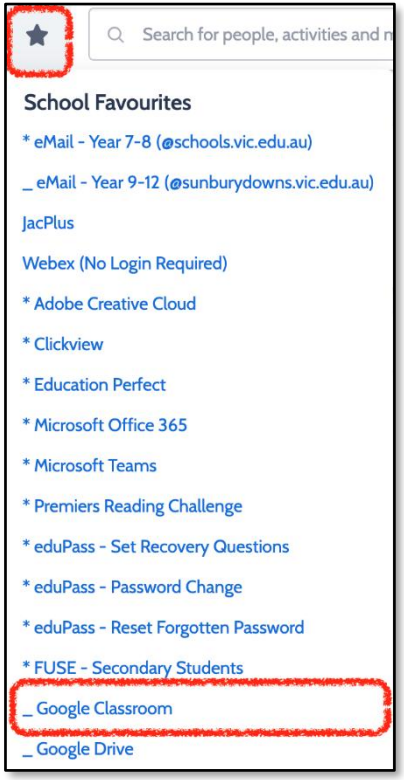
Sign into Google



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

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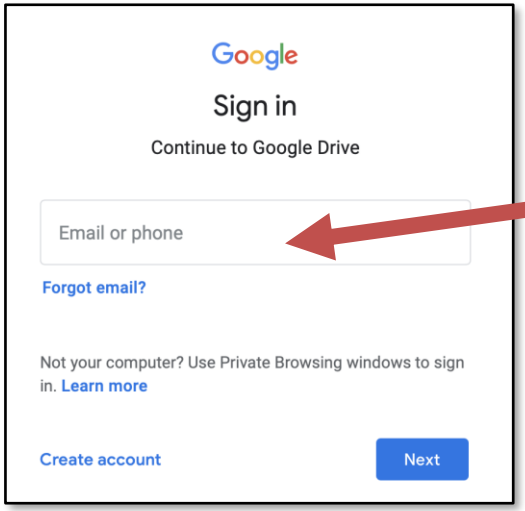
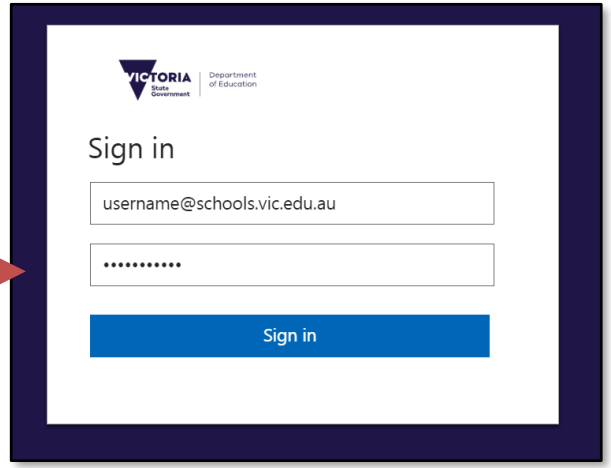
Sign into Google



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

Enter your **eduPass email address** and **password**



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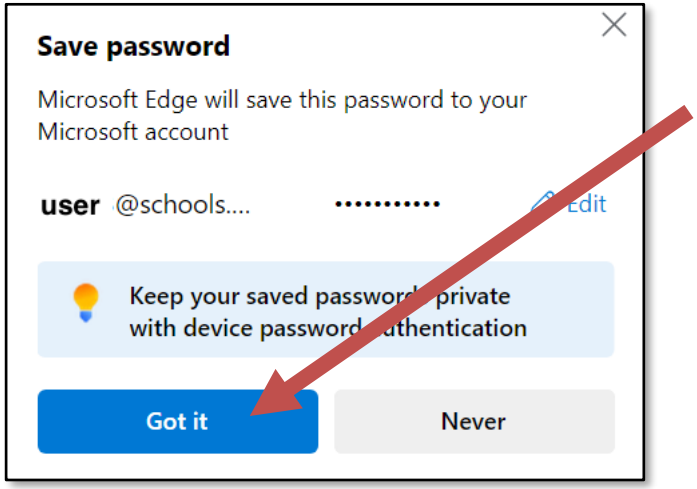
Save your Password

