

HOW TO CHANGE YOUR PASSWORD

Staff and Students

FS70-486

Version: 0.1

Last Modified: July 2013

This Factsheet is to assist staff and students within all DECD schools and preschools to change their password once they have logged into the LearnLink Portal.

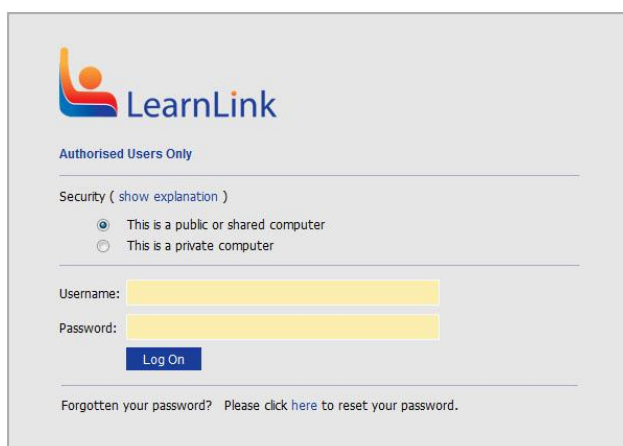
It is good practice to change your password regularly to ensure that no-one else can access your account.

You will automatically be prompted to change your password at regular intervals when it expires. You may opt to change it more frequently if you think someone may have learnt your password or you would like a different password to remember.

Note: If you have forgotten your current password then you can use the self-service password reset function. Please refer to fact sheet FS70-486 - How to Reset Your Password Using the Password Recovery Questions.

Step 1. Login to the LearnLink Portal

1. Open your web browser and navigate to <https://www.learnlink.sa.edu.au>

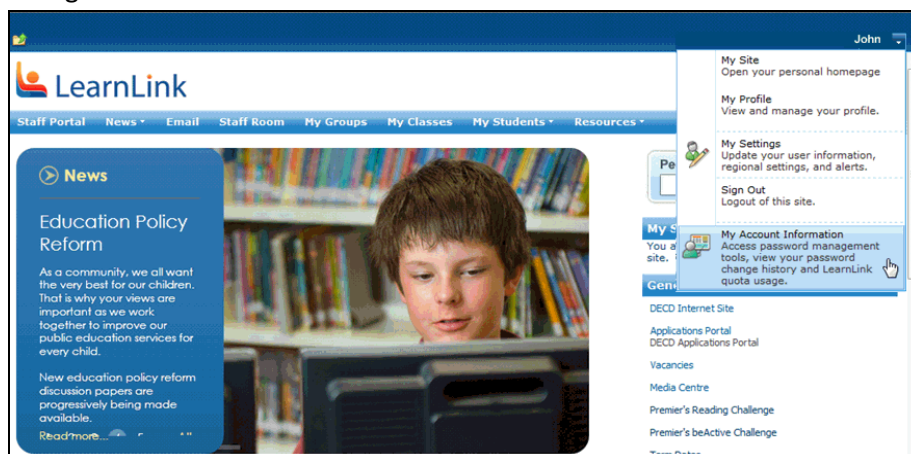


The screenshot shows the LearnLink login interface. At the top is the LearnLink logo. Below it, the text 'Authorised Users Only' is displayed. A section titled 'Security (show explanation)' contains two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below the security options are two yellow input fields for 'Username:' and 'Password:'. A blue 'Log On' button is positioned below the password field. At the bottom, a link states: 'Forgotten your password? Please click here to reset your password.'

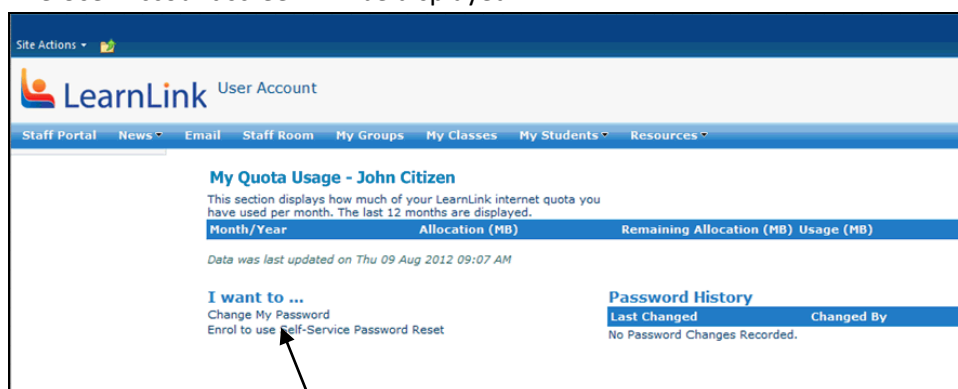
2. Enter your username and password.
3. Click Log On. The LearnLink Portal screen will be displayed.

