

Password Reset Registration



Welcome to the Ara Password Reset Registration tool. To register, please visit <http://password.ara.ac.nz> and click on the "Register" link.

Login with your everyday Moodle/Computer password. If you are new in the Institute, or just had ICT reset your password, this will be your first or most recently issued password.

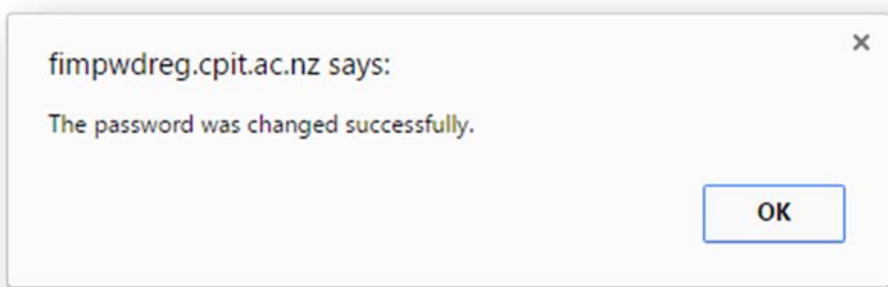
The screenshot shows the 'CPIT User Access Gateway (UAG)' login interface. It has a blue header with the title. Below the header, the text 'Enter your CPIT credentials' is displayed. There are three input fields: 'User name:' with an empty text box, 'Password:' with an empty text box, and 'Language:' with a dropdown menu showing 'English (en-US)'. A 'Log On' button is positioned below the fields. At the bottom of the form, there is a disclaimer: 'This site is intended for authorized users only. If you experience access problems contact the ictservicesdesk@cpit.ac.nz'. The footer contains the copyright notice: '© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#)'.

If your password has expired, you will be prompted to set your new password. Please note that you'll need to select a complex password which must have the following attributes:

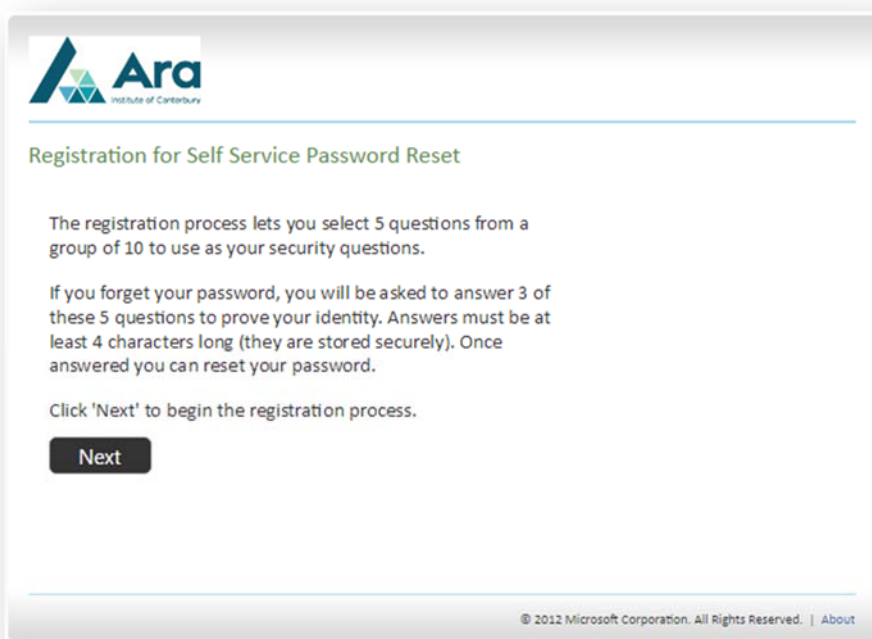
- Minimum length of **8 characters**
- Must contain at least **one Capital letter**
- Must contain at least **one Symbol OR Number**

The screenshot shows the 'CPIT User Access Gateway (UAG)' password change interface. It has a blue header with the title. Below the header, the text 'Your password has expired. Change Password' is displayed. There are four input fields: 'User name:' with the value 'CPIT-AD\edmunds', 'Old password:' with an empty text box, 'New password:' with an empty text box, and 'Confirm new password:' with an empty text box. A 'Save' button is positioned below the fields. At the bottom of the form, there is a disclaimer: '© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#)'.

