

Edupass

Secondary Schools Onboarding Guide for Windows devices

Sign in faster with Edupass

Before we begin, let's have these ready.



1. Your PLD

Ensure your device is connected to the school's internet or a trusted Wi-Fi network.



2. Login Details

Have your student email address ready (e.g. @students.edu.sg) with your existing MIMs account password.



3. Mobile Phone (Optional)

Use it to set up account recovery so you can easily fix login issues from home.

Optional but highly recommended

Note: Edupass login details are the same as your existing MIMs login details

Overview of Edupass Setup



Windows Devices

What you will be doing today:

- Set up Windows Hello (face, fingerprint, PIN)
- (Optional) Set up Microsoft Authenticator on your personal devices (up to 5)
- Try out the new and improved login experience

For Windows PLDs only

Setting Up Windows Devices

Introduction to Windows Hello

Windows Hello is a feature in Windows 10 that allows you to securely log into your device using **facial recognition**, **fingerprints**, or a **personal identification number (PIN)**, eliminating the need for traditional passwords.

Once set up, you will be able to have **passwordless access to MOE apps on your PLD**.



No phone? Use a TAP

Request a Temporary Access Pass (TAP) from your school ICT team if:

- You do not have a personal mobile phone with you
- **Microsoft Authenticator cannot be installed on your personal mobile phone.**

A TAP lets you complete the Windows Hello setup without Microsoft Authenticator.

Otherwise, move on to step 4.

Step 1: Sign in to your Microsoft account on your PLD (Optional, but recommended)



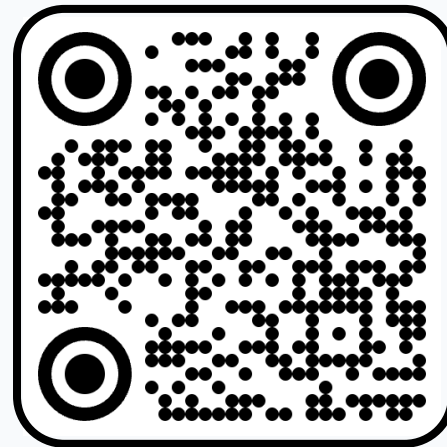
1a. Access Website

In your browser, go to:
myaccount.microsoft.com



1b. Sign In

Sign in with your Edupass username and password (same login details that you currently use for MIMS).



myaccount.microsoft.com

Step 2: Install and Set Up Microsoft Authenticator on your personal device (Optional, but recommended)



2a. Open Microsoft Authenticator

If you don't already have it downloaded, install the '**Microsoft Authenticator**' app from your respective app store.

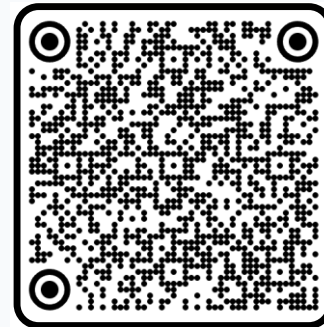


2b. Enable Notifications

Open the app on your PLD and tap '**Allow**' for notifications when prompted.



[Apple Download](#)



[Android Download](#)

Step 2: Install and Set Up Microsoft Authenticator on your personal device (Optional, but recommended)



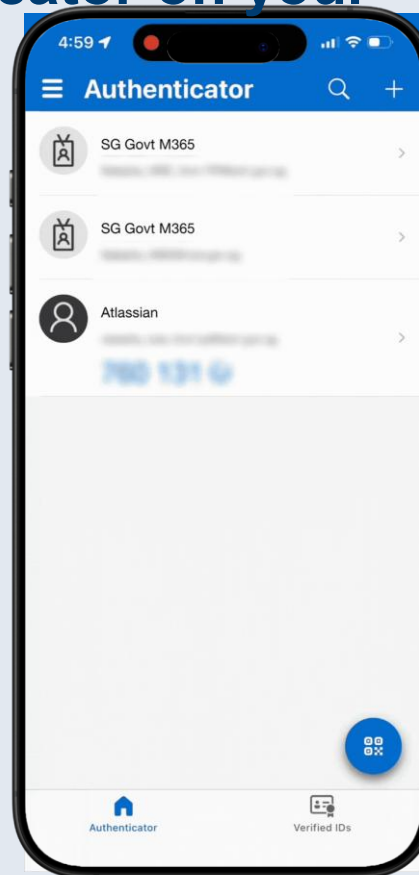
2c. Adding your Edupass account

Open Authenticator, allow notifications, tap '+', then choose 'Work or school account'. Then click on 'Scan QR code' to initiate the next step.



