6. If the answer you supply is accepted, you will be prompted to enter and confirm a new password.

7. Enter a **New Password**

8. Then enter the new password again in the **Confirm new password** field.

9. Click the [Submit] button.

10. A confirmation message will then display.

11. Click on the link **Log on to My portal**

12. This will return you to the Portal logon page. Login using your **NEW** password.

For further assistance view the portal online Help or:

- Staff should contact local IT Help Services.
- Students may seek assistance from Campus Support Services or your teacher.

Dated: 30/10/07
DET Portal—Setting a Secret Question and Answer

Setting a Secret Question & Answer

1. Log in to the DET Portal at:
   http://portal.det.nsw.edu.au

2. Login using your DET User ID and password

3. You will then be prompted to accept the Acceptable Usage Policy (AUP).

4. Select the I accept button

5. Click on the ‘My Profile’ tab

6. Click on the ‘Create/Change my secret Question and Answer’ link.

7. Type a question that only you can answer in the ‘Secret Question’ field.

8. Type the answer to your question into the ‘Secret Answer’ field and then type it again in the ‘Confirm Secret Answer’ field. Note: there should be no spaces in the answer you type.

9. Then type your DET User ID Password into the ‘DET User ID Password’ field.

6. Click the Submit button. A confirmation message will display.

Using Your Secret Question & Answer

You can use your secret question and answer to reset your DET Portal password.

1. Open DET Portal Login page located at:
   http://portal.det.nsw.edu.au

2. At the Portal login page click on the link

3. Type in your DET User ID (e.g.: john.smith) and click the button.

4. Your secret question will be displayed.

5. Type in the correct answer into the ‘Your answer’ field, then click on the Validate button.