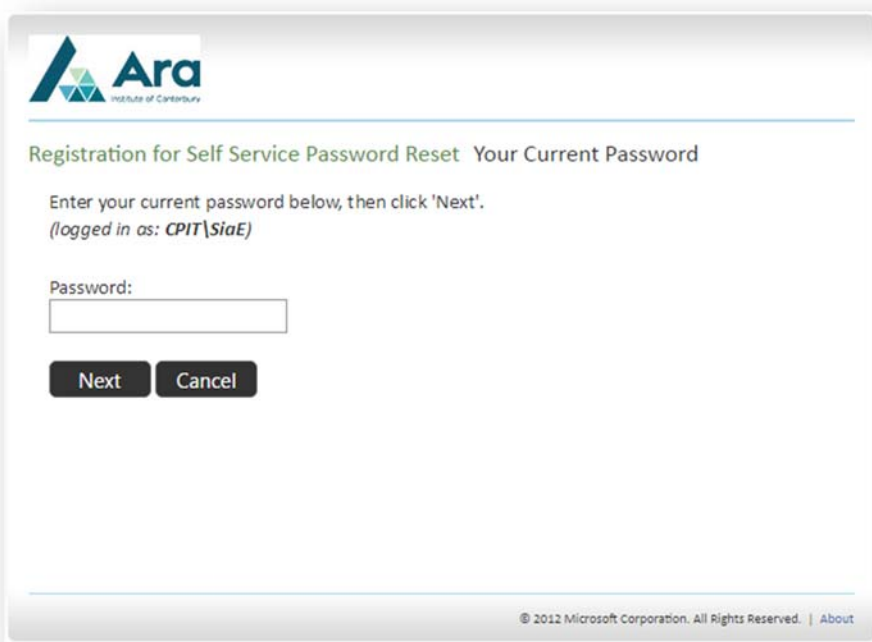
If your new password meets all the requirements, you will get a pop-up saying the password change has been successful.



You will now be brought to the Self Service setup wizard. Click "Next" to begin the registration process. If you have previously registered for the service and have preset your answers, this process will reset your previous answers and allow you to set up new ones.



When prompted, enter your current everyday Moodle/Computer password. If you've recently changed your password, use the most current one.



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Registration for Self Service Password Reset **Your Current Password**

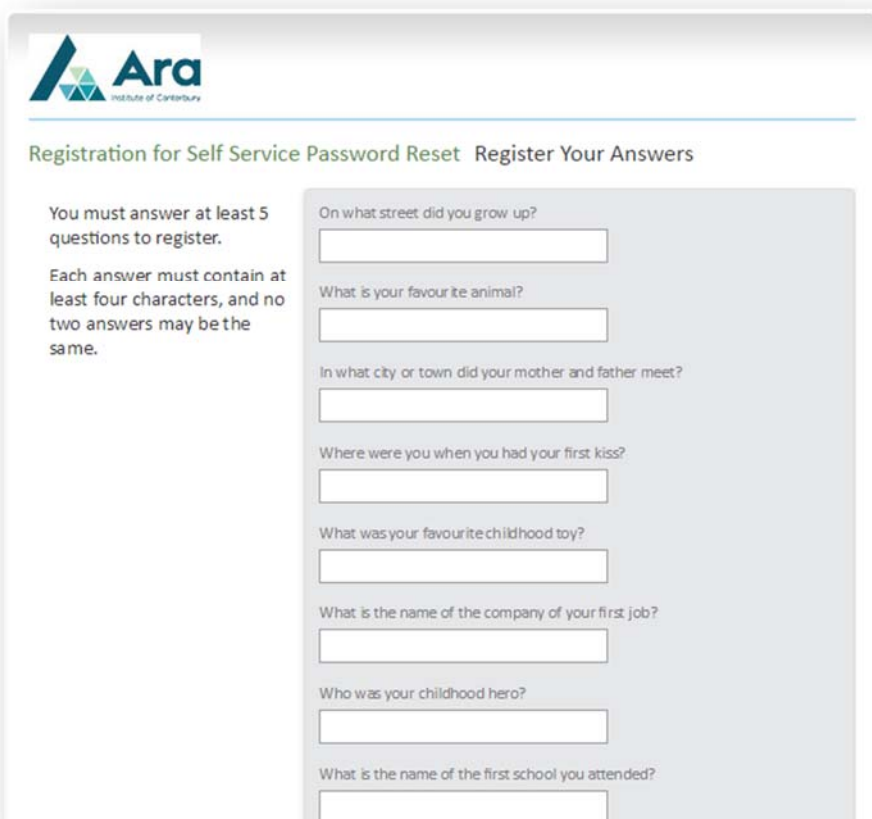
Enter your current password below, then click 'Next'.
(logged in as: CPIT\SiaE)

Password:

Next **Cancel**

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You will be presented with a list of available questions. You must answer at least 5 questions to register for the service. Each answer must contain at least four characters, and no two answers may be the same.



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Registration for Self Service Password Reset **Register Your Answers**

You must answer at least 5 questions to register.
Each answer must contain at least four characters, and no two answers may be the same.

On what street did you grow up?

What is your favourite animal?

In what city or town did your mother and father meet?

Where were you when you had your first kiss?

What was your favourite childhood toy?

What is the name of the company of your first job?

Who was your childhood hero?

What is the name of the first school you attended?

When prompted, enter an alternate email address that you have ready access to. In the event you ever need to reset your password, this will be the email address the Self-service password reset tool will use.

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Registration for Self Service Password Reset Email Address Verification

Please enter an alternate email address (not the address for the account you are registering). If you ever need to reset your password a verification email will be sent to this address.

Email address:

The email address is stored by your organization in Forefront Identity Manager.

Next **Cancel**

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When you've successfully completed the registration process, you will be presented the below page.

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Completed: You are now registered

✓ If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

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If you ever need to reset your password, go to <https://password.ara.ac.nz> with a web browser and follow through the wizard to choose your new password.

For support, please contact the ICT Service Desk:

E-mail: ICTServiceDesk@ara.ac.nz

Phone: (03) 940 8800

Location: T Block, City Campus, Madras Street