How to: Update my account password

This is a guide on updating your AUT Events Induction Portal account password.
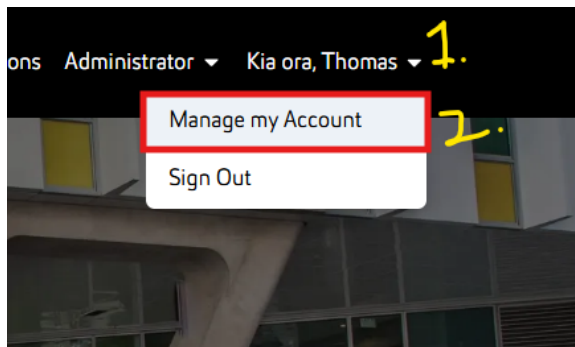
This will guide you through the process if you know your existing password and are logged into your account. If you are not logged in or do not know your password, please view the How to Reset My Password guide.

Last updated by Thomas Brears on 16/05/25. V1.1

1. Navigate to manage my account

Click the Kia ora [name] dropdown

(top right of the navigation bar)

then click "Manage my Account"

2. Manage account overview

a. **Name, Position & Department:** This is where your name, position, and department will be shown

   NOTE: To update your name, department or position, click the edit icon next to the text to submit a request for this to be updated. THIS CANNOT BE SELF-UPDATED

b. **Change password:** Here you can change or set your account's password (Follow to learn more)

c. **Change email address:** Here you can update the email account you would like to use for your account (Check out that guide if you need a hand)

In the "Change your password" section:

3. Enter your current password

Click on the "current password" field and enter your current account password

If you do not know your current password, please use the reset password guide to reset your password via email from the login page

4. Enter your new password twice

Once you have entered your current password,

Click the "New Password" field,
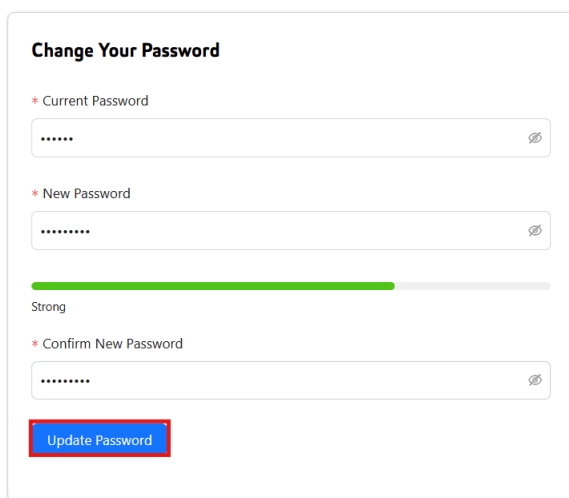
Then enter your new password

Then, click the "Confrim New Password" field

and enter your new password again to confirm

NOTE: Both new password fields must match

A helpful strength bar will appear, helping you to select a strong password

5. Save the new password

Once you have entered your current and new password twice,

Now click the blue "Update Password" button

Your password will then be updated and can be used on next login.

NOTE: You may be logged out and have to log in again

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