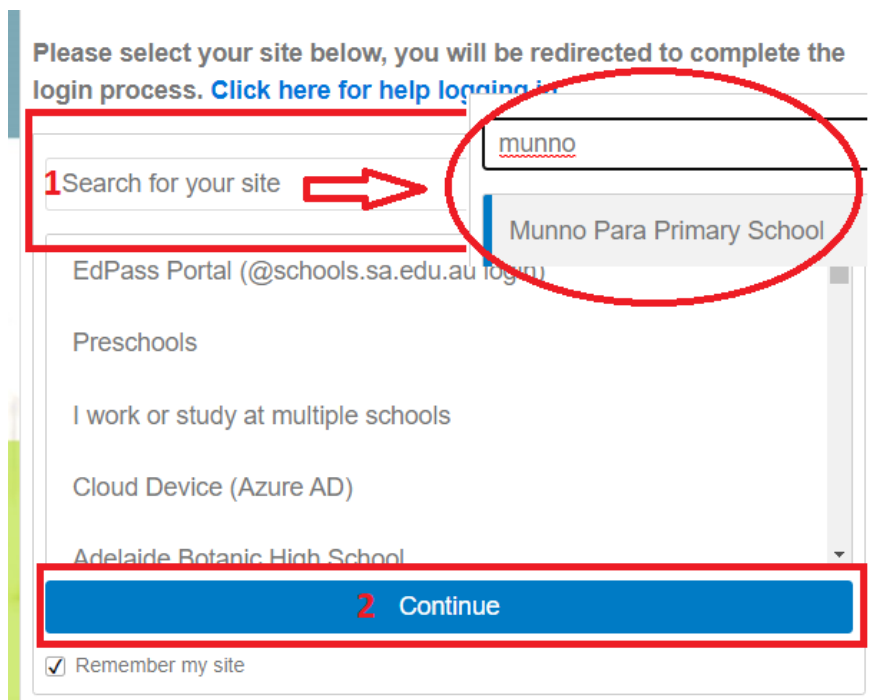


How to login to EdPass Portal?

Scenario: I'm working from home, and I want to access my email.

1. Open Google Chrome or any other preferred browser (i.e. Microsoft Edge, Firefox)
2. Type "edpass.sa.edu.au", press Enter key in your keyboard. You will be redirected to EdPass portal sign in page. Type your site name in the *Search your Site* field. Then click Continue button.



The screenshot shows the EdPass Portal 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 field labeled "1 Search for your site" with a red arrow pointing to it. The search field contains the text "munno". Below the search field is a dropdown menu showing "Munno Para Primary School" selected. Below the dropdown menu is a blue button labeled "2 Continue". At the bottom, there is a checkbox labeled "Remember my site" which is checked.

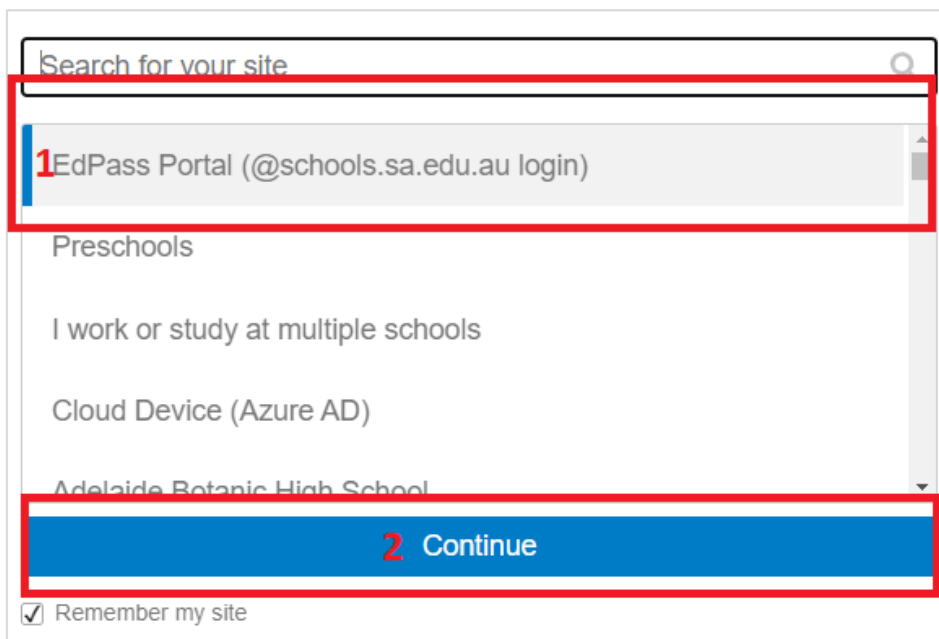
3. Login using your school computer username and password.

