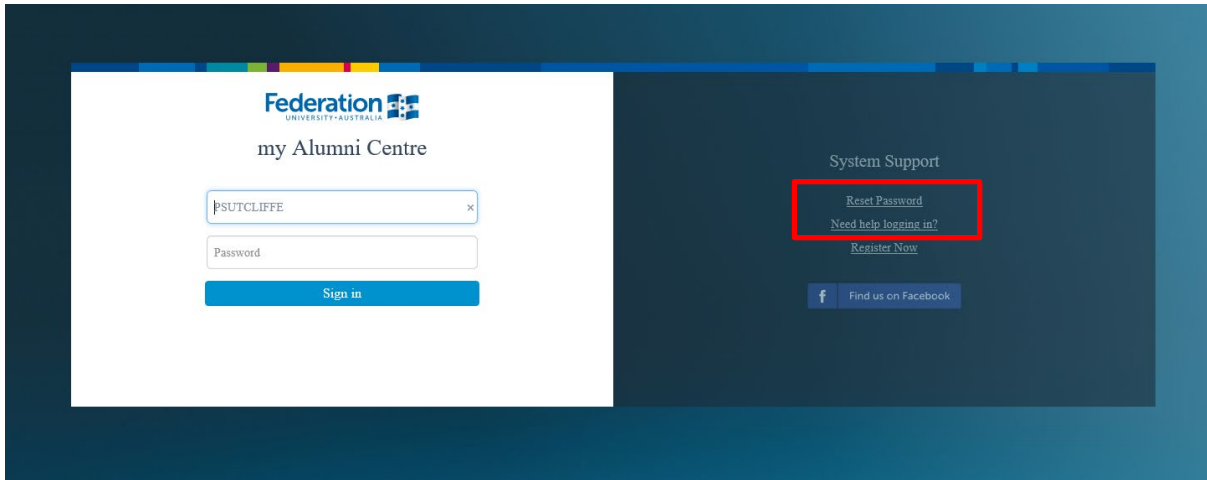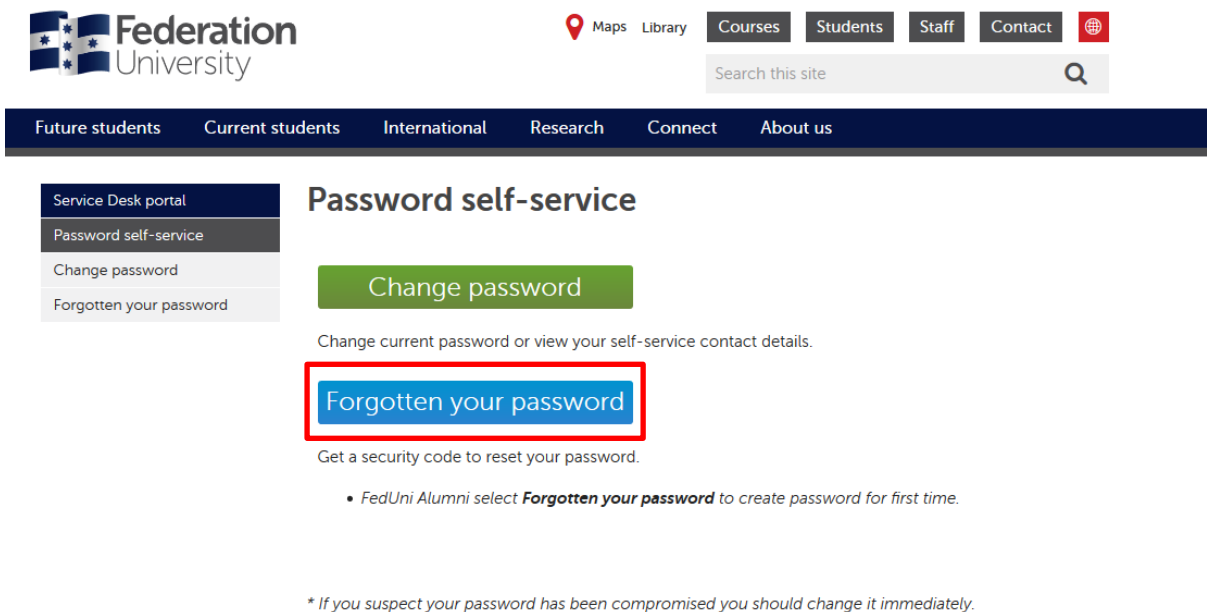## Reset and Change Password for myAC

1. Open your web browser and go to: myAC.federation.edu.au

2. Click the "Reset Password" link.

3. Click the "Forgotten your Password" button.

4. Enter your personal email address as the username

5. Click the "Submit" button.

6. You will now have the option to choose how you will receive a security code to access myAlumni Centre. Choose either email or SMS (if your mobile phone is listed in the system)

7. You will receive either an email tor SMS with the security code.
   Once you have received, you should see this page:-

Federation University

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Service Desk portal
Password self-service
Change password
Forgotten your password

Password self-service - reset password

A security code has been sent to your registered mobile number +6********29

Enter the details below to change your password
1) Passwords must be at least 9 characters in length
2) Must contain at least 1 number (eg. 0-9)
3) Must contain at least 1 special character (eg. $ or #)
4) Must be a password that you have not used in the last year.

Security code
New password
Confirm password

If your security code has expired, simply request a new one...

Submit

If you suspect your password has been compromised you should change it immediately.

8. Enter the security code and your new password, and then confirm your new password.

9. You should now be able to go to myac.federation.edu.au and enter your username (personal email address) and your new password.

10. Enter a new password into the "New Password" and "Confirm New Password" fields. Make sure that the new password is at least 9 characters long and contains at least one number, one special character and hasn't been used in the past year.