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Staff Self-Service – HOW TO RESET PASSWORD

TO RESET YOUR PASSWORD IN CASE YOU HAVE FORGOTTEN IT OR YOUR ACCOUNT IS LOCKED:
IMPORTANT: Note that you will not be able to Reset Password if you have not REGISTERED
YOUR SECURITY QUESTIONS.

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

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Login Assistant

Please enter your user name below

111773

Examples:
VUTAD\username OR VUTV\studentNumber
attie@vut.ac.za OR studentNumber@edu.vut.ac.za

Next

3. Type in your username (**StaffNumber**) and click next (IGNORE THE EXAMPLE)

Login Assistant VUT Self-Service Password Reset

You must answer 3 of the following 3 questions.

What is your Favourite Color?

[••••]

What is your NickName?

[••••]

Who is your Favourite Artist?

[•••••]

[Next]   [Cancel]

4. Answer the 3 questions you are presented with as you answered them during password registration process, and click next
5. If you answered your questions correctly, you will be presented with a screen to enter your NEW password

PASSWORD RULES
Minimum password length must be 8 Characters.
Passwords must consist of a mix of special and alpha-numeric characters
Passwords must not be the same as the username.
Passwords may not be blank.
Passwords may not be part of history – used before in less than 6 months

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Login Assistant You were successfully authenticated.

○ **Account Unlock:** Keep Your Current Password
● **Password Reset:** Choose Your New Password and Unlock Your Account

(Resetting password for 111773)

Enter a new password:

`••••••••`

Re-enter the password:

`••••••••`

Next **Cancel**

6. Type new password
7. Re-type new password
8. Click next and your password should be reset.

Success: Your password was reset

You can now use your new password to log in.

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