ASAS Password Reset Self Service

Have you **forgotten your ASAS password** or do you **want to change your password** for security reasons? The "Forgot Password" Functionality has been setup on ASAS to allow users to reset their own passwords. The "Change My Password" functionality is also available, once logged in for you to change your password if need arises.

Below is a short guide on how to activate and use your "Forgot Password" as well as how to change your password through the "Password Change" function.

A. Steps for setting up "Forgotten Password" on ASAS
Before you can use the "Forgot Password" functionality on ASAS, you need to setup your password hint questions by following the below steps.

1. First Login to ASAS
2. Then click on <**My System Profile**>

3. A "General Profile Information: page will open. On this page, make sure the email address is captured correctly.
4. If your email address is not captured correctly, then follow these steps to correct or change it.
   a. Click on the checkbox under primary email (make sure there is a tick)
   b. Choose an email type e.g. Work
   c. Then capture your email address and save.

5. Then Click <**Change or set up forgotten password help**>.

6. Choose a question from the drop down list. Remember, this is the question the system will use to validate you if you need to reset your password in the future.

7. Type the response to your question then select <**OK**>. Your response should not be too complex to remember.

8. Your "Password Reset Functionality" is now set and ready for use in case you want to reset/change your password in the future.

B. How to use "Fogot Password" to reset your ASAS password

If you happen to forget your ASAS password, do not fret. ASAS has a sellf service functionality that allows you to reset your password. <u>However, you need to have first activated the "**Forgot Password**" functionality on your profile, as shown in section A above.</u>

Below are steps that you can follow to reset your password.
1. Click on <Forgot Your Password> link.

2. Type your user ID (employee/ student number)

3. Then select continue

4. Type the response previously setup and then select <Email New Password>, and a password will be sent to your email

5. An email will be sent to the account previously setup
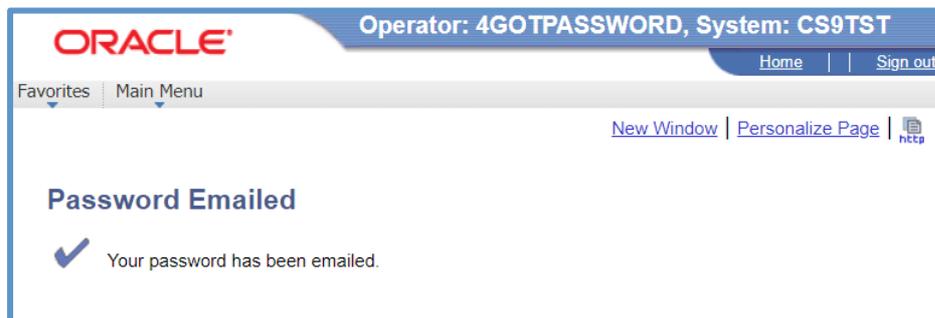
6. You will receive an email as indicated below with your new password and once you are logged in you can proceed to changing your password. See steps n changing your password below.
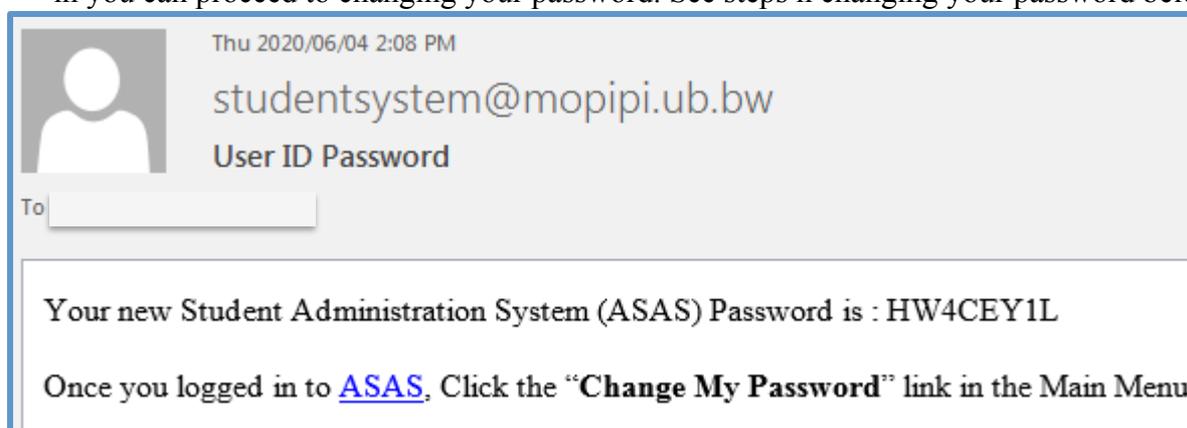
C. How to Change your password

It is usually good practice to change your system passowrds periodically. If you want to change your ASAS password, for whatever reason, follow these steps:

1. Once you logged in to ASAS, Click the "**Change My Passoword**" link

2. Capture your current password in the indicated field. Then capture your new password, then confirm it at the bottom and then click <change password>.