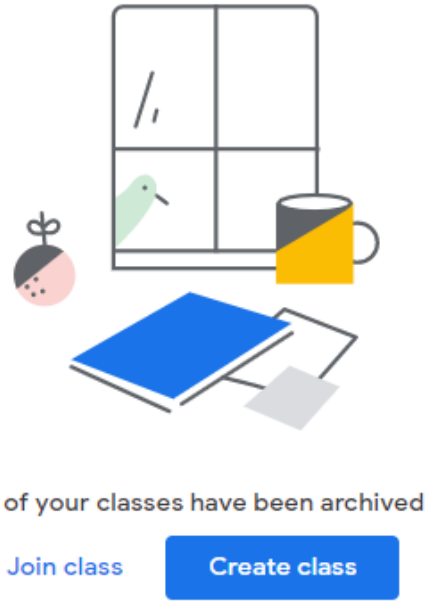


Make sure to click “Got It”

This will save your password for later

This will make it easier for you.

Welcome to Google Classroom



- You may have classes already.

Sign into Stile

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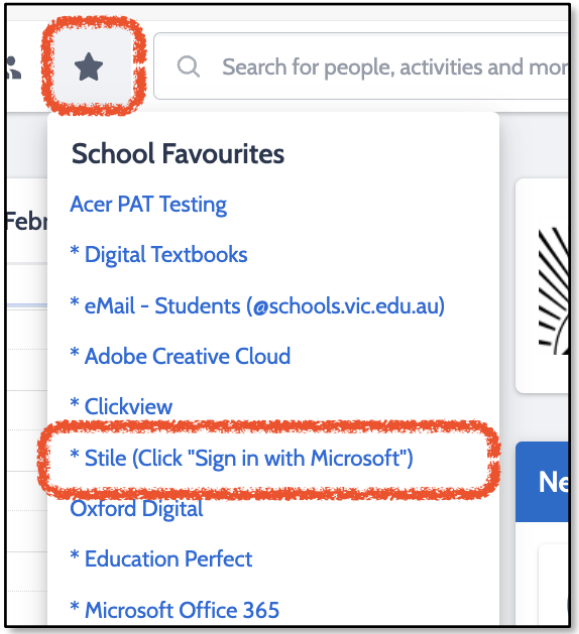
Sign into Stile



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

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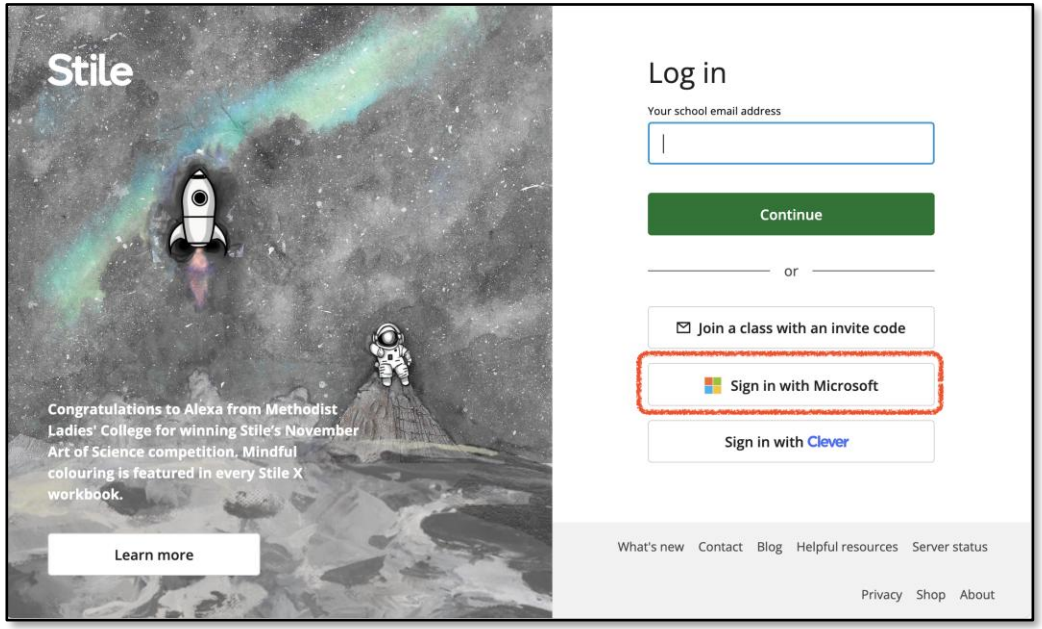
Sign into Stile

