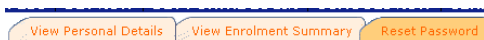
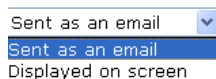


Resetting a student's password

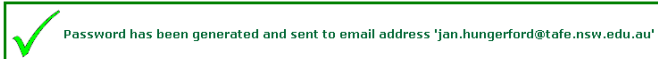
1. Select **Reset Password**



2. Select either **Sent as an email** or **Displayed on screen** from pull down box:-



Sent as an email will show email address where it has been sent
(*email will be sent to your DET email which can be printed and handed to student*)



Email will be seen as below which can be printed and given to student.

From: do_not_reply@det.nsw.edu.au
To: Hungerford, Jan
Cc:
Subject: Password for Student 'Zac.hungerford' has been successfully changed.

```
Student ID = 'Zac.hungerford'  
new password = 'raspberrry64'
```

OR

Displayed on screen will show new password which can be given to student
(*new password will be displayed on screen*)



☺ Once the password has been successfully reset the student should enter the DET Portal and change the temporary password to ensure confidentiality.

(**Note:** Advise the student to wait 5 minutes before attempting to change their password).

☺ Remember to log out correctly to ensure account security



**Reset a student's
password in e-Services**

**Quick Reference Guide for
TAFE Teachers**

For further assistance

Staff should contact local IT help Services

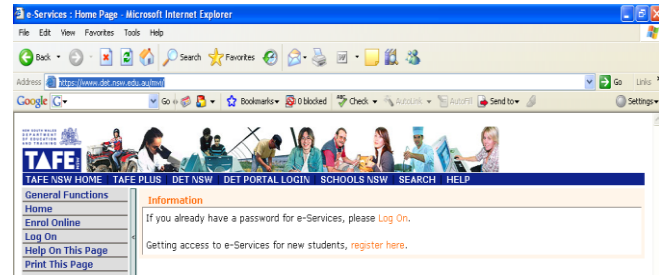
Students may seek assistance from Campus Support Services, Library Staff or their teacher.

Proof of identification is required (TAFEcard, Drivers License) from the student before agreeing to reset the student's password.

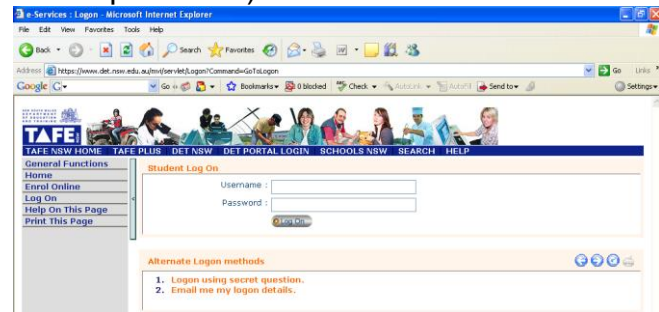
Accessing e-Services

1. Login to e-Services:-

<https://www.det.nsw.edu.au/mvi/>



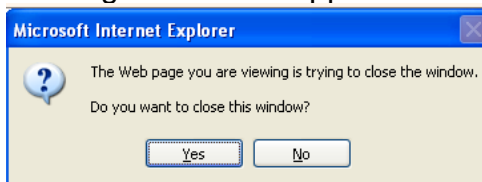
2. **Log on** (using normal username and password)



Press **Log on**



3. Message below will appear



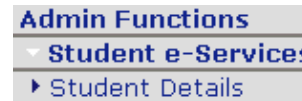
Yes to close this window

Searching for a Student

1. From left hand menu Admin Functions select **Student e-Services**

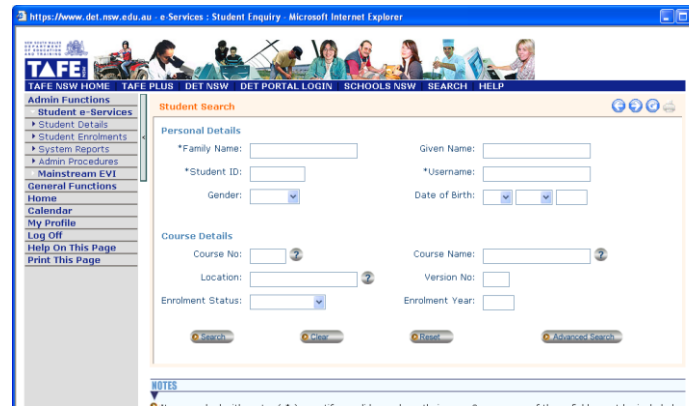


2. From left hand menu select **Select Student Details**



3. Student Search
Enter details of student required
eg name, student number, campus

(For a more common name provide as many details as possible.)



4. Select **Search** button



5. If there is more than one student with the same name, the system will provide a list.



6. To select the correct student you will need to look at the details provided and click on the **orange student number** of the required student.

7. Full student details will be shown including student Username



If a TAFEcard has been issued the student's picture will be shown.