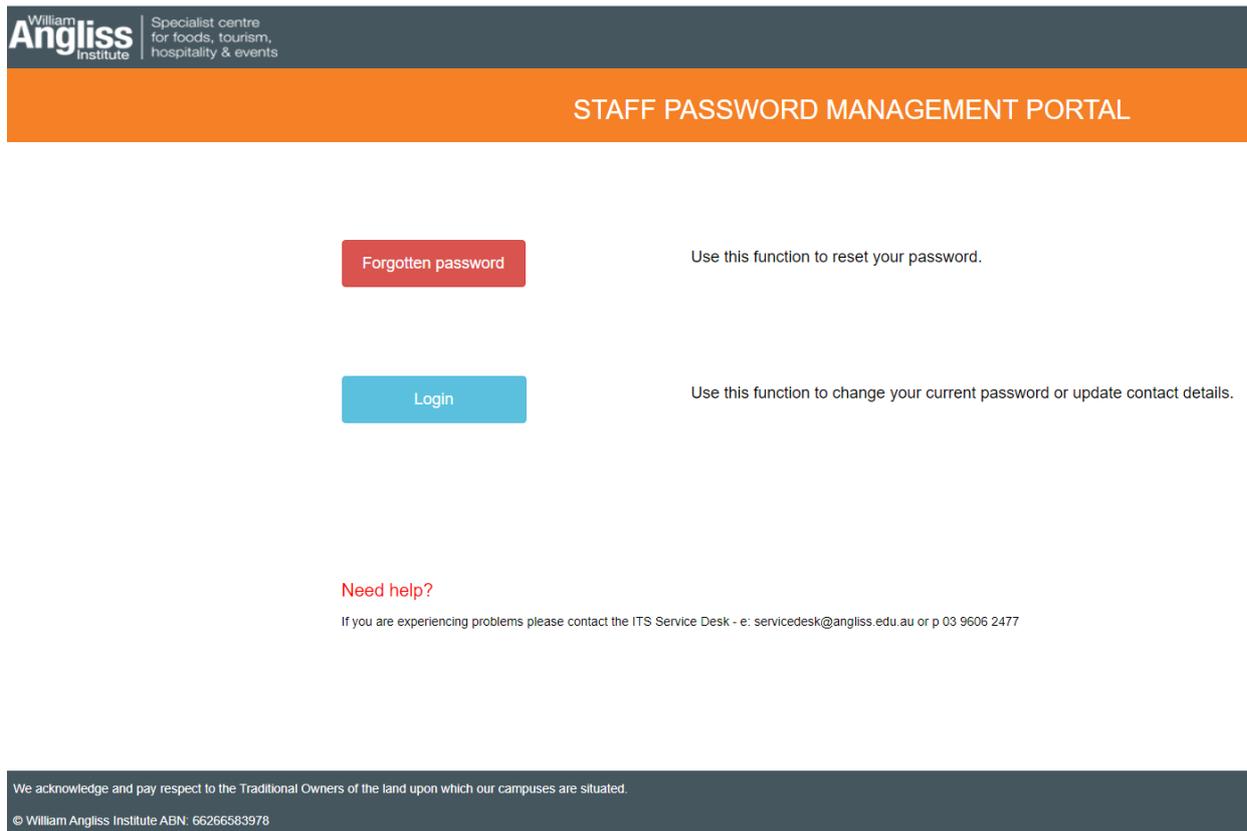# Staff Password Management Portal

From this staff password management portal, you can change your password, even if you have forgotten it. **Pre-registration is required to use the forgotten password function.**

To complete any of these requests please use a web browser and go to the following address: https://passwordreset.angliss.edu.au/

Password Management Portal's main screen:



 **To begin, you will need to register with your personal email and mobile phone number.**

Please click on the 'Login' button.

Place your 'Username' and 'Password'. The page should look like so below:

Please login to change password or update your contact details

To use the Forgotten password feature, ensure you update the Contact details when you login. If you forget your password, your Manager will need to organise re-activation if your contact details are not setup or inaccurate.

**Staff ID**     peterv

**Password**     ···············

[ Log in ] [ Cancel ]

Need help?

If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

Once you have logged in, please click on 'Update Contact details' button

Welcome, Peter Vella                                                 [ Log Off ]

[ Update contact details ]     Use this function to update you contact details.

Ensure you update your Contact details here to enable the Forgotten Password feature. If you forget your password, your Manager will need to organise re-activation if your contact details are not setup or inaccurate. Do not use your William Angliss email address as you wont have access. It should be an email account that you can access that is not related to William Angliss.

[ Change password ]     Use this function to change your current password.

Need help?

If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

Please place your personal email address and your mobile number. These will be used if you forget your password. Make sure you use an email or phone that is accessible.

Welcome, Peter Vella

Log Off

## Update contact details

**Phone**

**Email**  Enter a Non-WAI eMail address

Submit    Cancel

Once the details are in, please click on the 'Submit' button'

The following will appear to state that it has been successful.

Welcome, Peter Vella

Log Off

Your profile has been successfully updated.

**Update contact details**

Use this function to update you contact details.

