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.
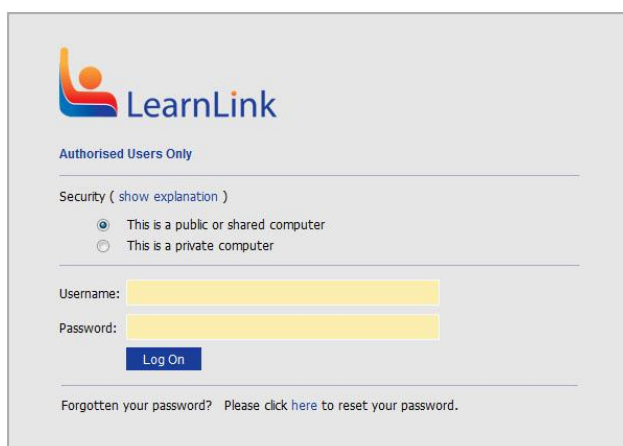>
> It is good practice to change your password regularly to ensure that no-one else can access your account.
> You will automatically be prompted to change your password at regular intervals when it expires. You may opt to change it more frequently if you think someone may have learnt your password 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
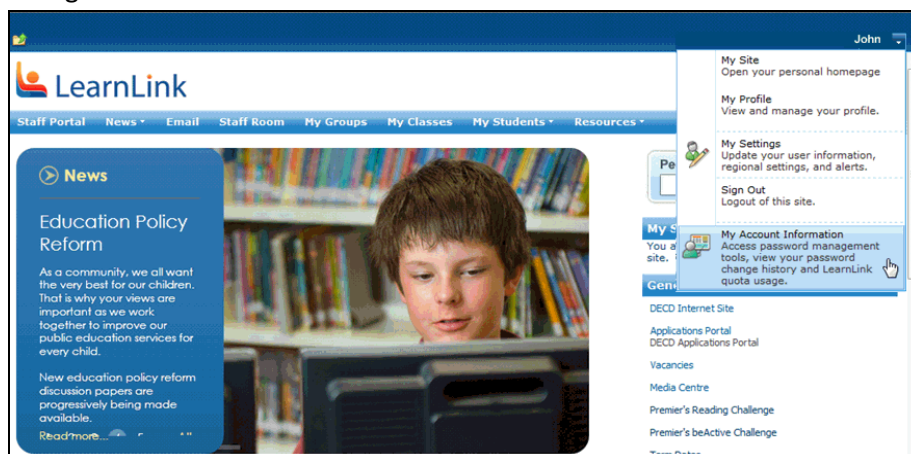
1. Open your web browser and navigate to https://www.learnlink.sa.edu.au
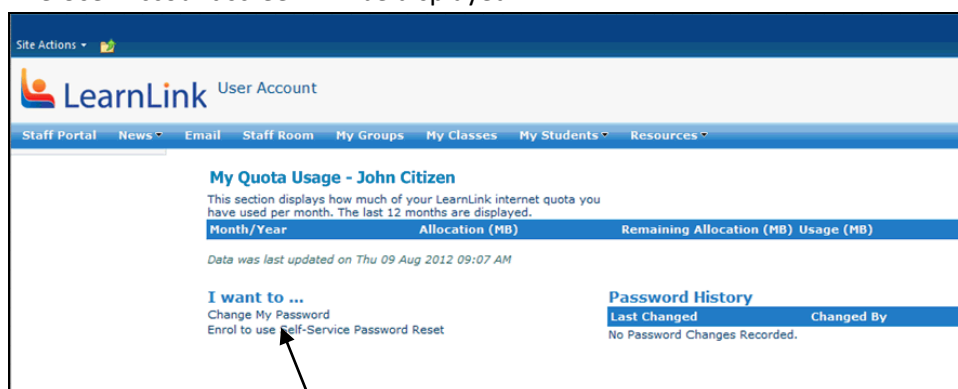

2. Enter your username and password.
3. Click Log On. The LearnLink Portal screen will be displayed.

Step 2. Go to the User Account Screen

4. 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.

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

6. Click on the 'Change My Password' link.

Step 3. Enter the new password
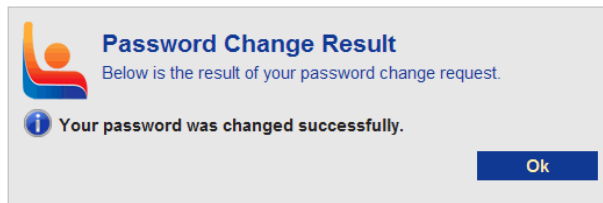
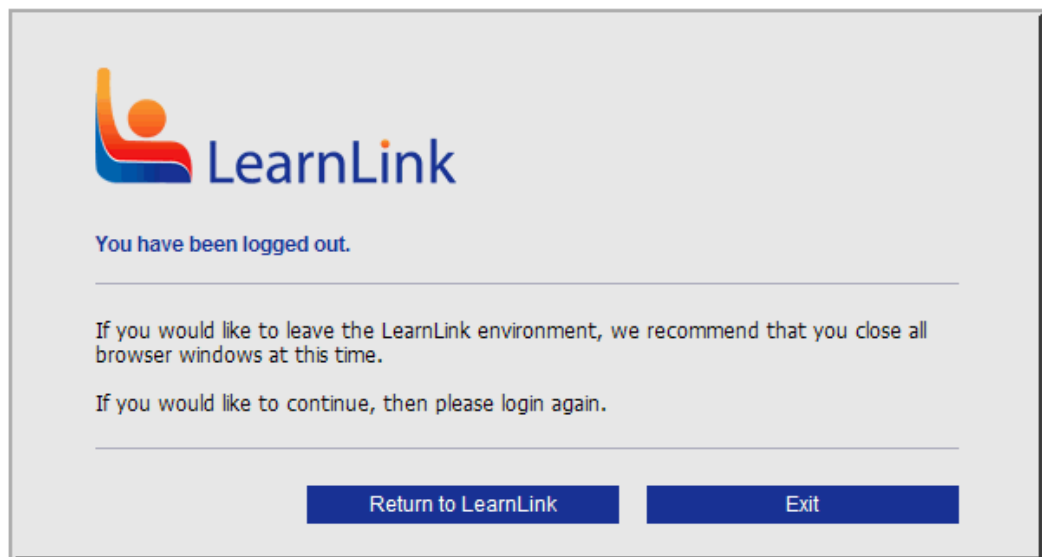The Change Password screen will be displayed.

7. Enter your current password again for verification.

8. 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.