Click

“Sign in with Microsoft”

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



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Sign in with eduPass

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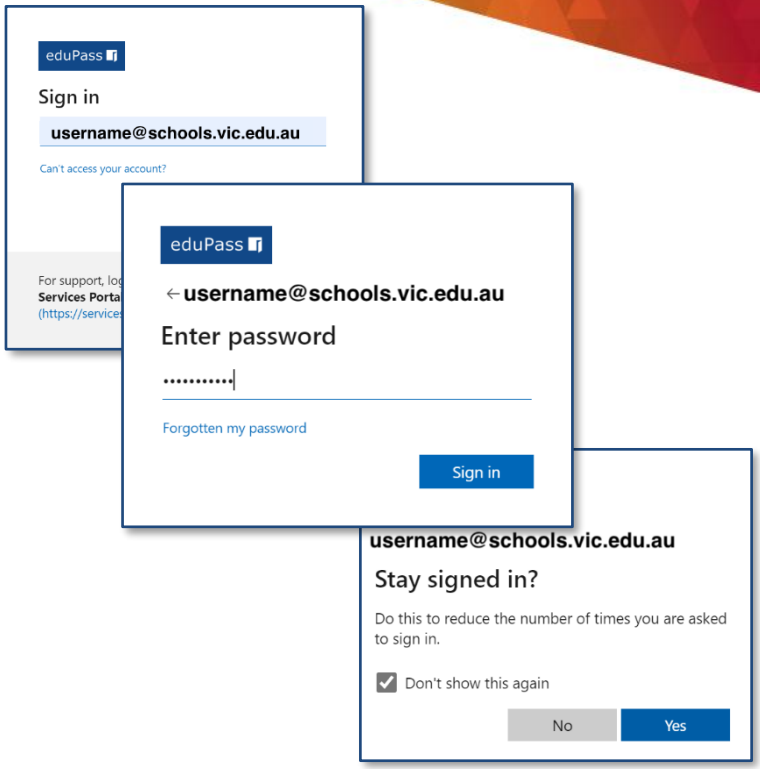

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Sign into Clickview

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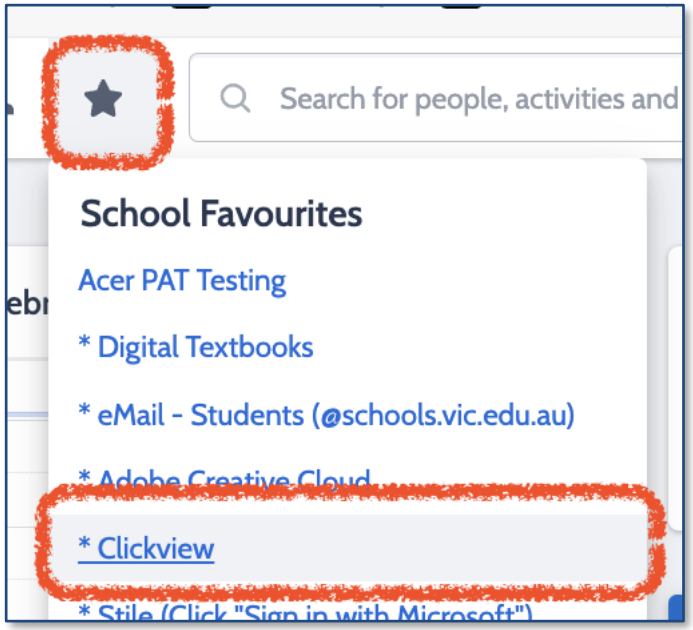
Sign into Clickview



