

# Signing in for the first time

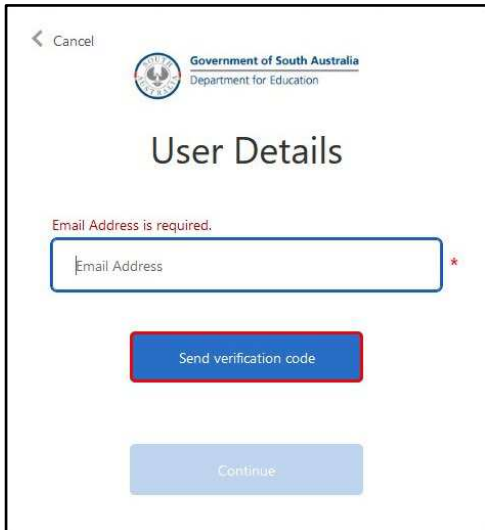
This article provides instructions for signing into Education Public Portal (EPP) for the first time.

1. Open the [Education Public Portal](https://external.schools.sa.edu.au) sign in page (<https://external.schools.sa.edu.au>) and click **Forgot My Password?**.



The screenshot shows the 'Education Public Portal' sign-in page. At the top, it features the Government of South Australia Department for Education logo. Below the title, it says 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A red box highlights the 'Forgot your password?' link below the password field. A blue 'Sign in' button is at the bottom.

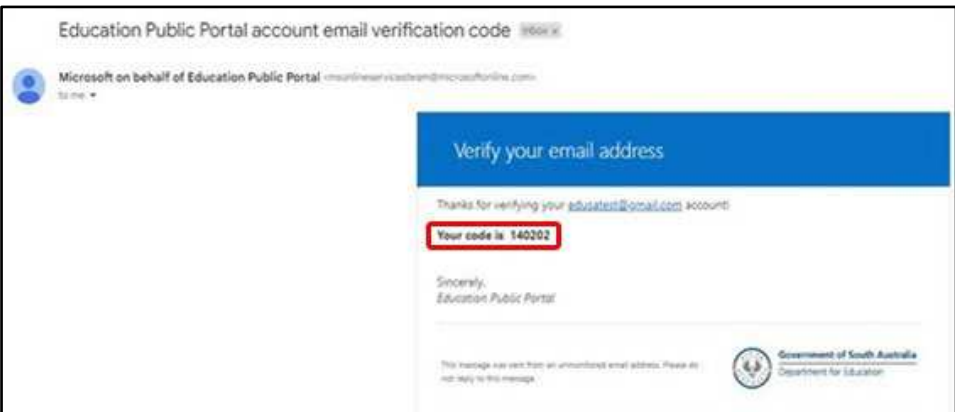
2. On the User Details screen, enter **your** email account through which you received this information. Click **Send verification code**.



The screenshot shows the 'User Details' screen. It has a 'Cancel' link at the top left. Below the Government of South Australia logo, it says 'Email Address is required.' There is an 'Email Address' input field with a red asterisk on the right. Below the field is a blue 'Send verification code' button and a light blue 'Continue' button.

3. The system will send a verification email to your registered email address.

If it isn't in your inbox, check your junk folder.



The screenshot shows an email from Microsoft on behalf of Education Public Portal. The subject is 'Education Public Portal account email verification code'. The body of the email says 'Verify your email address' and 'Thanks for verifying your [edusatest@gmail.com](mailto:edusatest@gmail.com) account'. A red box highlights the verification code: 'Your code is: 140202'. The email is signed 'Sincerely, Education Public Portal' and includes the Government of South Australia logo at the bottom.

4. On the User Details screen, enter the code from the email in **Verification code**. Then click **Verify Code**.

The screenshot shows the 'User Details' screen from the Government of South Australia Department for Education. At the top left is a 'Cancel' link. The header includes the department's logo and name. The main heading is 'User Details'. Below it, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains 'edusatst@gmail.com' and is marked with a red asterisk; the second is labeled 'Verification Code' and is highlighted with a red border and a red asterisk. Below the fields are two buttons: 'Verify code' (highlighted with a red border) and 'Send new code'. At the bottom is a light blue 'Continue' button.