2d. Scan the QR Code using your authenticator

When prompted with the QR code on your computer screen, simply scan it using the app on your device.



Step 3: Connect Microsoft Authenticator to your Account



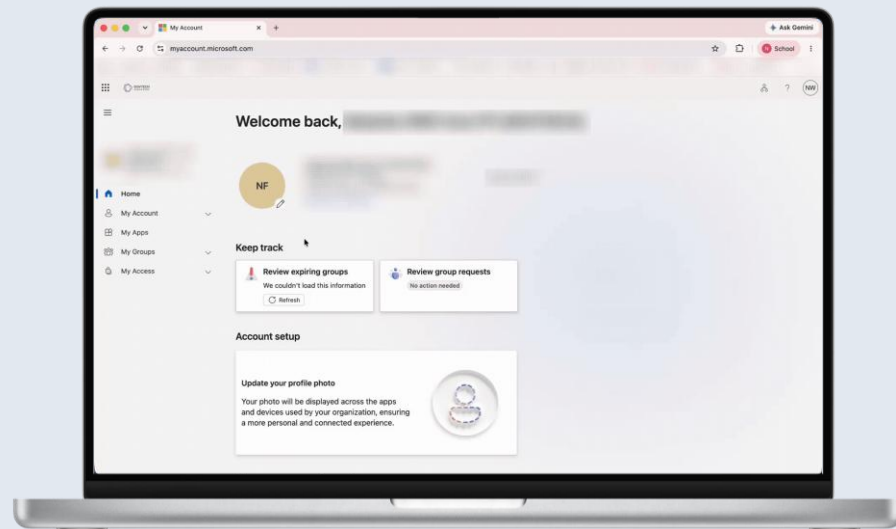
2e. Open Security Info

On the left panel, click 'My Account', then 'Security info'. Click 'Add sign-in method' and choose 'Microsoft Authenticator'.



2f. Pair your account to the app

You will be prompted to Install the authenticator app, click on 'Next'. Then, click 'Show QR Code'.



Step 3: Set-up Passwordless Sign-in on your personal device (Optional, but recommended)



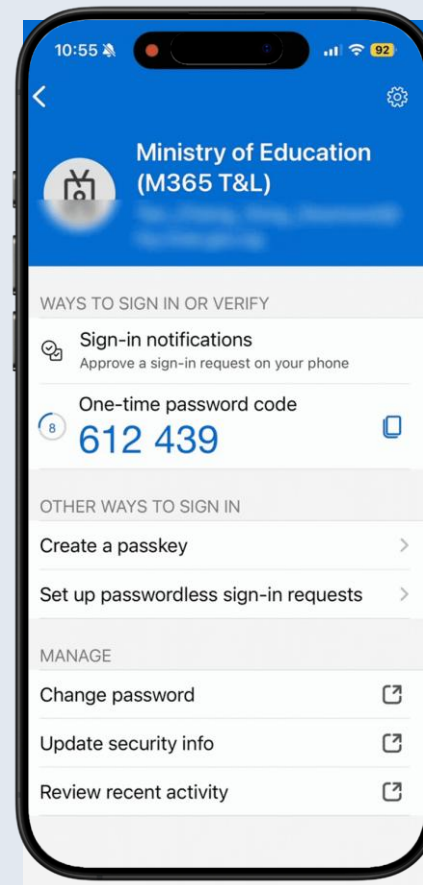
3a. Find Your Edupass account

Open your Microsoft Authenticator App, click into your Edupass account



3b. Select “Set-up passwordless sign-in access”

Select ‘**Passwordless Access**’ within your account and follow through the steps shown. After this setup, you should be able to login without your password on a trusted device.



