

# STUDENT SELF-SERVICE PASSWORD RESET



## Steps to Reset Student Password

Students who have forgotten their password, can reset it themselves by:

1. Clicking the *"forgot your password?"* link on the network log-in screen
- OR

2. Visit the Password Manager website - <https://passwordreset.tafeqld.edu.au> from any computer or mobile device with access to the internet.

Follow these steps to reset your student password via the Password Manager website.

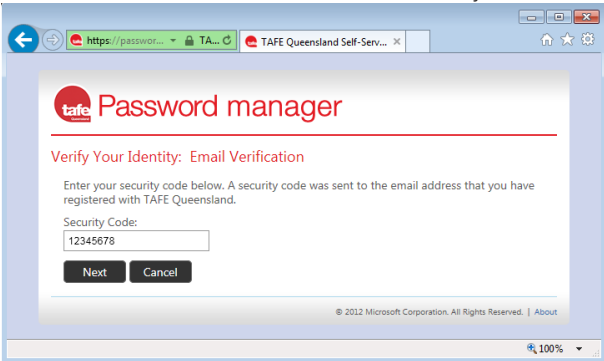
1. Enter your username - this is your student number and click **Next**

2. Answer the 5 questions, enter your **TAFE User ID** this is your Student number, **First Name**, **Last Name**, **Date of Birth** and **email address** registered with TAFE Queensland and click **Next**

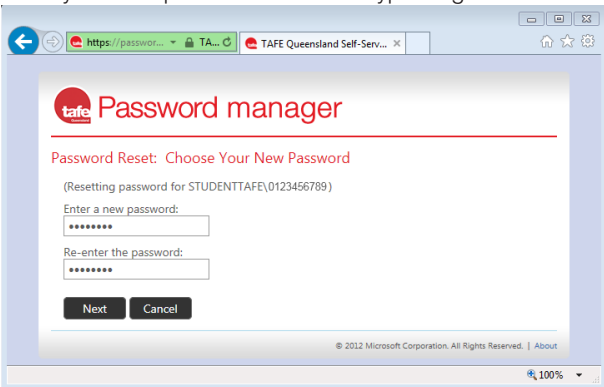
- 3. An email will be sent to your TAFE Queensland registered email address

You have received this email as you, or someone else, has attempted to reset your TAFE Queensland password. To continue with the password reset please enter the security code shown below into TAFE Queensland Password manager.  
Your security code is: 12345678  
If you did not request to reset your password, please contact your local TAFE Queensland Client Service Centre <http://tafeqld.edu.au/about-us/contact-tafe/>

- 4. Enter the code from this email into the Security Code box and click **Next**



- 5. Enter your new password and then type it again to confirm and click **Next**



- 6. Your password has successfully been reset