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

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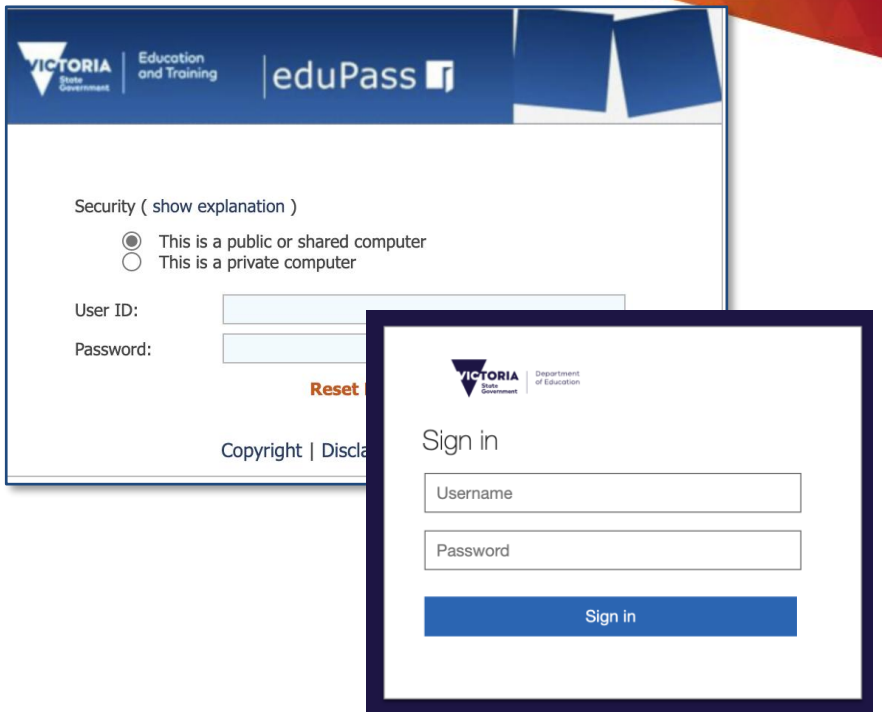
Sign in with eduPass

Public or Private does not matter

Enter your **eduPass email**

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

Save your password



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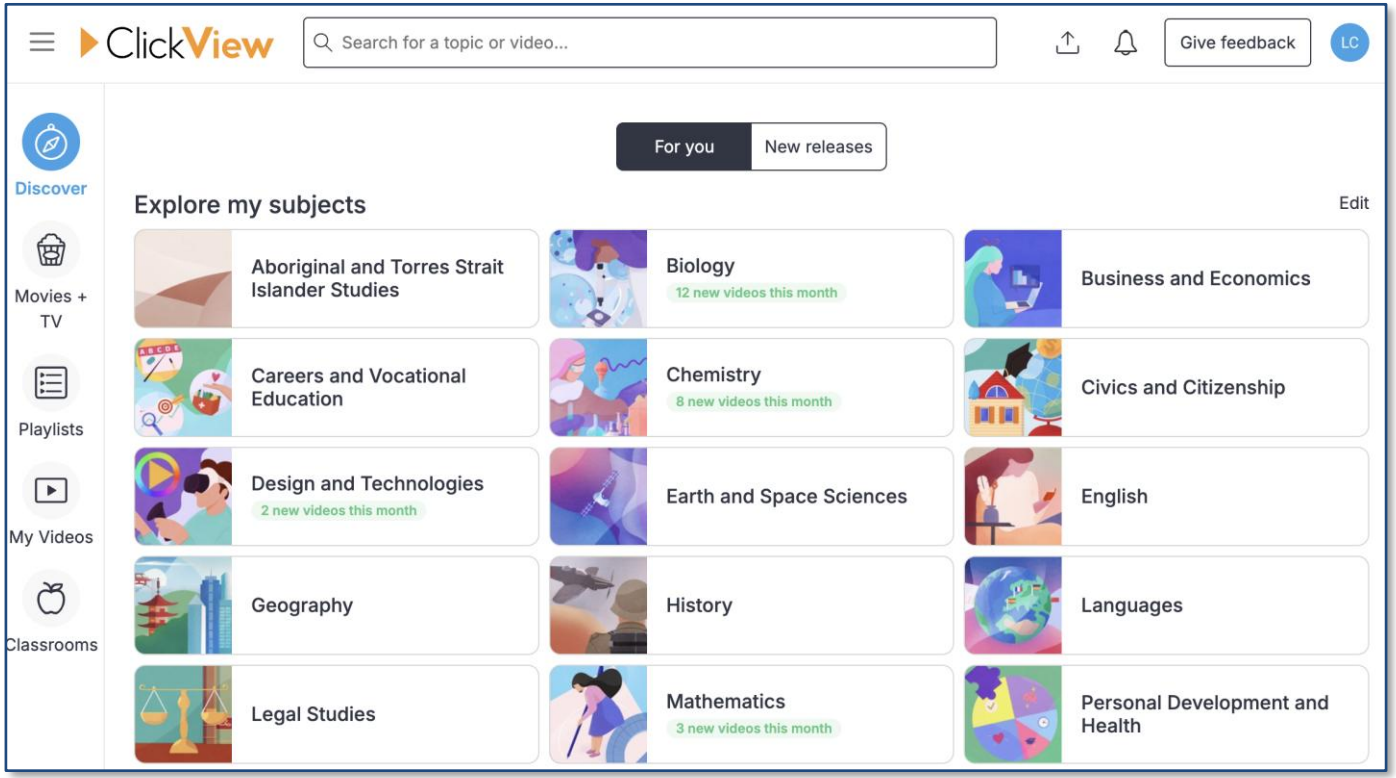
Sign into Clickview