Step 2. Go to the User Account Screen

- A drop down menu can be accessed in the top right hand corner of the portal by clicking the triangle next to the users' name.



- From the drop down menu select My Account Information. The User Account screen will be displayed.



- Click on the 'Change My Password' link.

Step 3. Enter the new password

The Change Password screen will be displayed.

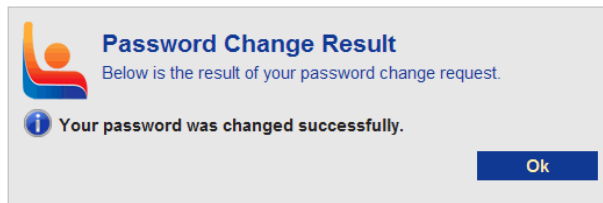
 A screenshot of the 'Change Password' screen. At the top, it says 'Change Password' and 'Please enter a new password.' Below this is a 'Password Policy' section with a list of rules:

- Must be 3 or more characters
- Can not have spaces and can not contain your own name
- The password may not be changed more than once per day
- Can not be the same as any of the previous 6 passwords used for this account

 Below the policy is a 'Change Password' section with three input fields: 'Current Account' (containing 'S000000468'), 'Current Password', 'New Password', and 'Confirm Password'. Each of the three password fields has a red asterisk to its right. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

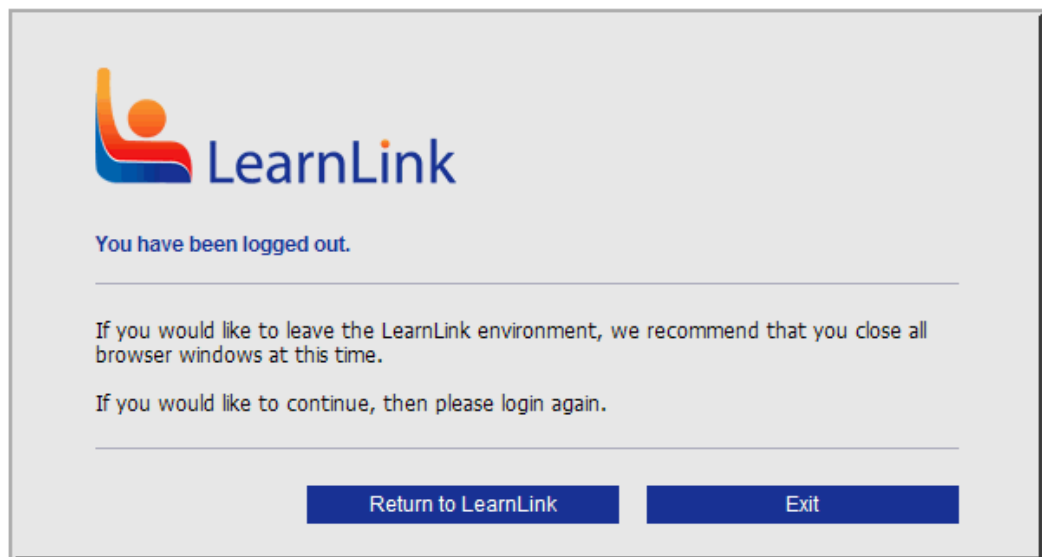
- Enter your current password again for verification.
- Enter the new password into both the New and Confirm Password fields and click OK. The new password must be spelt identically in both fields, and must match the complexity rules outlined on the screen

9. You should get this message to indicate that the change was successful.



If you don't get the 'Successful' message you can try again, or contact your local administrator for assistance.

10. Click OK.



11. Now that your password has been changed you can exit LearnLink by clicking Exit or log into LearnLink again using your new password.

Note: You will also need to update your passwords in any devices or software that have been configured to automatically connect to your LearnLink mailbox or which use LearnLink Internet Filter. This includes software such as Microsoft Outlook or the mail settings in your phone.