5. Click **Continue**.

The screenshot shows the 'User Details' screen with a confirmation message: 'E-mail address verified. You can now continue.' Below this, the label 'Email Address' is followed by an input field containing '\*\*\*\*\*@schools.sa.edu.au' and a red asterisk. A blue 'Continue' button is highlighted with a red border at the bottom of the screen.

6. Enter the new password in **New Password**.
7. Re-enter the new password in **Confirm New Password**. Then click **Continue**.

The screenshot shows the 'User Details' screen with a message: 'New Password is required.' There are two input fields: 'New Password' and 'Confirm New Password', both marked with red asterisks. A blue 'Continue' button is at the bottom.

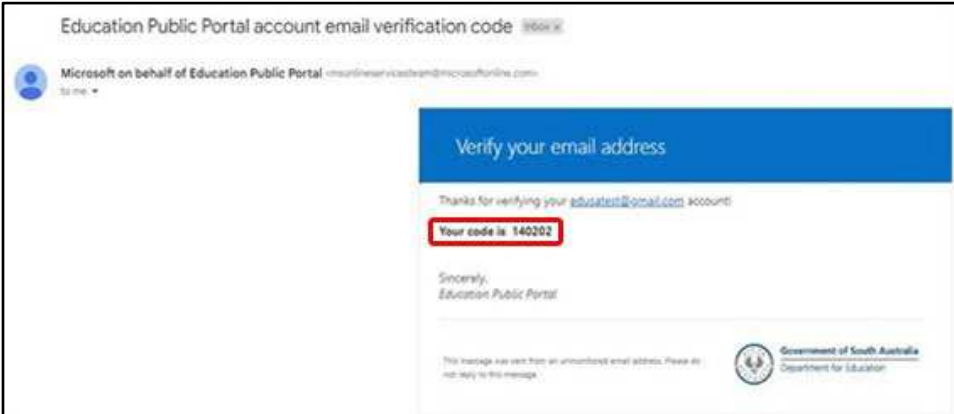
8. After changing the password, the page will reload to the main sign in page.

Enter your registered email address and the newly created password. Then click **Sign in**.



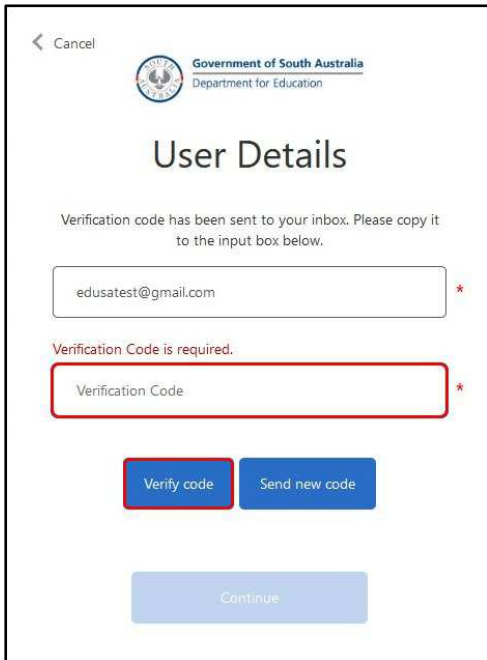
The screenshot shows the 'Education Public Portal' sign-in page. At the top, it features the Government of South Australia Department for Education logo. The main heading is 'Education Public Portal'. Below this, it says 'Sign in with your email address'. There are two input fields: the first contains the email address 'edusatet@gmail.com' and the second contains a masked password '\*\*\*\*\*'. A link for 'Forgot your password?' is visible below the password field. At the bottom, there is a blue 'Sign in' button.

