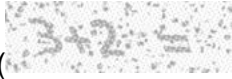


3rd Party Password Reset – Register for Password Reset 3PPR1

Introduction: This guide is to assist users to set up their security questions that will allow them to reset their password in the event of it expiring or being forgotten. This process must be carried out **first** to allow users to change or reset their passwords when necessary.

Key things to note:

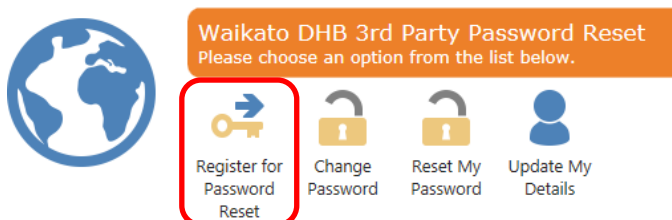
- The email address used must not be a Waikato DHB email address (relevant to clinicians working at both Waikato DHB and at a private practice).
 - When entering a user name into a field this is not case sensitive but passwords are case sensitive.
 - When entering security questions () answer the question do not copy the question e.g. for this question type 5 not 3+2=.
 - Do not use the **back** button on the browser.
-

Accessing the 3rd Party Password Reset Application

1. The 3rd Party Password Reset application can be accessed by clicking the following link (this will be sent to all users via email):
 - <https://reset.waikatodhb.health.nz/>


Register for Password Reset

1. Click the **Register for Password Reset** button.



2. Type the **User Name** and **Password** in the fields provided.

Note: The username is not case sensitive, the password is case sensitive.



3. Answer the security question by typing the answer in the **Answer** field.

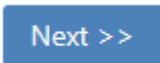
Note: Do not type the question as it appears, type the answer e.g. the answer below is 5 not 3+2.



(Please enter the answer below)

Answer

4. Click the **Next** button.



5. Type an answer to five different security questions using the fields provided.

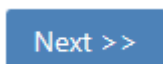
- You can select a different question from the list if desired.
- Each question must be different and each question must be answered.
- Answers are NOT CASE sensitive.
- You must give different answers to each question.
- Each answer must be at least 3 characters.

When were you married (DD/MM/YY)?	▼	<input type="text"/>
What is your mothers maiden name?	▼	<input type="text"/>
What was the colour of the first car you owned?	▼	<input type="text"/>
What year did you leave high school (YYYY)?	▼	<input type="text"/>
What town, city or village were you born?	▼	<input type="text"/>

Note: Each drop-down list contains 15 questions to choose from.

When were you married (DD/MM/YY)?
What is your mothers maiden name?
What was the colour of the first car you owned?
What year did you leave high school (YYYY)?
What town, city or village were you born?
What was your first paid job?
What was the name of the first school you attended?
Where did you go on your honeymoon?
What is the middle name of your first born?
What street was your first purchased house called?
What age were you when you moved out of home?
What is the middle name of your oldest sibling?
What are the last 5 digits of your drivers licence number?
What was the last name of your first school teacher?
How many years did you attend high school for?

6. Click the **Next >>** button.



7. The **Registration Complete** page will display, click the **Continue >>** button to finish.

Registration Complete



Congratulations you are now registered.