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As students you get access to the Full Adobe Creative Cloud

Adobe Acrobat & Creative Cloud

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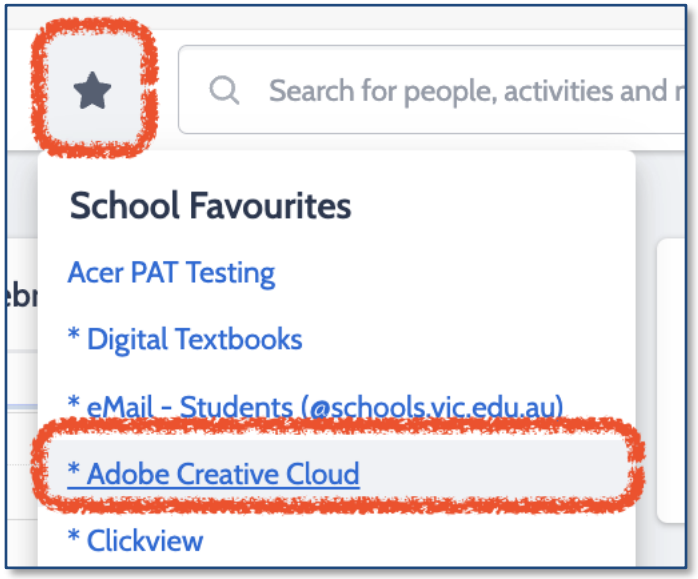
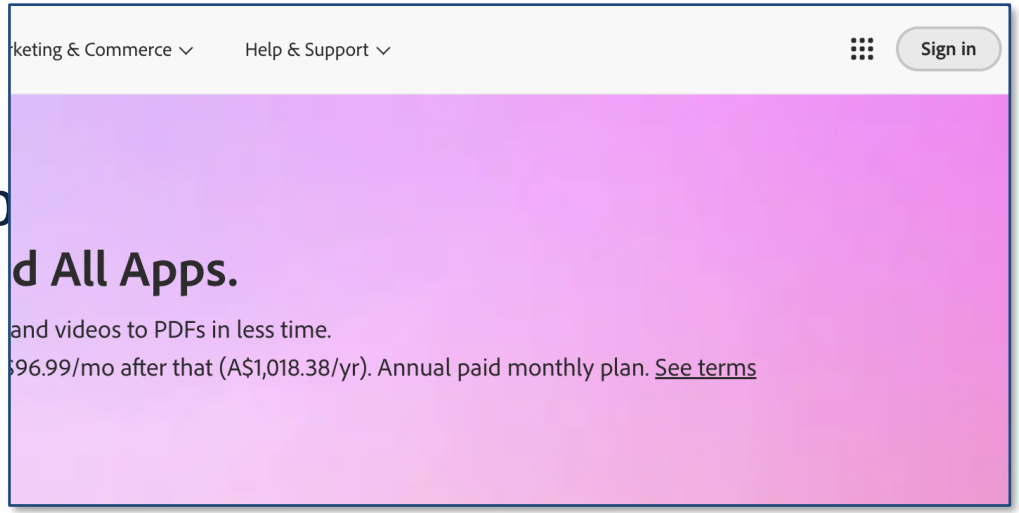
Sign into Creative Cloud



