



How to Change your Password Quick Reference Guide

Introduction

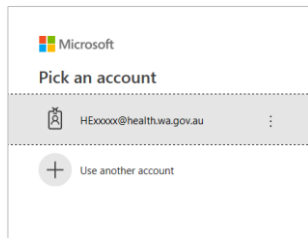
This Quick Reference Guide (QRG) is intended for users who are not connected to the WA Health network, and need to reset their password.

Note: To be able to change your password, you must have completed the Self Service Password Reset registration process. Refer to QRG 'How to Register for Self Service Password Reset'.

Step 1

Go to <https://myapps.microsoft.com> and select your WA Health account (e.g. hexxxxx@health.wa.gov.au) to access the Azure portal.

If this site has been previously accessed on the device you are using, then you will be presented with a list of one, or more, accounts to select from. Click on your WA Health account in the list.

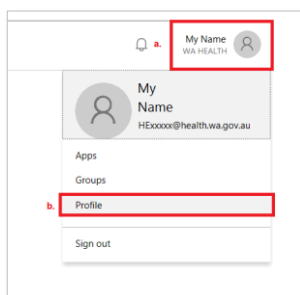


Note: If your account does not appear in the list, click on the 'Use another account' option. Note: Please ensure you login using your HE number (e.g. hexxxxx@health.wa.gov.au).

Step 2

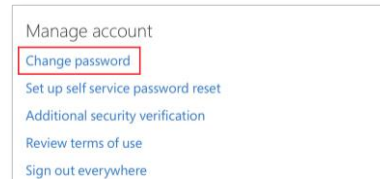
Once you have successfully logged into the Azure portal:

- Click on the icon in the top right hand corner of the screen, next to your name, and
- select the option 'Profile' from the drop-down menu.



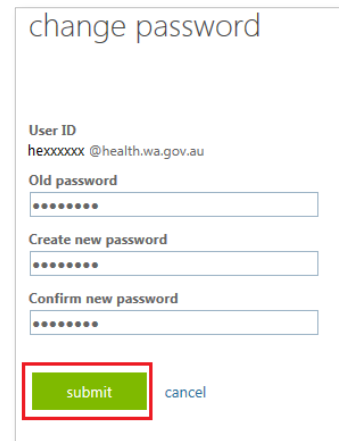
Step 3

Click on the menu item 'Change password'.



Step 4

Enter your old password. Then create a new password and retype the password in the 'Confirm new password' field. Click 'submit'.



Note: You will need to create a 'secure' password that aligns to the Information Security Policy (MP0067/17); otherwise an error message will appear.

Setting a secure password:

- Your password will need to be made up of eight (8) or more characters, and **use 3 of the following**:
 - UPPERCASE letters: A to Z
 - lowercase letters: a to z
 - At least one (1) number: 0123456789
 - At least one (1) symbol or special character: ! @ # \$ % ^ & { }

Refer to QRG 'Setting a Secure Password'.

Help! For further information, please contact your ICT Service Desk.