Step 4: Setting up Windows Hello

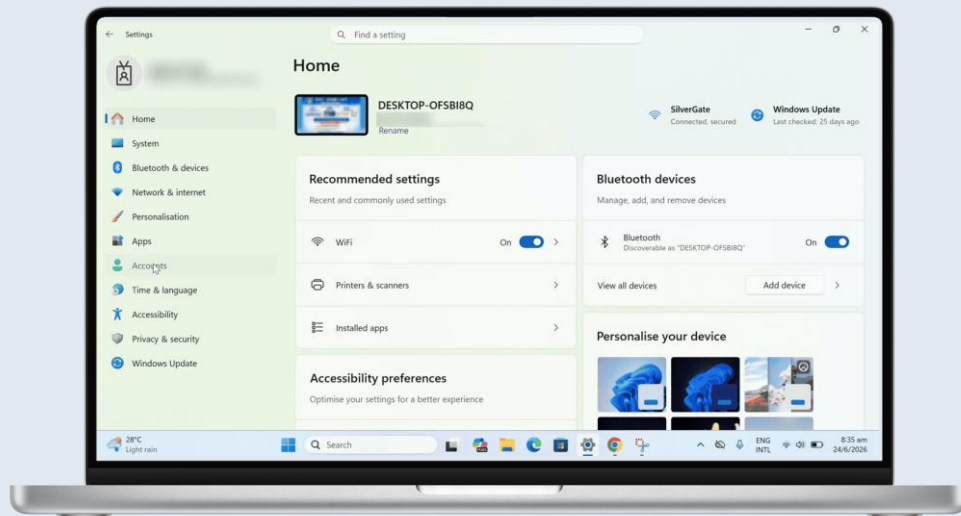


4a. Open Windows Hello setup

On your PLD, go to **Settings > Accounts > Sign-in options**.

Choose your preferred login method between **PIN, Facial recognition**, or **Fingerprint recognition**.

Before moving on, verify it's you by entering your **Edupass login details***.



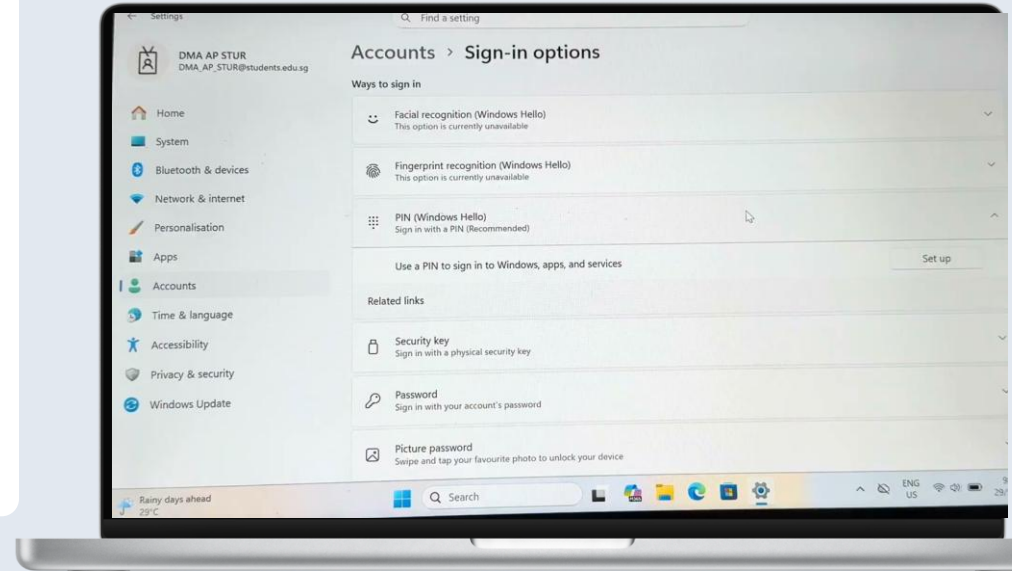
Step 4: Setting up Windows Hello (with TAP)



