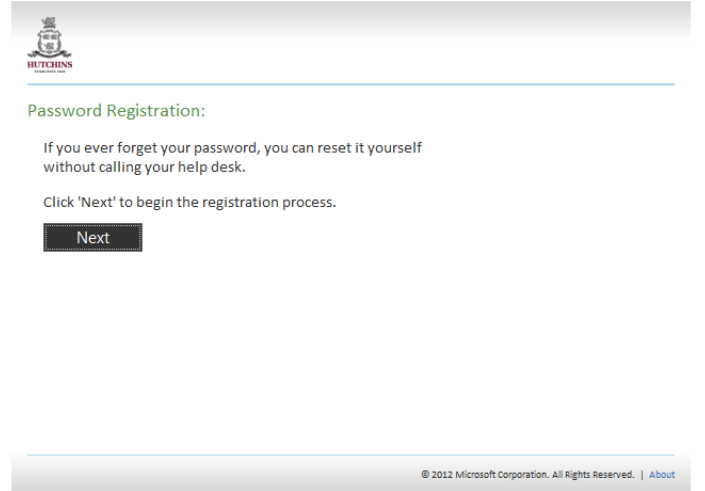
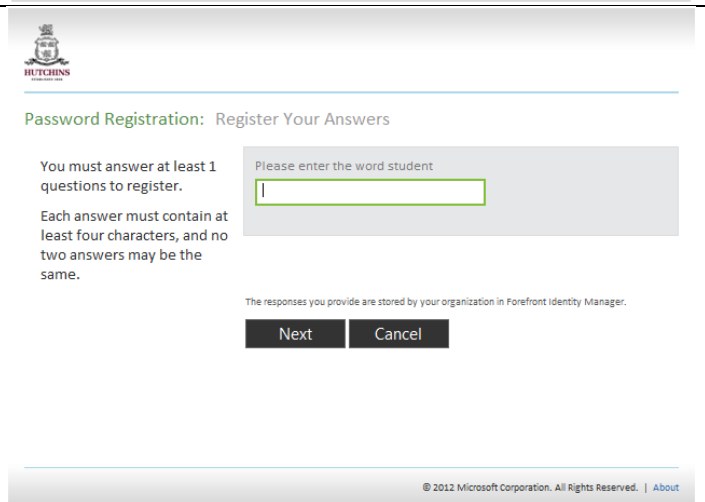


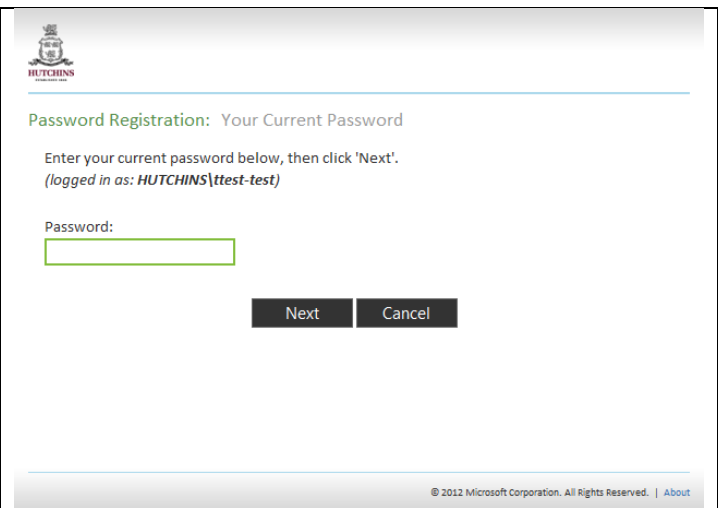
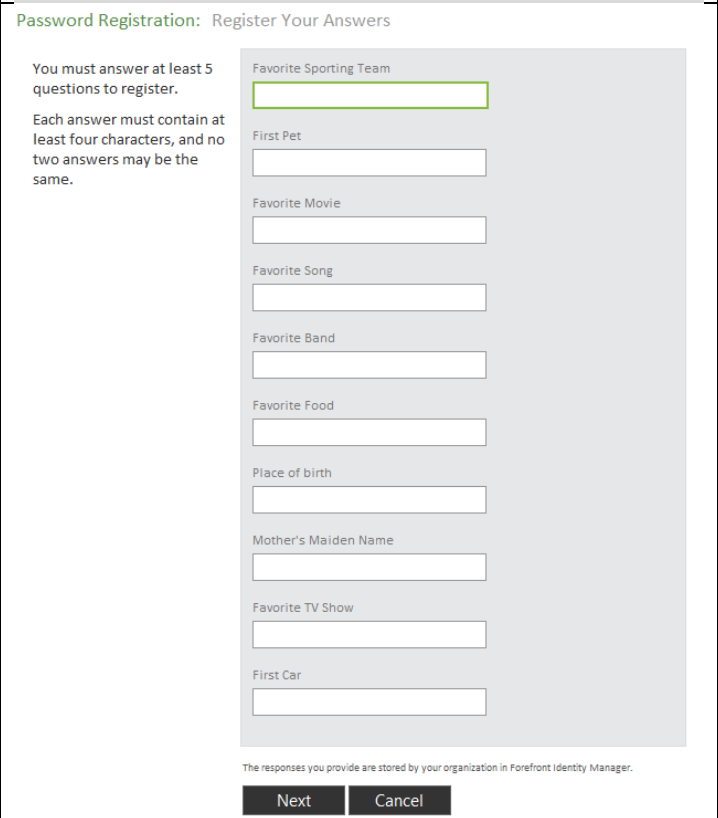
You now have the ability to reset your password yourself if you forget it without having to call IT Support.

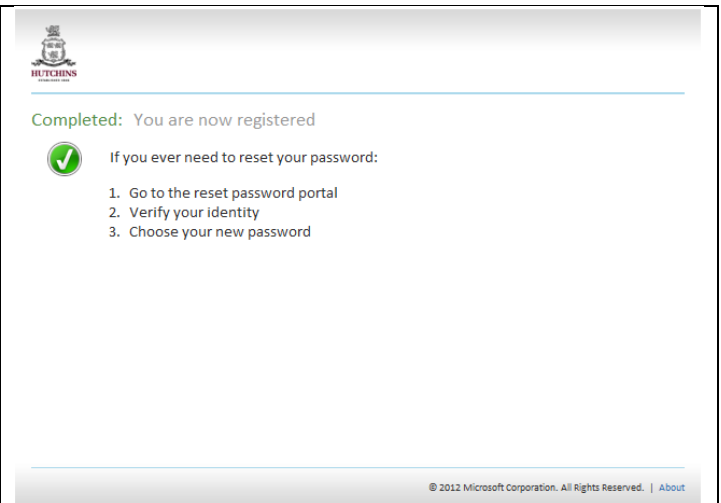
To be able to reset your password unassisted you will first need to register some security questions.

When you want to reset your password you will need to respond to these questions with the answer you supply during the registration process. This confirms that you are who you say you are and authorises the system to reset your password.

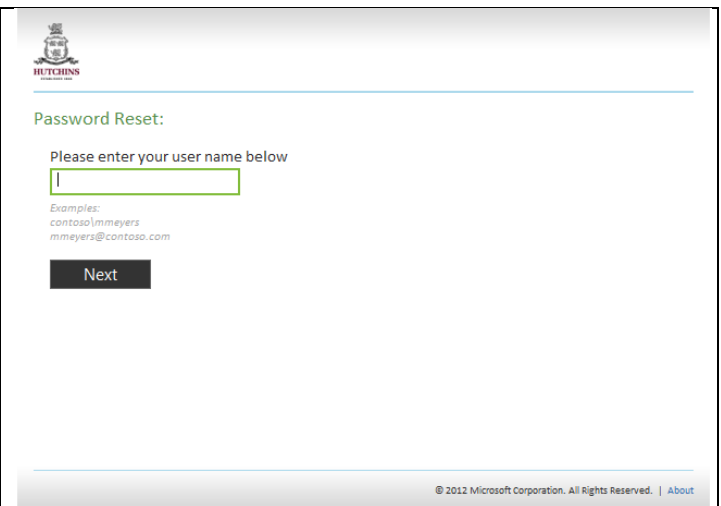
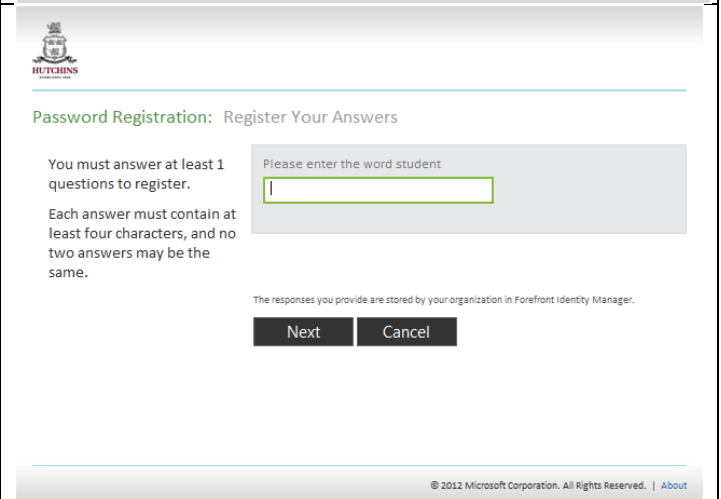
### To Register for Password Reset:

1.	<p>Browse to <a href="https://passwordregistration.hutchins.tas.edu.au">https://passwordregistration.hutchins.tas.edu.au</a></p> <p>Click Next</p>	
2.	<p>Enter the word <b>student</b> or <b>staff</b> in the box when prompted (this is to confirm that you are a real person).</p> <p>Click Next.</p>	

<p>3. Enter your <i>current</i> password in the box provided.</p> <p>Click Next.</p>	
<p>4. Enter answers to at least 5 of the questions in the boxes provided.</p> <p>You may answer more than 5.</p> <p>Click Next</p>	

5.	<p>Congratulations! You have successfully registered for password reset.</p>	
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**To Reset Your Password:**

1.	<p>Browse to <a href="https://passwordreset.hutchins.tas.edu.au">https://passwordreset.hutchins.tas.edu.au</a></p> <p>Enter your username in the box provided.</p> <p>Click Next.</p>	
2.	<p>Enter the word <b>student</b> or <b>staff</b> in the box when prompted.</p> <p>Click Next.</p>	

3. You will be presented with a selection of 3 of the questions you answered when you registered for password reset. Enter the answers to the questions in the boxes provided.

Click Next

HUTCHINS

Verify Your Identity: Submit Your Answers

You must answer 3 of the following 3 questions.

First Pet

Favorite Movie

Favorite Song

Next Cancel

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4. Enter a new password

**NOTE:** Passwords must be 8 characters or longer and must contain at least 1 capital letter and 1 digit.

Click Next

HUTCHINS

Password Reset: Choose Your New Password

(Resetting password for hutchins\ttest-test)

Enter a new password:

Re-enter the password:


Next Cancel

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5. Congratulations! You have successfully reset your password

HUTCHINS

Success: Your password has been reset

 You can now use your new password to log in.

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