

How-to: Reset or set a password

This is a how-to guide on how to reset the password on your AUT Events Induction Portal account.

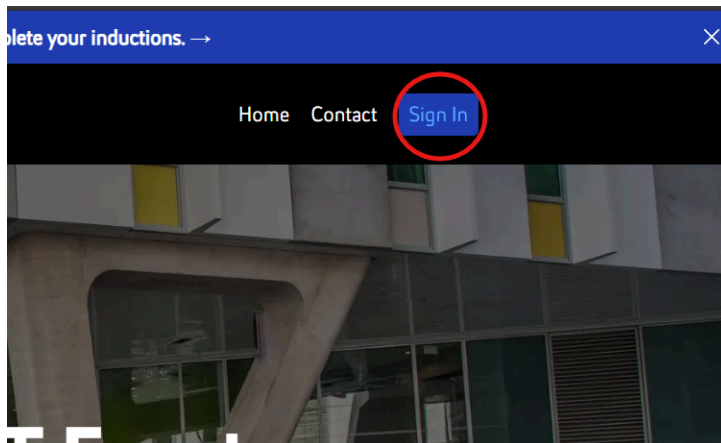
If you would like to set a password, you should follow the same process.

Last updated by Thomas on 22/04/25. V1.0

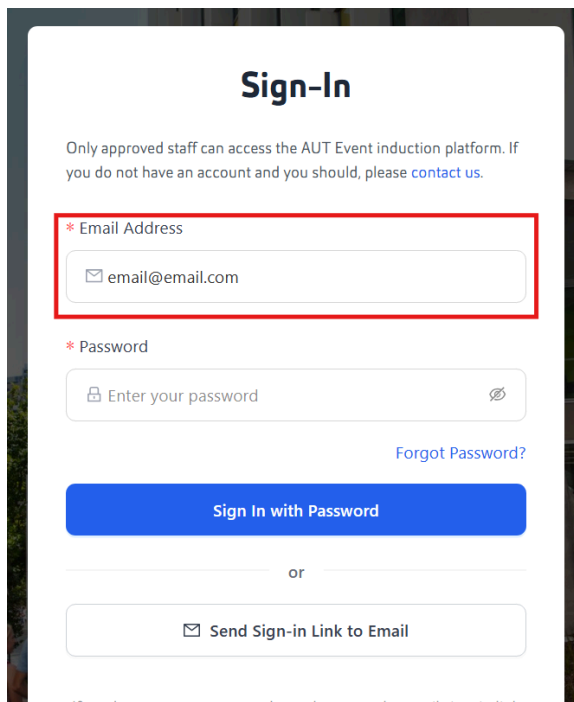
1. Click a sign-in button

This will take you to the sign-in page.

(There are several across the home page; if you cannot see any, you must already be signed in)



2. Click on the email field and enter your email address




Sign-In

Only approved staff can access the AUT Event induction platform. If you do not have an account and you should, please [contact us](#).

* Email Address

✉ email@email.com

* Password

🔒 Enter your password 

[Forgot Password?](#)

Sign In with Password

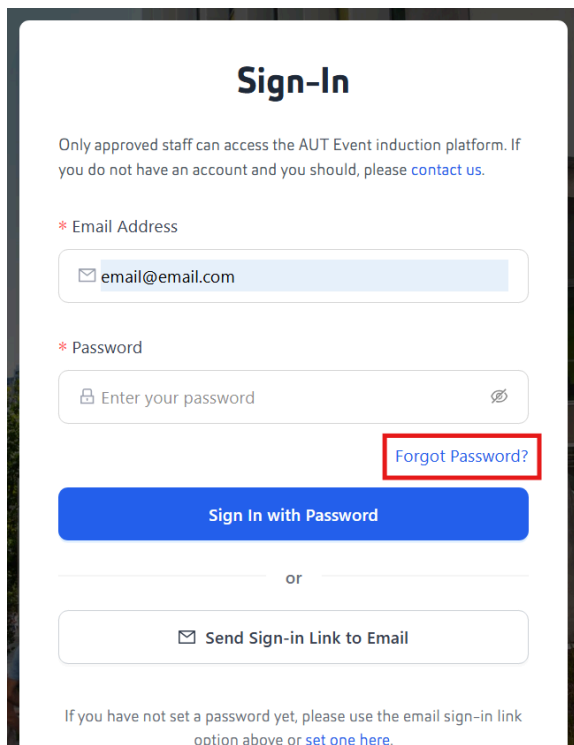
or

✉ Send Sign-in Link to Email

3. Click "Forgot Password?"

This is the blue text underneath the password field and above the blue sign-in with password button.

This will redirect you to the forgot password page



Sign-In

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* Email Address

email@email.com

* Password

Enter your password

[Forgot Password?](#)

Sign In with Password

or

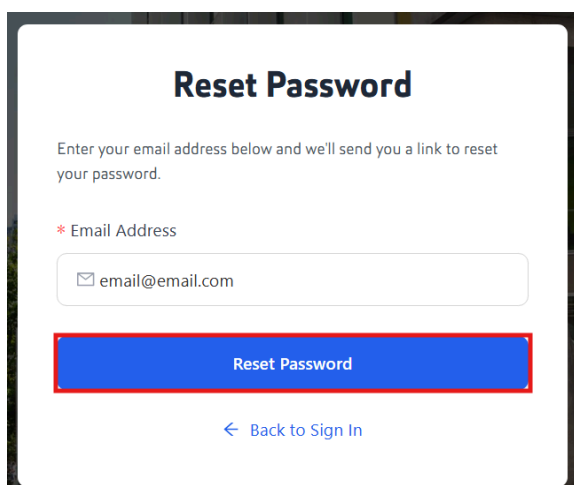
[Send Sign-in Link to Email](#)

If you have not set a password yet, please use the email sign-in link option above or [set one here](#).

4. Click "Reset Password" button

Enter your email address here if you did not in step 3

This will send a reset password link to your email address



Reset Password

Enter your email address below and we'll send you a link to reset your password.

* Email Address

email@email.com

Reset Password

[← Back to Sign In](#)

5. Open your emails and find the reset password link

Click the underlined link that says reset password

This will open a new tab and allow you to set a new password

You may now sign in using the new password

