



**VAAAL UNIVERSITY
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IT Services

- +27(0)16 950 9111
- it_support@vut.ac.za

Staff Self-Service – HOW TO REGISTER SECURITY QUESTIONS

REGISTER YOUR SECURITY QUESTIONS IN ORDER TO BE ABLE TO RESET OWN PASSWORD IN THE FUTURE:

1. Open your Google Chrome or preferred browser
2. Type <https://registermypassword.vut.ac.za> in the browser and press enter

Sign in

<https://registermypassword.vut.ac.za>

Username

Password

Sign in Cancel

3. Type your username (**StaffNumber**)
4. Type your VUT **AD/email password**



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Password Registration:

If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

Next

5. Now click on the Next button



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Password Registration: Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: **VUTAD\111773**)

Password:

Next **Cancel**

6. Enter your **AD/email password** and click next



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Password Registration: Register Your Answers

You must answer at least 5 questions to register.

Each answer must contain at least three characters, and no two answers may be the same.

Who is your Favourite Artist?

What is your Favourite Movie?

What is your Favourite Color?

What is your Nickname?

What is your Mother's Name?

7. You will now be presented with 10 security questions. You only have to answer 5 of these questions to successfully register.

8. Your answer may not be duplicate and must be more than 3 characters

9. Once you have entered your answers, click Next



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Completed: You are now registered



If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

10. You will receive a message stating that “You are now registered”

If you still cannot login after following above steps

Contact Help Desk

it_support@vut.ac.za

NB: 24hr turnaround time for emails.

016 950 9111

Operating Hours:

07:45am – 4:30pm Weekdays

Closed on Weekends

Closed on Holidays