- 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



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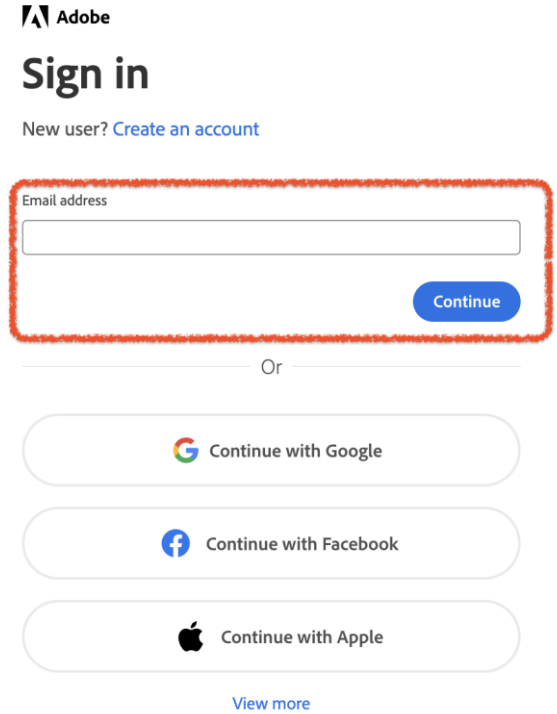
Sign into Creative Cloud

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



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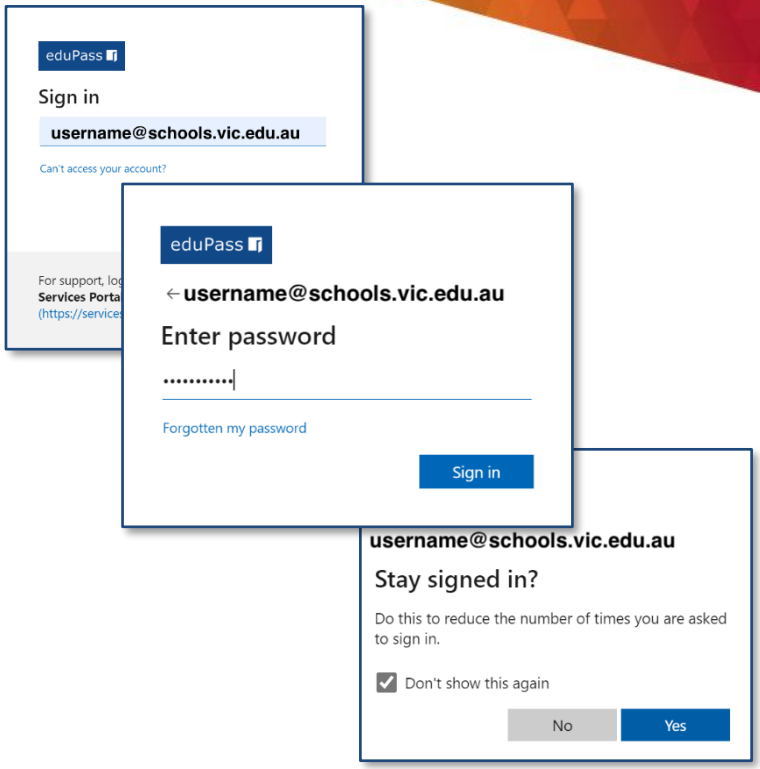

