

HOW DO I RESET MY PASSWORD?

If your password is not working, please contact your teacher.

Once your teacher has reset your password, please follow the below instructions:

1. To Change your password, navigate to mylogin.education.tas.gov.au
2. Enter in your username as username@education.tas.edu.au

NOTE: If you don't know your username, please ask your teacher.

3. Enter your default password
4. The Update Password screen will appear:

Update Password

You must update your password because your password has expired.

- Enter in your username in the first box as described above.
- In the second box, enter in your default password.
- In the new & confirm password boxes, enter in a new password. It must be 8 characters or more and can included letters and numbers but cannot be a password that you have used recently.
- Click on Submit.

You will be taken back to the first login screen, which means your password has been successfully changed.

- a. First field- enter your username
- b. Second field - enter your password (you got it from your teacher)
- c. Third field – enter your new password. It needs to be at least 8 characters long. It can include letters and numbers. It has to be different to the password you used recently.
- d. Fourth field – enter your new password. It has to be exactly the same password as you entered in the third field.
- e. Press the Submit button.

You will be taken back to the first login screen which means that your password has been successfully changed.

Close MyLogin and go to <https://www.office.com/> (office 365). The new password should now work.