

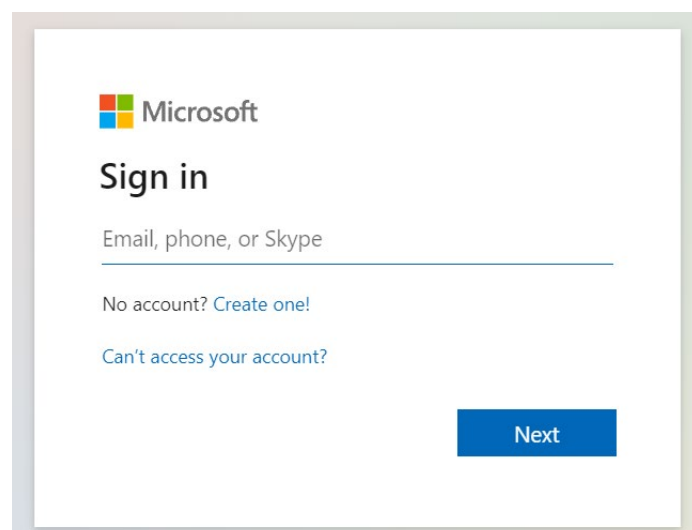
Changing your Unitec staff network password

Open an internet browser (e.g., Chrome or Microsoft Edge) and enter <https://thenest.unitec.ac.nz>

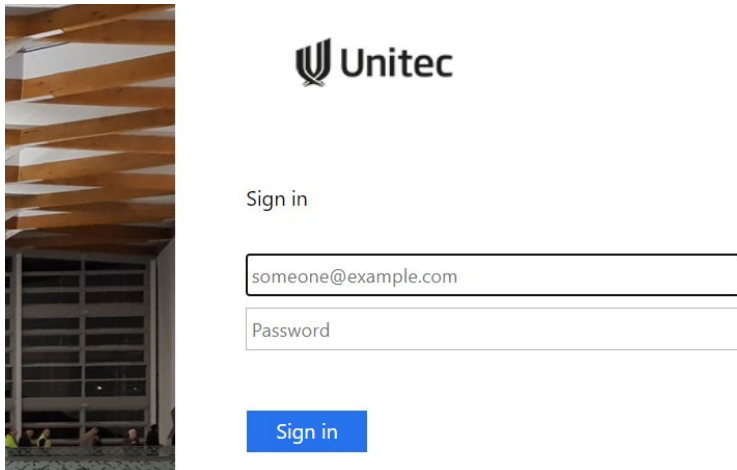
From the *quick links*, menu select *Staff Portal* and then *Change Password*



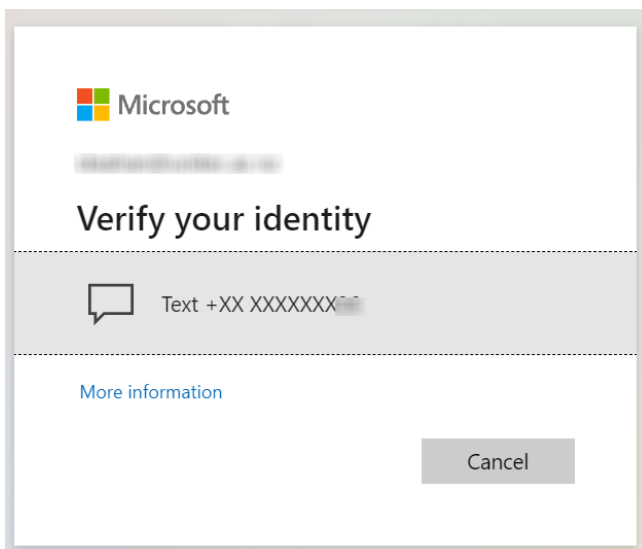
You will then need to login with your Unitec email address (if you have **forgotten your password** or it has expired, use this link: <https://passwordreset.microsoftonline.com>).



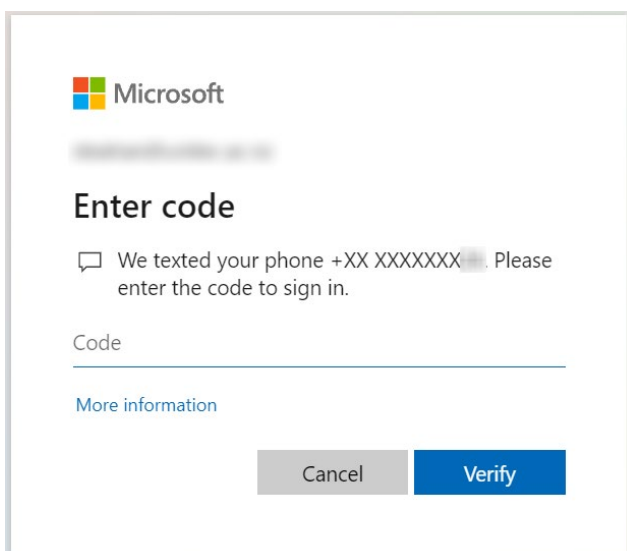
You will be redirected to the Unitec login page:

The image shows the Unitec login page. On the left is a vertical photograph of a modern building with a wooden slatted facade. To the right of the photo is the Unitec logo, which consists of a stylized 'U' icon followed by the word 'Unitec'. Below the logo, the text 'Sign in' is displayed. Underneath, there are two input fields: the first contains the email address 'someone@example.com' and the second is labeled 'Password'. At the bottom of the form is a blue button with the text 'Sign in' in white.

Once you have entered your email address and current password, you will be asked to verify your identity. Click on the Text + XX XX...

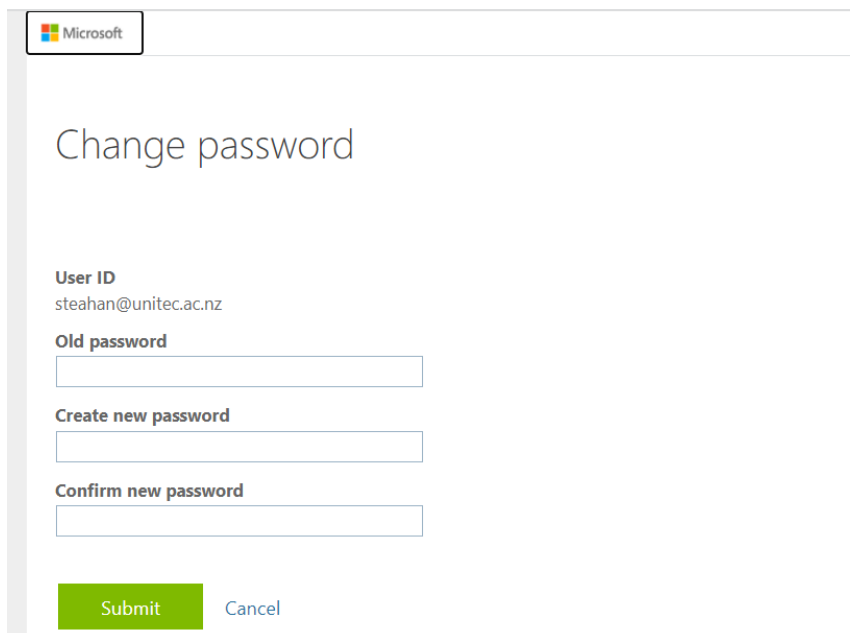
This is a Microsoft verification screen. It features the Microsoft logo at the top left. Below the logo, the text 'Verify your identity' is centered. Underneath this, there is a grey bar containing a speech bubble icon and the text 'Text +XX XXXXXXXX'. Below the grey bar, there is a link that says 'More information' in blue. At the bottom right, there is a grey button labeled 'Cancel'.

A six-digit verification code will be sent to your mobile phone. Enter the code in the next window and click Verify.

This is a Microsoft 'Enter code' screen. It features the Microsoft logo at the top left. Below the logo, the text 'Enter code' is centered. Underneath this, there is a grey bar containing a speech bubble icon and the text 'We texted your phone +XX XXXXXXXX. Please enter the code to sign in.' Below the grey bar, there is a text input field labeled 'Code'. At the bottom left, there is a link that says 'More information' in blue. At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Verify' button.

At the Change Password window, enter your current password and a new password. The new password must meet the following requirements:

- Must be between 8 and 16 characters
- Must not be the same as the last 10 passwords
- Must contain 3 out of 4 of the following:
 - uppercase letters such as A, B, C
 - lowercase letters such as a,b,c
 - numerals such as 1, 2, 3
 - special characters such as \$, ?, &



Microsoft

Change password

User ID
steahan@unitec.ac.nz

Old password

Create new password

Confirm new password

Submit [Cancel](#)

Once you have clicked on Submit, your password has been reset.

Your Outlook will prompt you to verify your identity to update the password.

Updating your password on your mobile devices

If you have email setup on your mobile phone, then you will need to update your password. You will also have to enter the new password to connect to Unitec WiFi networks.

Remote users.

If you reset your password off-site, you will now have 2 passwords to remember.

Your password to login to the computer from start-up will be the old password. This can only be synced with your new password the next time you connect your computer to the Unitec campus network.

Outlook, theNest, Office 365 online will use the new password.

Mac users

After you have reset your network password, you will need to update your Keychain password. This can only be done while your computer is connected to the Unitec network. Instructions to update your Keychain password can be found [here](#).

Moodle

Your password for Moodle is not synced with your network password.