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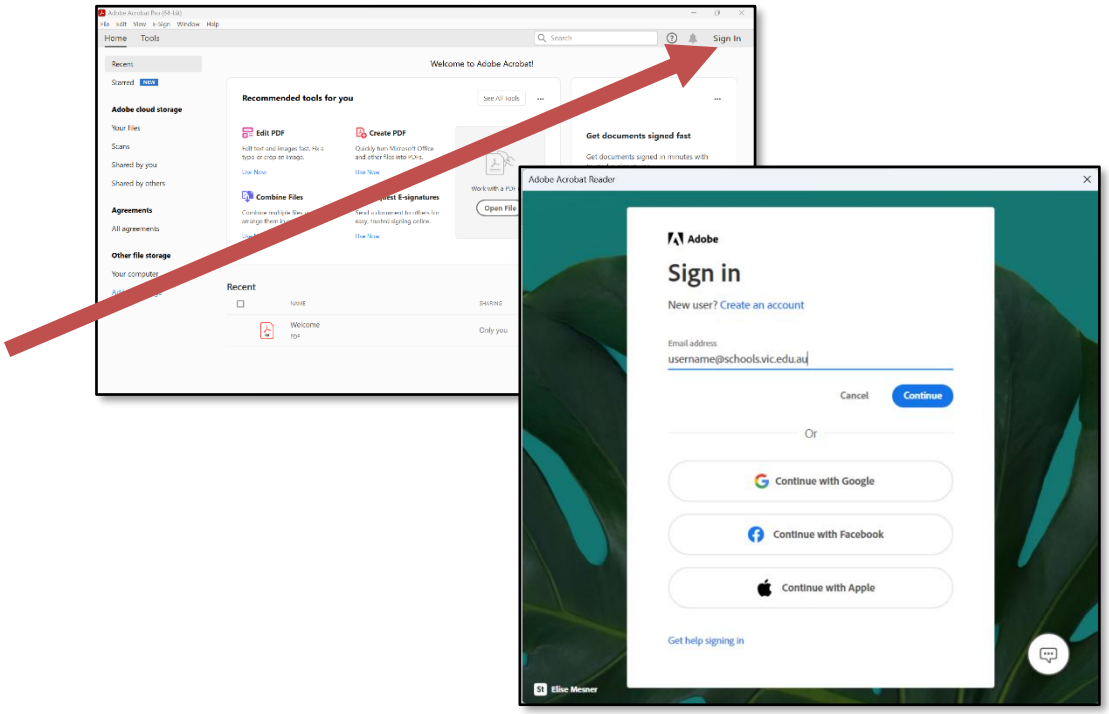
Adobe Acrobat

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



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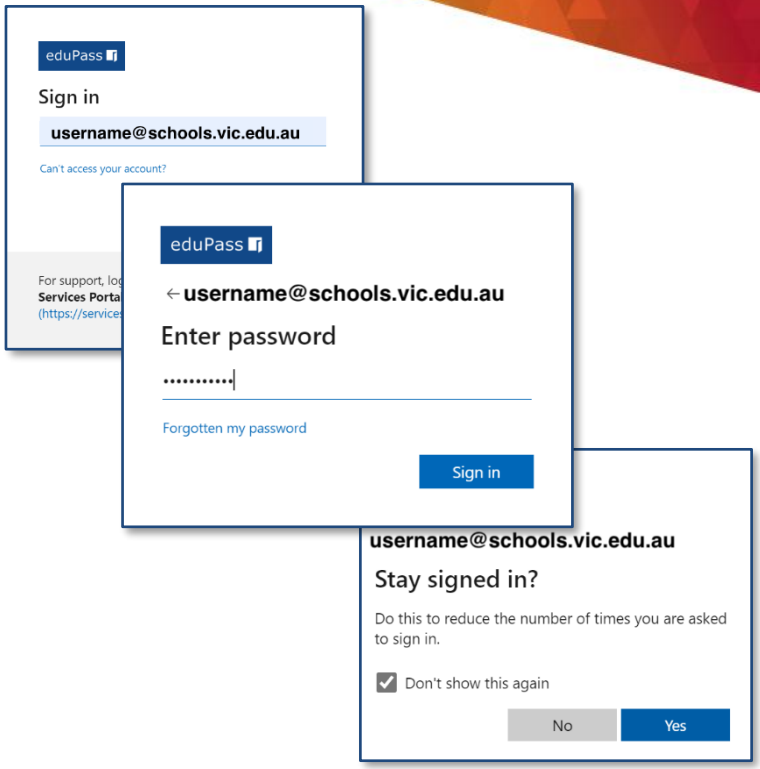

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