



**VAAAL UNIVERSITY  
OF TECHNOLOGY**

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## IT Services

- +27(0)16 950 9111
- it\_support@vut.ac.za

### **Student 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

The screenshot shows a web browser window with the following elements:

- Title: Sign in
- Address bar: <https://registermypassword.vut.ac.za>
- Username field: A text input box with the label "Username" to its left.
- Password field: A text input box with the label "Password" to its left.
- Buttons: Two buttons at the bottom right, "Sign in" (blue) and "Cancel" (white with blue border).

3. Type your username (StudentNumber)
4. Type your 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: **VUTV\210011688**)

Password:

Next

Cancel

6. Enter your 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?

What is your Father's Name?

What is your Pet'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 register your security questions after following above steps**

Contact Help Desk

[it\\_support@vut.ac.za](mailto: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