EdPass logon

The Department for Education's **Edpass** links your **Curriculum logon** and password with your **@schools email address**.

Cur

Edpass / Curriculum logon

Username:

Password:

@

@schools email

Email:

EdPass Portal

The **EdPass Portal** gives easy access to many services (including **Microsoft Office 365 – see below**).

Visit ▶ Go to edpass.sa.edu.au.

Sign in ▶ When you see the EdPass logo, select Oakbank School as your site (if prompted) and use your curriculum logon and password to sign in.

Microsoft Office 365 Portal

Students can access **Office 365** services for free while enrolled at a state school. The **Office 365 Portal** gives access to both online versions of many Office apps (runs from most browsers and does not require you to install any apps to use) and installable apps to run on computers and mobile devices. Your **@schools email** is accessible via **Outlook Mail**.

Visit ▶ Go to edpass.sa.edu.au

Sign in ▶ Use your **EdPass logon** (see above)

▶ Select the **Office 365 Portal** icon or click on each individual app to **online Office** apps.

Install Office 365 apps for PCs (Windows & MacOS)

Install* ▶ Go to edpass.sa.edu.au

▶ Select the **Office365 Portal**

▶ Select **Install Office** on the top right, then **Office 365 apps**.

Sign in ▶ Once installed, open any app

▶ To activate, when prompted or under **File / Account / Sign In**, sign in with your @schools email then your **EdPass logon** details.

* If you already have Office installed, you may be able to simply sign out and Sign In to activate.

Install Office 365 apps for tablets (Apple iOS & Android)*

Install ▶ Go to your device's **store**

▶ Search for **Microsoft**

▶ Select and install **Word, Powerpoint, Excel & OneDrive**

Sign in ▶ Once installed, open any app

▶ To activate, sign in with your **@schools email**, then your **EdPass logon** details.

* Publisher not available on Apple or Android devices

OneDrive – Department for Education

OneDrive is also a part of **Office365** and is a cloud service where users can store, sync, update, and share files from any internet connected browser, and collaborate on Office documents. Each user receives storage space in Microsoft's Australian cloud. By default all data and files are private, however they can be shared with other EdPass Office365 users within Department for Education schools.

We encourage students and staff to use OneDrive to ensure their school work is backed up and accessible.

Install OneDrive app for PCs (Windows & MacOS)

Install* ► Go to **edpass.sa.edu.au**

► Select the **Office365 Portal** and select **OneDrive** (or select the **OneDrive** icon from **EdPass Portal**)

► Select **Get the OneDrive apps** from the bottom left, and select **Download** and **run / install**.

Sign in & Sync ► If not prompted to sign in, click on the **blue cloud** in the task bar (bottom of your screen in Windows, top for Mac), select the ⚙ and **Settings**, then **Account / Sign in / Add an account**.

► Enter your **@schools email address**, then your **EdPass logon** details and click **OK** or **Next** to all prompts.

You now have a **OneDrive – Department for Education** folder on your computer. Any files put into this folder will automatically by synced to the OneDrive cloud and can be accessed securely.

* Most Windows PCs have the OneDrive app preinstalled. You can have multiple OneDrive accounts signed in. To add an account, follow the steps from Sign in and select Add an account.

Install Office 365 apps for tablets (Apple iOS & Android)*

Install* ► Follow the Office365 tablet guide

OneDrive online

Should I use the online version of Office365 and OneDrive or the apps?

When using a shared device (such as computers at school) we recommend using the online versions of Office365 and OneDrive so that you can easily sign in and out quickly through the EdPass Portal. When using Office365 apps online, they will offer to save any work directly to OneDrive and open files from OneDrive.

Visit ► Go to **edpass.sa.edu.au**

Sign in ► Use your **EdPass logon** (as above)

► Select the **Office365 Portal** and select **OneDrive** (or select the **OneDrive** icon from **EdPass Portal**)

► You can now see all your saved files, upload or create new documents.

Teams

Microsoft Teams is an available resource that provides video conferencing and secure file sharing (linked through **OneDrive**). Students uses **Seesaw** for online or remote learning situations rather than Teams.

Teams runs both as an online version, accessed via the **EdPass Portal** and **Office 365 Portal** (Windows only), or as a **downloadable app** (Windows, Mac and tablets / mobile devices). To **Install** for PCs, open the web app, click on the **three dots** on the top right and select **Download the Desktop app**. Follow the **Sign in** guides for other **Office365 apps**. For **tablets and mobile devices**, follow the **Office365 tablet guide**.