**SCHOOL COUNCIL PRESIDENT – EMAIL ACCOUNT**

**What is the school council president eduMail account?**

​The school council president (SCP) eduMail account is a special purpose account for your school's SCP.

The UserID for the SCP account is based on the school number and ends with '21'.

For example, at *Example Primary School* with school number of 1234, the UserID for the SCP will be S123421 (where S= school, 1234 = school number, 21 = School Council President).

As this account already exists, there is no need for a new account to be created when a new SCP is appointed. Only the name associated with the account needs to be updated to that of the new SCP.

When a new SCP is appointed, the school principal (or school delegate) will be required to:

* Reset password for the SCP eduMail account

Log into the SCP eduMail account and change the display name to that of the new SCP.

**How do I reset the password for the school council president eduMail account?**

​Resetting the eduMail password for the School Council President's (SCP) eduMail account is exactly the same as resetting the password for staff. Resetting passwords for school staff can only be undertaken by the school principal or school delegate using the eduMail Account Administration module.

The steps below describe how to reset the SCP's eduMail password:

Using your web browser go to: https://www.edumail.vic.gov.au

1. Click on **eduMail Support** (bottom right hand corner)
2. Type in your **User name** (UserID) and **Password** when prompted
3. Click on **Log On**
4. Click on **My Tools**
5. Click on **Open My Tools**
6. Click on **eduMail Account Administration**
7. The **eduMail Account Administration** window will appear with a list of staff at your school
8. Click  on the name of the previous SCP (their UserID will be 'S' followed by your school number and the number '21'
9. Account details for your previous SCP will be displayed
10. Click on **Reset this User's Password**
11. Confirmation screen will appear
12. Click on **Yes, Reset the Password**
13. A new password will appear on the screen - take note of this password for later use

Click on**Go Back to User List** and exit program.​

**How do I update the eduMail account display name for the school council president?**

​To change the eduMail account display name for school council president (SCP), ensure you know the **User name** (UserID) and **Password** of the SCP.  If this is not known, the **Principal** or **Delegate** of the school can reset the password.

1. Logon on the computer as the SCP using the **User name** (UserID) and **Password**.
2. Using your web browser go to: <https://edupassuserportal.education.vic.gov.au/IdentityManagement/default.aspx>
3. Click on **My Profile.**
4. In the **General tab,** update the **Preferred First Name, First Name** and **Last Name.**
5. Click the **Contact Details tab,** update the phone number details.
6. Clear the external email address and do not modify this field.
7. Click **Ok.**  Inspect the changes, then click **Submit** to save your changes.

Note that changes can take up to two hours to propagate throughout the eduMail service.

In addition to changing the name, you should also clear any rules the previous SCP has set. To do this:

1. Using your web browser go to: <https://www.edumail.vic.gov.au/>
2. Type in the SCP**User name** (UserID) and **Password** and click **Log On**
3. Click **Options**(top right hand corner)
4. Click**Create an Inbox Rule...**
5. Any existing rules will be shown in a list
6. Select the first rule, and click on the **X** button to delete it
7. A warning notification will appear, asking if you sure you want to delete the Inbox rule, click on **Yes** to confirm
8. A second warning notification may appear, click on **Yes**
9. Repeat for any other rules

Click on **Sign Out.**