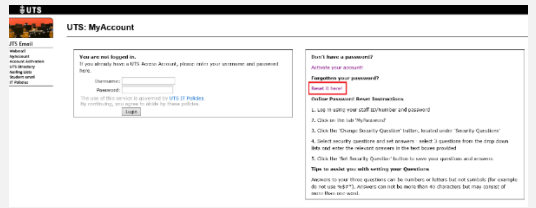


Reset your password (UTS myaccount)

Use the UTS Reset Password system to reset your password.

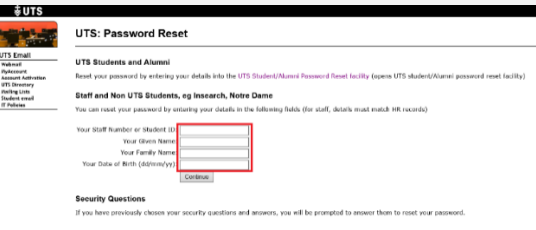
email.itd.uts.edu.au/webapps/myaccount



The screenshot shows the 'UTS: MyAccount' page. On the left is a navigation menu with 'UTS Email' selected. The main content area has a 'You are not logged in...' message and a 'Reset it here' button highlighted in red. To the right, there are instructions for password reset, including a list of steps: 1. Click the 'Reset it here' button, 2. Check for the link 'MyAccount', 3. Click the 'Change Security Question' button, 4. Check security questions and answers, 5. Click the 'Set Security Question' button.

Go to the UTS Myaccount page then select “Reset it here”. This displays the UTS Password Reset page

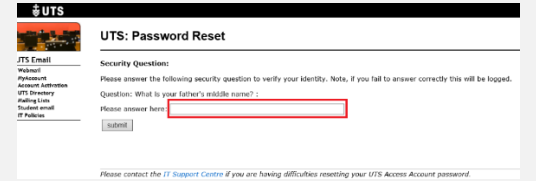
Enter your Student ID, Given Name, Family Name and Data of Birth in dd/mm/yy format then click Continue button



The screenshot shows the 'UTS: Password Reset' page. It asks for 'UTS Students and Alumni' details. There are input fields for 'Your Staff Number or Student ID', 'Your Given Name', 'Your Family Name', and 'Your Date of Birth (dd/mm/yy)'. The 'Date of Birth' field is highlighted with a red box. A 'Continue' button is at the bottom right. Below the form is a 'Security Questions' section.

Enter required fields then click Continue to display the Secret question page

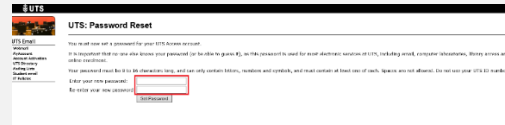
Answer your secret question then click Submit



The screenshot shows the 'UTS: Password Reset' page with the 'Security Question' section. The question is 'Please answer the following security question to verify your identity. Note, if you fail to answer correctly this will be logged. Question: What is your father's middle name?'. There is an input field for the answer, highlighted with a red box, and a 'Submit' button below it.

Answer your questions then click Submit to display the Password Reset page

Enter a new password (twice) on the Password Reset page



Password Requirements:

- Minimum 8 characters
- 1 capital letter
- 1 number
- 1 special character.

For example, **Superma@n90**

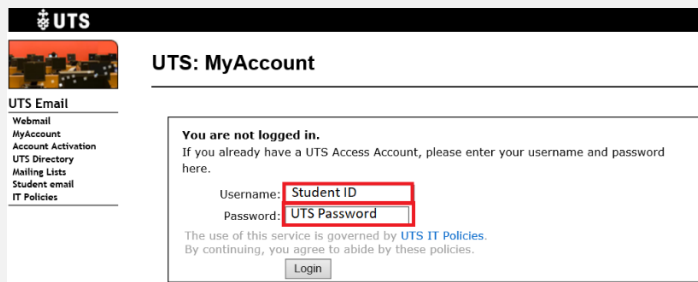
Then click Set Password to reset your password. **Use your new password to access both Insearch and UTS systems**

Change your password (UTS myaccount)

Use UTS Myaccount Manage \ My Password, not Insearch MYA

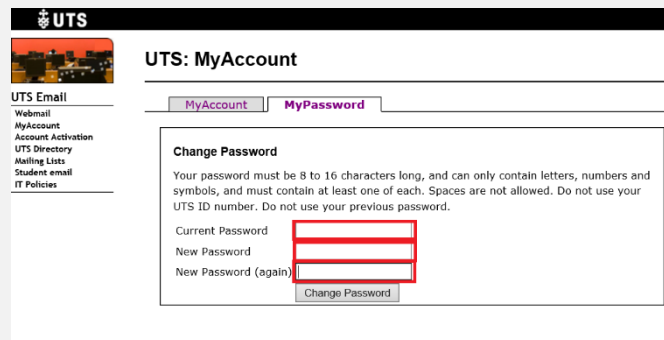
Login to the UTS myaccount

email.itd.uts.edu.au/webapps/myaccount/



Enter your Username (Student ID) and UTS Password, then click Logon

Enter your current password and your new password (twice)



Password Requirements:

- Minimum 8 characters

- 1 capital letter
- 1 number
- 1 special character.

For example, **Superma@n90**.

Then click Change Password. **Your new password will be used to access Insearch and UTS systems.**