4a. Open Windows Hello setup

IF YOU ARE USING A TAP

You will be prompted to sign in using the TAP



Step 4: Setting up Windows Hello



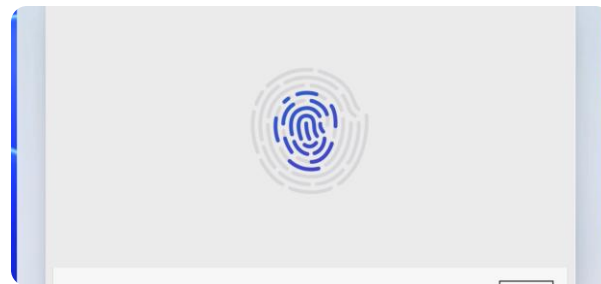
4b. Enroll Face, Fingerprint or PIN

If your PLD has a camera or fingerprint reader, Windows Hello will guide you through the set up.

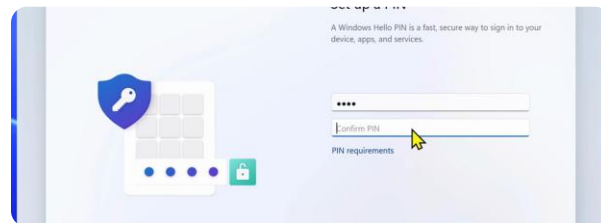
Otherwise, create a PIN by following the steps shown then confirm it once. Your selected login method is what you will use to sign in to your PLD from now on.

Important Note:

Ensure you do not forget your PIN as it will be required if biometric sign-in fails.



Fingerprint/Face ID set up



PIN set up

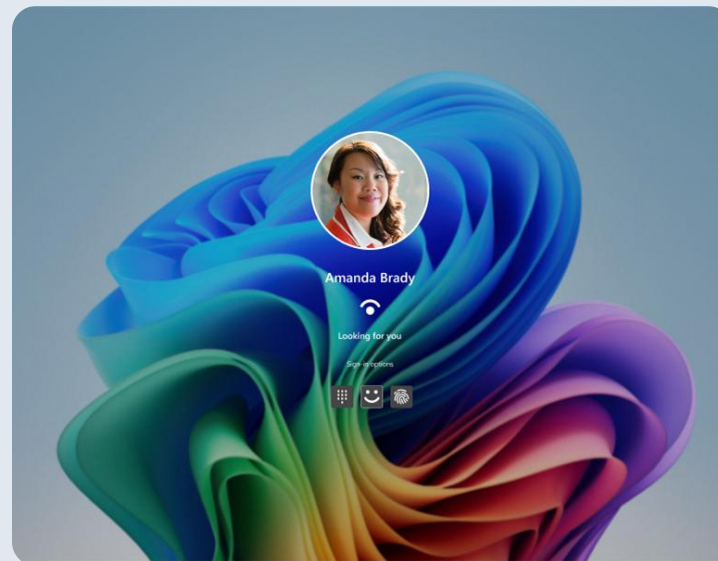
Step 4: Your New Login Method



5. New Sign-in screen

Your PLD sign-in screen should now show Windows Hello.

Enter your PIN, or use your face or fingerprint to login to your PLD from now on.



You are done!

**Enjoy your new
passwordless experience**

FAQs

Facing issues?

02/04/2024

10:00 AM

Something doesn't work during onboarding?

Windows Only



I forgot my PIN

Settings > Accounts > Sign-in options > Windows Hello PIN > "I forgot my PIN". Enter your Edupass password to set a new one.



I do not have a personal phone

Ask ICT for a **Temporary Access Pass (TAP)** to finish setup. Use your PLD for daily sign-in.

Any device



My PLD will not let me finish the setup (Any device)

Ask your school ICT team.