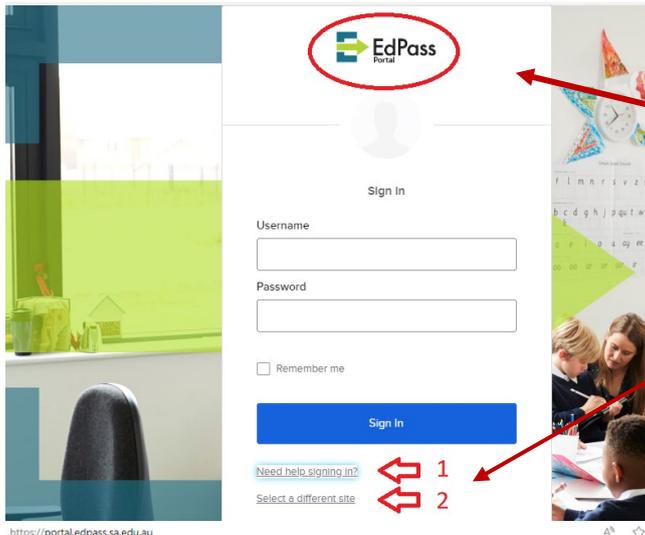


## EdPass – External Access Guide

To access EdPass from outside of school, you will need to log on to the [EdPass Portal \(https://portal.edpass.sa.edu.au/\)](https://portal.edpass.sa.edu.au/). We suggest using Google Chrome or Microsoft Edge Internet browsers.

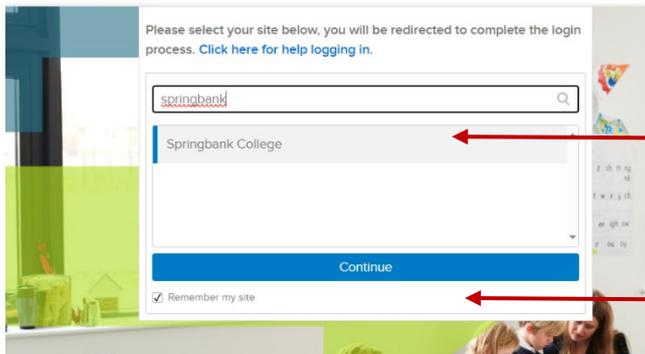
<https://portal.edpass.sa.edu.au/login/default>



Once the website is open, if the **EdPass Logo** does not show Springbank, please do the following:

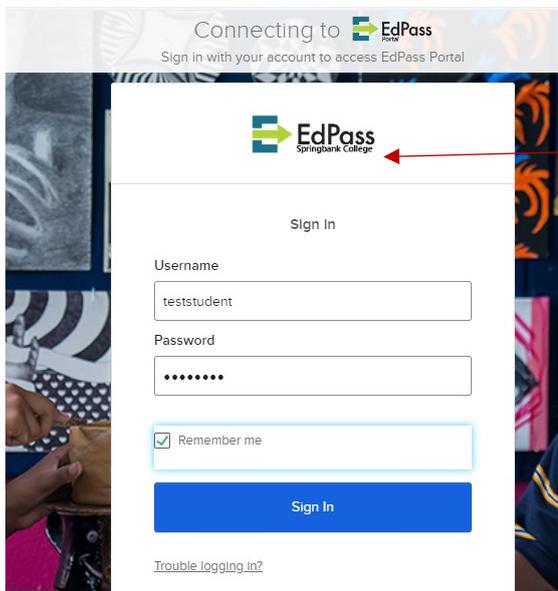
- **'Need help signing in?'** (arrow 1) then
- **'Select a different site'** (arrow 2)

<https://portal.edpass.sa.edu.au>



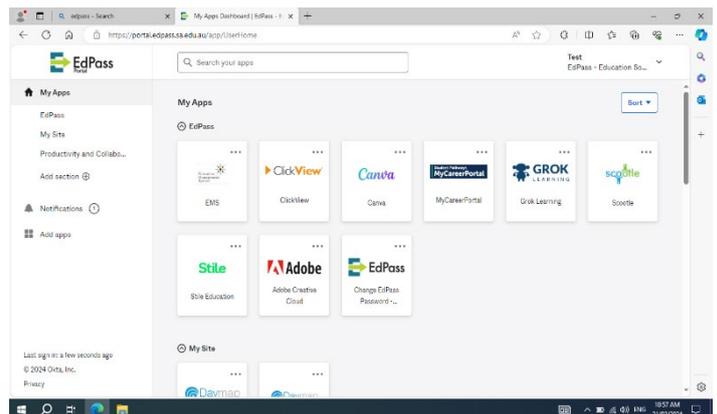
When this screen appears:

- Search **Springbank** and select **Springbank Secondary** from the dropdown menu
- Please tick the **'Remember my site'** box to help with further logins



The **EdPass logo** at the top of the login box should now show **Springbank College**.

- **Enter** the same username/ password combination you use to login to laptops at the school
- Tick the **'Remember me'** box before you sign in
- You will then see your EdPass page as below



**Please note:** Your browser should remember you belong to Springbank Secondary College and should display the Springbank College EdPass logon page. If you clear your browser cache at any time, you will be required to select your site again as per the above instructions.