



How to change your password in Microsoft 365

Once you change your password here, it will change for all TAFE systems.

There are two ways you can change your password for Microsoft 365, one using the Microsoft Authenticator, if you have this set-up and another way from within Microsoft 365 itself. Below are the steps required to change your password.

Changing your password using Microsoft Authenticator

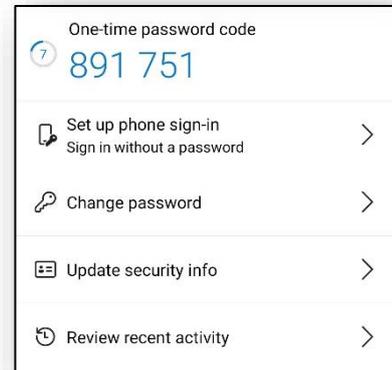


1. On your phone, **open** Microsoft Authenticator and unlock it in your usual way.

2. **Select** your TAFE Account from the Authenticator list.



3. From the following menu, **press** Change Password. This will take you to the sign-in screen.



4. **Enter** your student email address, then your current password (It will ask you here if you want to stay signed in, select NO if you have different email accounts on this device).

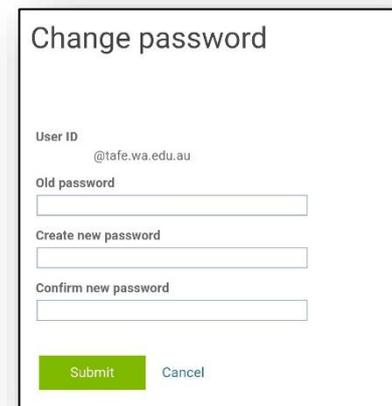
5. **Enter** your old password where it says "Old Password" and then your new password where it says "Create new password" and "Confirm new password."

Your new password can use any combination of letters or numbers but must be a minimum of 14 characters.

(It expires every 6 months)

Tip: Use words or phrases you are going to remember

6. **Press** Submit

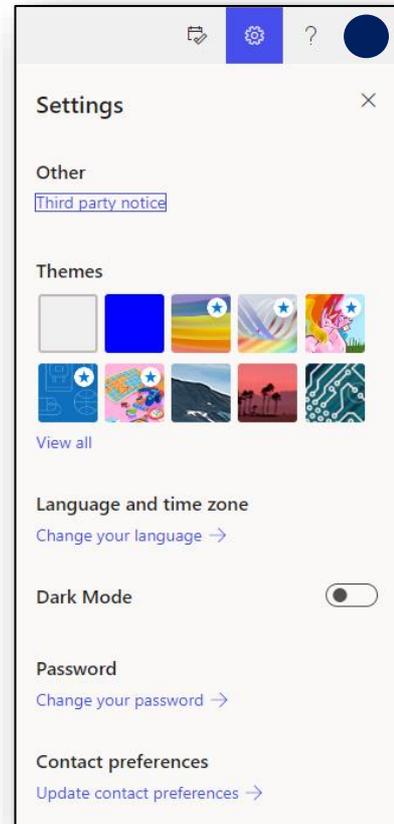


7. You will now be taken to your profile/account screen, meaning your password has successfully changed.



Changing your password within Microsoft 365

1. When signed in, to Microsoft 365, **click** the settings cog on the top right-hand corner of the screen.
2. **Select** “Change your password →”



3. **Enter** your old password where it says “Old password” and then your new password where it says “Create new password” and “Confirm new password.”

Your new password can use any combination of letters or numbers but must be a minimum of 14 characters.

(It expires every 6 months)

Tip: Use words or phrases you are going to remember

4. **Press** Submit. You will now have to log in again with your student email and new password.

If you have any questions or require further assistance visit or contact the library. Campus Library phone numbers and opening hours can be found on the Contact Us page by clicking [here](#).