Note: if you are a teacher or staff that uses the curriculum devices, use your curriculum login. If you are using an admin computer, use your admin login. If neither your curriculum nor your admin credentials work, it means that your employee ID is not registered in the school's Active Directory. Your ICT contact person should be able to add it in the system.

Another way of logging in is using your @schools.sa.edu.au email and password.

1. Open Google Chrome or any other preferred browser (i.e. Microsoft Edge, Firefox)
2. Type "edpass.sa.edu.au", press Enter key in your keyboard. You will be redirected to EdPass portal sign in page. Select *EdPass Portal (@schools.sa.edu.au)*. Then click Continue button.

Please select your site below, you will be redirected to complete the login process. [Click here for help logging in.](#)




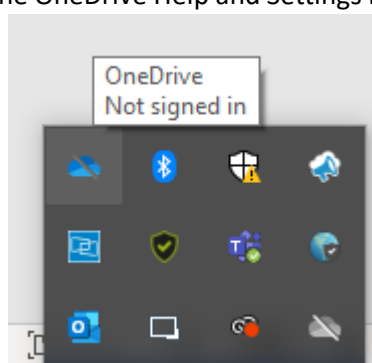
3. Login using your @schools.sa.edu.au email and password.

Tip: You can login using your email without the @schools.sa.edu.au at the end. For example, my email is Hacela.bou888@schools.sa.edu.au, I can use just hacela.bou888 and it should work as well.

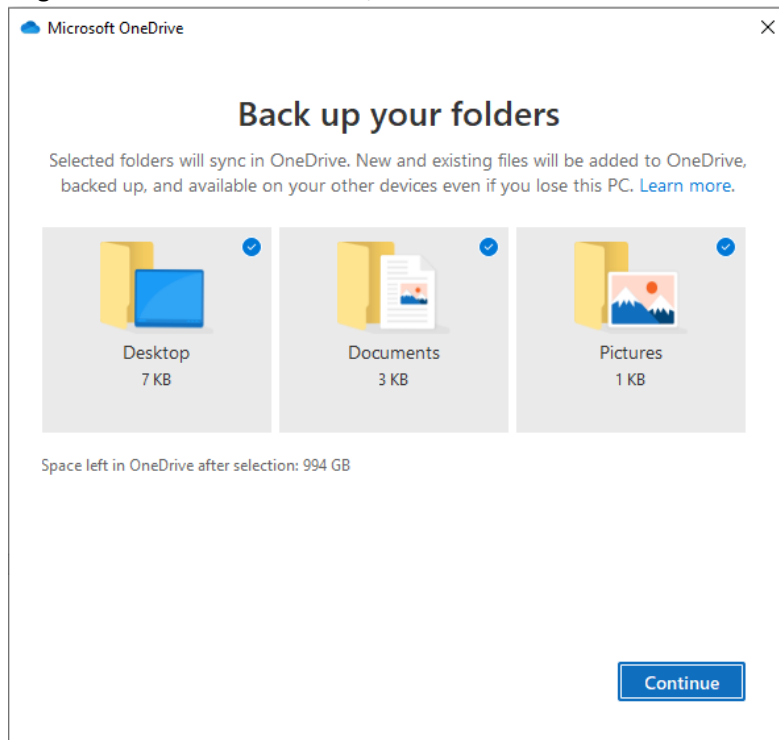
How to back up my files in the cloud?

Staff who recently upgraded to Office365 would have the capability to sync their documents and files over to OneDrive.

1. Open OneDrive settings (select the OneDrive cloud icon in your notification area, and then select the OneDrive Help and Settings icon  then Settings.)



- a. Make sure you are signed in using your schools email address.
2. Go to the Back up tab then select Manage Back up and select all the folders that you want to sync through the cloud. Once selected, click Continue button.



How to access my OneDrive files?

You can access your OneDrive files anywhere, anytime! To access your OneDrive files on a non-school device, you just need to login to Office365.com using your @schools.sa.edu.au email and password. Then look for OneDrive, it should redirect you to another page.