9. The system will request verification again. A verification code will be sent to your school email.



The screenshot shows an email from Microsoft on behalf of Education Public Portal. The subject is 'Education Public Portal account email verification code 866xx'. The body of the email says 'Verify your email address' and 'Thanks for verifying your edusatet@gmail.com account'. A red box highlights the verification code: 'Your code is 140202'. The email is signed 'Sincerely, Education Public Portal'. At the bottom, there is a note: 'This message was sent from an unmonitored email address. Please do not reply to this message.' and the Government of South Australia Department for Education logo.

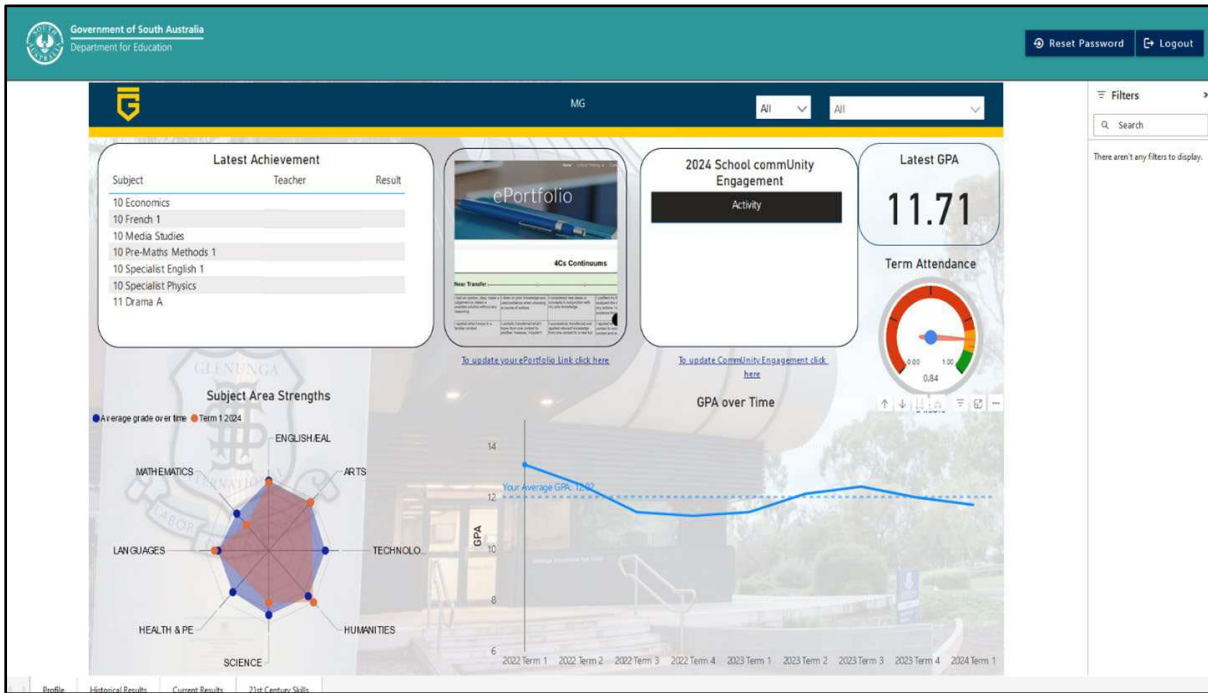
10. On the User Details screen, enter the code from the email in **Verification code**. Then click **Verify code**.



The screenshot shows the 'User Details' screen. At the top, it features the Government of South Australia Department for Education logo. The main heading is 'User Details'. Below this, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains the email address 'edusatet@gmail.com' and the second is labeled 'Verification Code'. Both fields have a red asterisk to their right. Below the input fields, there are two buttons: 'Verify code' (highlighted with a red box) and 'Send new code'. At the bottom, there is a light blue 'Continue' button.

## Access the learner profile report

Once verified, the Power BI report containing student details will be accessible. If no data is displayed, contact Glenunga’s [IT Team](#) for assistance.



### Parents with more than one Student

Your initial profile will show a combination of all your students who attend Glenunga.

In the top right corner there is a **dropdown list** of available students – please select the student you wish to view:

