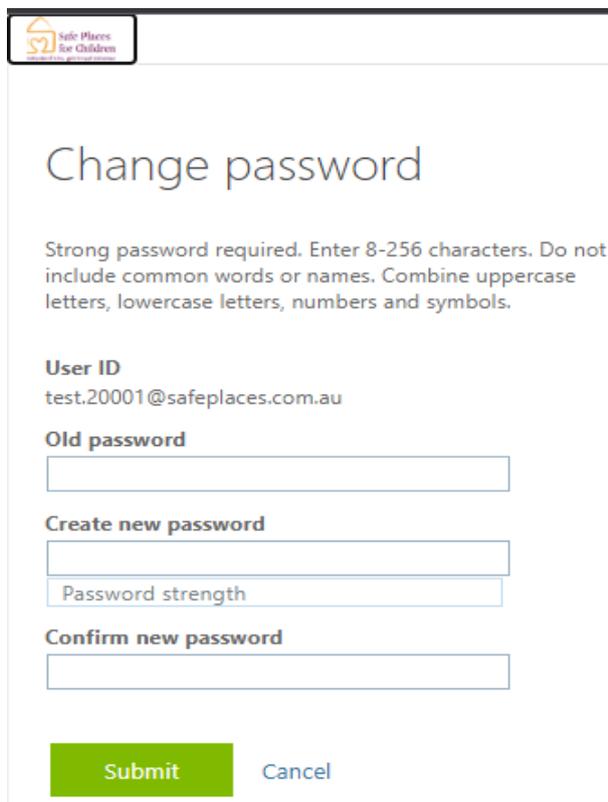


Self Service Password Reset (SSPR)

Instructions for 'Self Service Password Reset' on SafePlaces provided devices:

- **Save all** your data and work you are currently working on before proceeding.
- **Restart** your Safe Places computer and login with your current email address and password.
- Please make sure you are connected to the Internet before proceeding with this activity.
- You will notice a shortcut on your **Desktop** labelled '**Password Reset**'. (If you don't see it, then please notify SafePlaces IT)
- Click on that shortcut which will open a web browser window that will take you to '**Change password**' webpage, where you will be able to reset your password.
[Note: We want your new password to be strong and difficult for others to guess.]
- Your new password **must** meet all the below requirements:
 - Between 8-256 characters
 - Do not include common words or names
 - Do not use any of your last used password/s
 - Combine:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Symbols
- Below is what the password reset screen will look like:



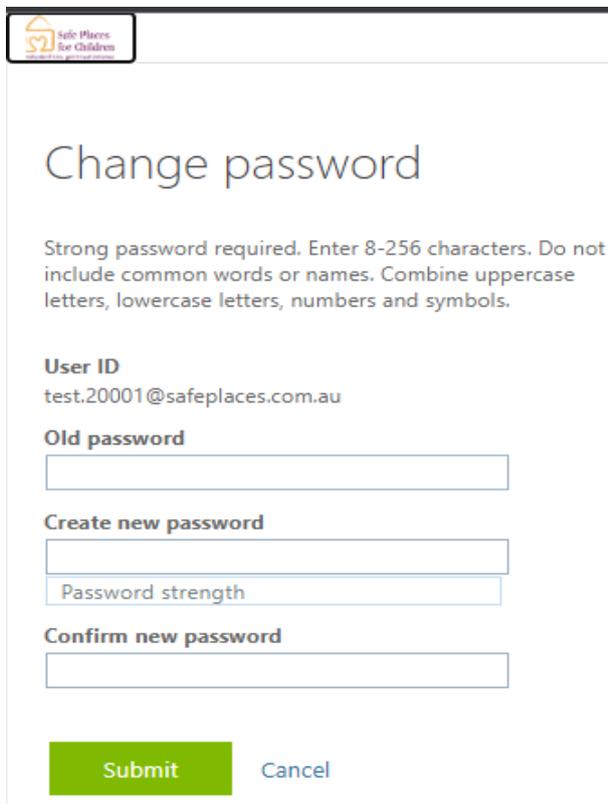
The screenshot shows a web browser window with the Safe Places logo in the top left corner. The main heading is "Change password". Below the heading, there is a note: "Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols." The form contains the following fields and buttons:

- User ID**: test.20001@safeplaces.com.au
- Old password**: A text input field.
- Create new password**: A text input field.
- Password strength**: A progress indicator bar.
- Confirm new password**: A text input field.
- Submit**: A green button.
- Cancel**: A blue button.

Note: If you use a password manager, please remove all entries associated with your old password as it will no longer work and may lock your account. Additionally, it is advised that you do not save passwords on your browser!

Instructions to Self Service Password Reset on Non-SafePlaces provided devices:

- For security reasons - Please carry out this activity in a private space.
- Open up a Web Browser
- Copy and paste this link to the address bar:
<https://account.activedirectory.windowsazure.com/ChangePassword.aspx>
- **[Note: We want your new password to be strong and difficult for others to guess.]**
- Your new password **must** meet all the below requirements:
 - Between 8-256 characters
 - Do not include common words or names
 - Do not use any of your last used password/s
 - Combine:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Symbols
- Below is what the password reset screen will look like:



The screenshot shows a web browser window with the 'Safe Places for Children' logo in the top left corner. The main heading is 'Change password'. Below the heading, a message states: 'Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.' The form includes a 'User ID' field with the value 'test.20001@safeplaces.com.au'. There are three password input fields: 'Old password', 'Create new password', and 'Confirm new password'. A 'Password strength' indicator is visible below the 'Create new password' field. At the bottom, there are two buttons: a green 'Submit' button and a blue 'Cancel' button.

Note: If you use a password manager, please remove all entries associated with your old password as it will no longer work and may lock your account. Additionally, it is advised that you do not save passwords on your browser!