Ensure you update your Contact details here to enable the Forgotten Password feature. If you forget your password, your Manager will need to organise re-activation if your contact details are not setup or inaccurate. Do not use your William Angliss email address as you wont have access. It should be an email account that you can access that is not related to William Angliss.
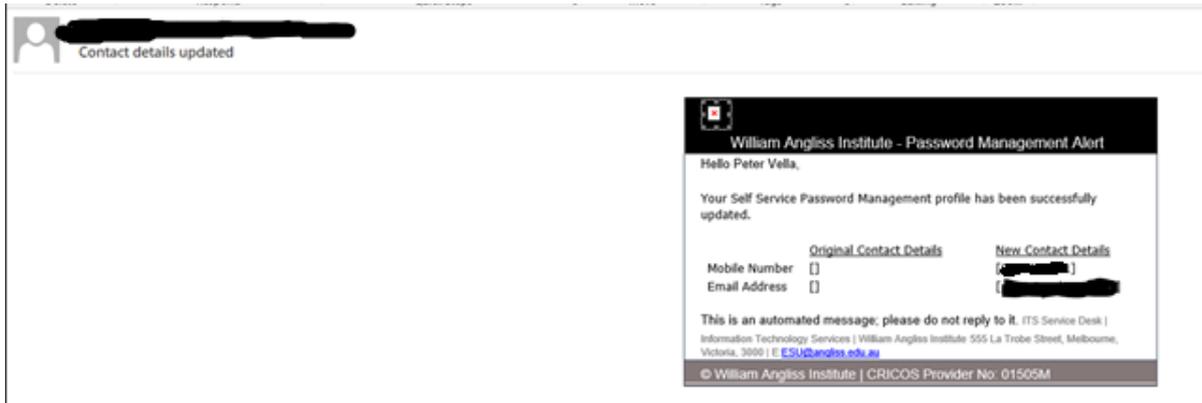
**Change password**

Use this function to change your current password.

You will now receive an email stating that you have successfully update your details and will receive a SMS to your device.

Contact details updated

**William Angliss Institute - Password Management Alert**

Hello Peter Vella,

Your Self Service Password Management profile has been successfully updated.

| | Original Contact Details | New Contact Details |
|---|---|---|
| Mobile Number | [] | [▮▮▮▮▮] |
| Email Address | [] | [▮▮▮▮▮] |

This is an automated message; please do not reply to it. ITS Service Desk | Information Technology Services | William Angliss Institute 555 La Trobe Street, Melbourne, Victoria, 3000 | E ESU@angliss.edu.au

© William Angliss Institute | CRICOS Provider No: 01505M

From here if you ever had to change your password, please log in and click on the 'Login' button



STAFF PASSWORD MANAGEMENT PORTAL

Forgotten password — Use this function to reset your password.

Login — Use this function to change your current password or update contact details.

**Need help?**
If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

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Click on the 'Change password' button

**Update contact details**

Use this function to update you contact details.

Ensure you update your Contact details here to enable the Forgotten Password feature. If you forget your password, your Manager will need to organise re-activation if your contact details are not setup or inaccurate. Do not use your William Angliss email address as you wont have access. It should be an email account that you can access that is not related to William Angliss.

**Change password**

Use this function to change your current password.

Need help?

If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

Put in your current password and re-enter a new password – please repeat that password and click on 'Change Password' button.

Just remember the password needs to be at least **12 characters** in length, it must also contain a digit and must have an uppercase letter.

Please do not use any of your 10 previous passwords as the system remembers it!

## Change Password

1) Passwords must be at least 12 characters in length

2) Must contain at least 1 number ( eg. 0-9 )

3) Must have at least one uppercase letter (A-Z)

4) Must be a password that you have not used in the last year.

| | |
|---|---|
| **Current password** | Current password |
| **Enter New password** | New password |
| **Re-enter New password** | Re-Enter new password |

Change Password    Cancel

### Need help?

If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

# Forgotten your password

Please click on the 'Forgotten password'

Please place staff id and the captcha code in.

Enter Your Staff ID

A security code will be sent to your personal email address or mobile phone number that is registered with Staff Records.

| | |
|---|---|
| **Staff ID** | peterv |
| **Captcha** | 8cf0ed |

8cf0ed 🔁

Next    Cancel

Select one of your options either Email or Text message (SMS)



STAFF PASSWORD MANAGEMENT PORTAL

Select Code Delivery method

A security code will be sent to your personal email address or mobile phone number specified below.

○ Email to xxxxxter@▇▇▇
○ Text message (SMS) mobile ending with xxxxxxx911

Send Code    Cancel

Need help?
If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

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Please click on 'Send Code'

A message will appear to say that a security code has been sent to your registered … whatever you have chosen. In the example below, I selected email.

# STAFF PASSWORD MANAGEMENT PORTAL

A security code has been sent to your registered email address ending with xxxxxter@

Please click here to reset password

Need help?

If you are experiencing problems please contact the ITS Service Desk - e: servicedesk@angliss.edu.au or p 03 9606 2477

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RTO No: 3045 CRICOS Provider No: 01505M HEP 9534

Our training is delivered with Victorian and Commonwealth Government funding.

You should receive an email with a security code

Reply    Reply All    Forward

ESU@angliss.edu.au

**Reset Password**

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William Angliss Institute - Password Management Alert

Hello Peter Vella,

The security code for your password reset is 

This is an automated message; please do not reply to it. ITS Service Desk | Information Technology Services | William Angliss Institute 555 La Trobe Street, Melbourne, Victoria, 3000 | E:ESU@angliss.edu.au

© William Angliss Institute | CRICOS Provider No: 01505M

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The next step is to click on the 'Click here to reset password' link in the previous image.

Place in your Security code you just got from which option you had chosen earlier, and place in a new password and please repeat it.

Welcome, Peter Vella

## Change Password

1) Passwords must be at least 12 characters in length

2) Must contain at least 1 number ( eg. 0-9 )

3) Must have at least one uppercase letter (A-Z)

4) Must be a password that you have not used in the last year.

**Current password**          Current password

**Enter New password**        New password

**Re-enter New password**     Re-Enter new password

Change Password    Cancel

The last step is to hit the 'Reset' button. This will now reset your password.