

HOW DO I?

## Reset my Password

- 1. Go to the SMTAFE webpage and hover over "Info for", then click on "Student Hub login & Wi-Fi access".
- 2. Click "Managing your login" to expand this box.
- 3. Under the heading "Changing your password, or what to do when your password expires", click on the password reset link.
- 4. Enter your student email address.
  e.g., <u>3000123@tafe.wa.edu.au</u>
- 5. Enter the security characters as displayed on <u>your</u> screen.
  Note: this field is case-sensitive. *e.g., xS5vvGS*
- 6. Click next.
- 7. Choose the first contact method for the verification code, *e.g.*, email or text.
- 8. Check your email or phone for the verification message and enter it into the field. Click next.
- 9. Choose the second verification method for the verification code, *e.g.*, email or text.





Get back into y	your account
verification step 1 > verific	cation step 2 > choose a new password
Rease choose the first contact met	norman and more considered and an
rease crowse are inst conduct inco	INVERTIGATION AND IN TERRORISTS
C Email my alternate email	We've sent you a text message containing a verification code to your phone
Email my alternate email  Text my mobile phone	We've sent you a text message containing a verification code to your phone

10. Check your email or phone for the verification message and enter it into the field. Click next.

11. Create a new password.

## Note:

- Passwords must contain at least 14 characters.
- There is no maximum number of characters.
- It does <u>not</u> need to have capitals, numbers, or special characters.
- Passwords last for <u>6 months</u>.

Password example: avocadosalad24

Get back into y	our account
verification step 1 $\checkmark$ > <b>verif</b>	ication step 2 > choose a new password
Please choose the second contact r	nethod we should use for verification:
Email my alternate email	You will receive an entail containing a verification code at your alternate env address (ja******©outlook.com).
	Email
	Email

Microsoft