Password Management

1 CHANGING YOUR NETWORK PASSWORD WHEN ON CAMPUS

NOTE for Laptop users. We recommend that before starting you ensure you are connected to the wired network as opposed to the Wi-Fi network.

1. Go to **The Nest** and click on **Staff Portal > Change Password**
    o Alternatively follow this link:
       https://account.activedirectory.windowsazure.com/ChangePassword.aspx

> Important Note: Check the top left of your browser has a padlock icon 🔒 next to the URL / Address bar. This is how you can always identify a 'safe' site.

2. Enter your current password in the **Old password** field.
3. Enter your new password in the **Create new password** field.
4. Re-enter the new password in the **Confirm new password** field.
5. Click the **Submit** button.

Remember to use your new password when you next login to computer.

1.1 PASSWORD RULES FOR STAFF
- Must be between 8 and 16 characters
- Must be changed every 90 days (You will receive a reminder 14 days, 7 days and 1 day before)
- Must not be the same as the last 10 passwords
- Must contain 3 out of the following 4 character types:

    - uppercase letters such as A, B, C;
    - lowercase letters such as a, b, c;
    - numerals such as 1, 2, 3;
    - special characters such as $, ?, &;

2 CHANGING YOUR NETWORK PASSWORD WHEN OFF CAMPUS VIA OFFICE 365

1. Login to your **Office 365** account (https://login.microsoftonline.com/)
2. If prompted, enter your Unitec email address
3. If prompted, enter your current password
4. Click the **Settings** button ⚙

5. Click on the **Password** link
6. Enter your current password in the **Old password** field.
7. Enter your new password in the **Create new password** field.
8. Re-enter the new password in the **Confirm new password** field.
9. Click the **Submit** button.

3 UPDATE YOUR PASSWORD ON MICROSOFT APPLICATIONS

After changing password and then accessing other Microsoft applications e.g. **Outlook**, **Skype** for Business and **OneDrive,** you may be prompted you for your new password.

Enter your new password when prompted and you can optionally choose to save password.

4 UPDATE YOUR PASSWORD ON YOUR MOBILE DEVICES

When you change your Unitec password you will need to update it on any mobile device that connects to Unitec **email** or **calendar** services and your usual Unitec **Wi-Fi network**.

4.1 RECONNECT TO WIFI
After changing a network password, you will be requested to enter your new password when connecting to your usual Unitec WiFi service.

4.2 UPDATE PASSWORDS FOR UNITEC EMAIL ACCOUNTS:
Android – These instructions are for people using the android phone email client. Depending on the version of Android running on the device, the steps may differ.

1. Tap on the **Settings** icon
2. Tap **Accounts**
3. Tap **Microsoft Exchange ActiveSync**
4. Under Common Settings, tap **Settings**
5. Under Account Settings, tap your **username**
6. Tap **Password** to update your password

Apple iOS – These instructions are for people using the iPhone Mail client. Depending on the version of iOS running on the device, the steps may differ.

1. Tap on the **Settings** icon
2. Tap **Mail**
3. Tap **Accounts**
4. Tap on **Exchange**
5. Tap **Account**
6. Tap **Password** to update your password

5 IF YOU HAVE FORGOTTEN YOUR PASSWORD.

If you have forgotten your password, and have setup your security verification information, follow the steps below to reset your password. If you have not setup your security verification information you will need to contact the Service Desk.

1. Go to https://passwordreset.microsoftonline.com

> Important Note: Check the top left of your browser has a padlock icon 🔒 next to the URL / Address bar. This is how you can always identify a 'safe' site.

2. Enter your **email address** in the User ID box
3. Enter the characters you see on the screen (this procedure makes us know you're not a robot) click **Next**
4. Enter verification **code** and click **Next**
5. From the 'Get back into your account' windows enter and confirm new password and click on **Finish**

Note: If you have not setup your security verification information and cannot sign in please contact the IMS Service Desk on **0800 275 467** or +64 9 815 4321 ext **8484**

6 TO CHANGE OR REVIEW SECURITY VERIFICATION INFORMATION

1. Go to https://aka.ms/ssprsetup

> Important Note: Check the top left of your browser has a padlock icon 🔒 next to the URL / Address bar. *This is how you can always identify a 'safe' site.*

2. Enter your **email address** and current **password**
3. Click on **Sign in**
4. **Review** current options (Click Change to edit)