



## TechTip #27 - How to Reset Your Online Testing Password (All online users)

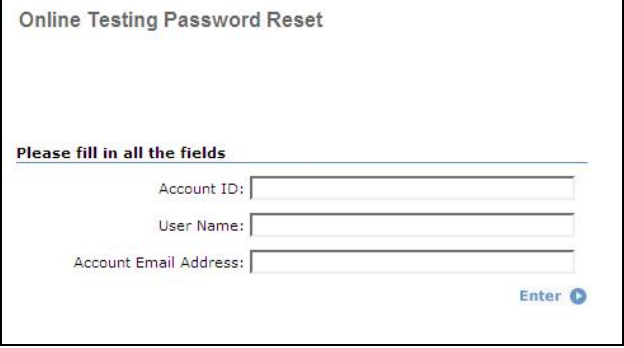
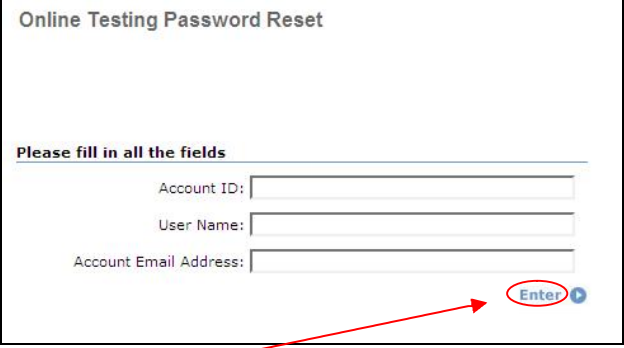
If you forget your password, you may reset your user account by visiting the login page [http://www.skillcheck.com.au/online\\_login.htm](http://www.skillcheck.com.au/online_login.htm) and requesting a new temporary password via the “Reset Password” link.

When you reset your password, keep in mind that your account may require that your password comply with the “strong 8” policy, in which case your password must meet the following criteria:

- Password must be 8 characters or longer
- Password must contain at least one number
- Password must contain at least one capital letter
- Password must contain at least one lowercase letter
- Password must contain at least one symbol (e.g. !,\*, or +)

To reset your password:

Step	Do This	This Screen Appears/This Happens
1	Using your internet browser, visit login page; <a href="http://www.skillcheck.com.au/online_login.htm">http://www.skillcheck.com.au/online_login.htm</a>	
2	Click on the Reset Password “Click Here” hotlink.	

<p>3</p>	<p>This will take you to the Online Testing Password Reset page as shown here.</p>	
<p>4</p>	<p>Type your <b>Account ID</b> in the top box.</p> <p>Next, type your <b>User Name</b> in the middle box.</p> <p>Then type your <b>Account Email Address</b> in the bottom box.</p> <p>(NB: Your “account Email address” is the Email address where the temporary password will be sent. This is the Email address entered when SkillCheck Pacific Pty Ltd set the account up)</p> <p>Finally, click on the <b>Enter</b> link.</p>	<p>A new temporary password is emailed to you. (Note that the temporary password expires in 7 days and <u>must</u> be changed.)</p> 
<p>5</p>	<p>Visit your Email inbox to obtain your temporary password.</p>	<p>You may then log in normally and change your password.</p> <p><u>Note:</u> When you login with your new temporary password, you will be required to create a new password.</p>