



Password Reset Tool

User Guide

August 2015

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Care you
can trust.



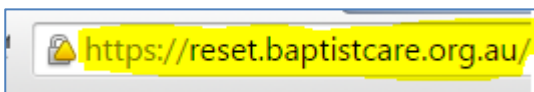
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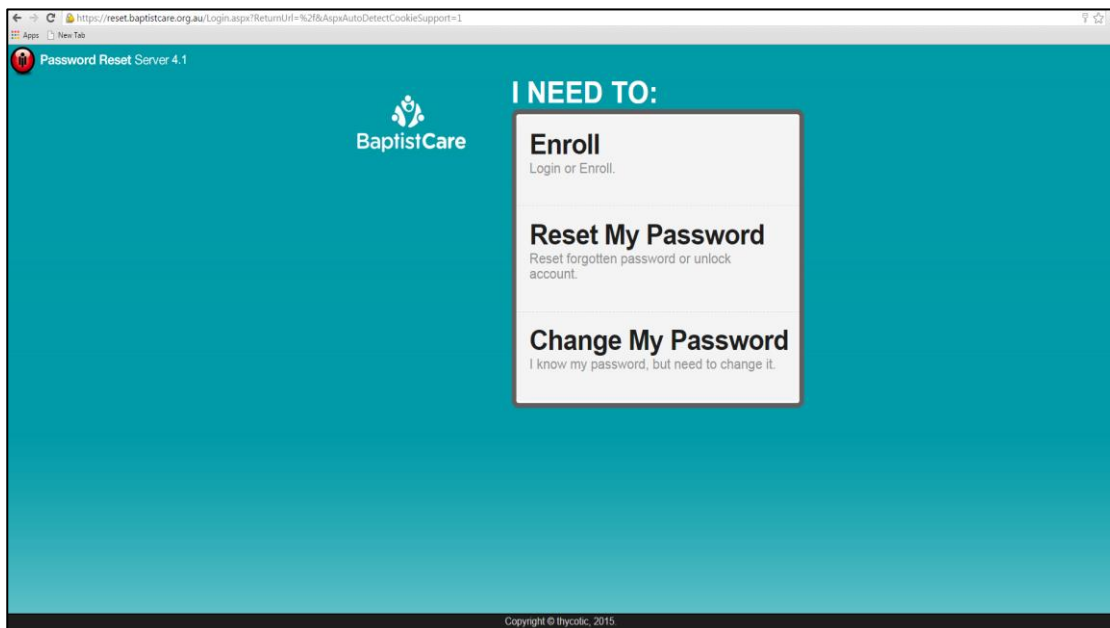
How to Enroll in the Password Reset Tool

- You must enroll to reset you password.
- Your employee number is required to enroll successfully.
- Once enrolled, you can change your password, or reset a forgotten password, from any web enabled device.

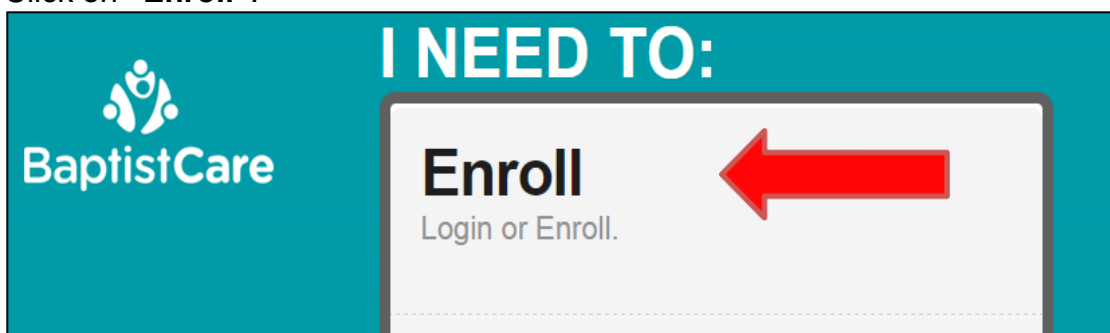
1. Type <https://reset.baptistcare.org.au> into address bar of any web browser from any web enabled device.



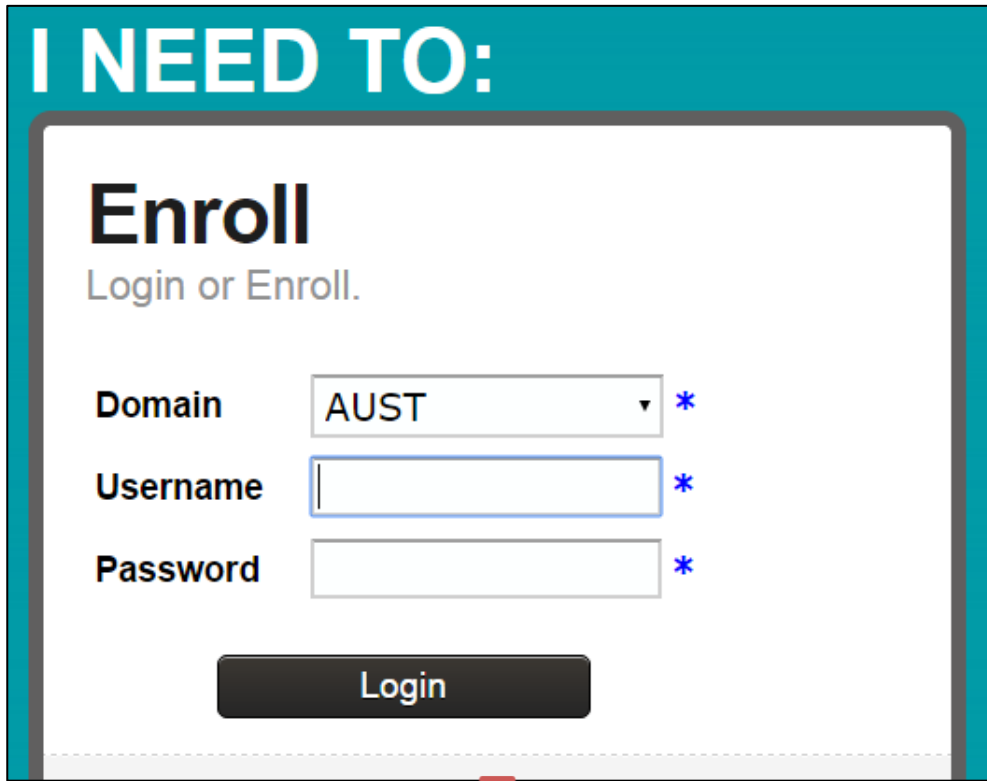
You will be presented with a website to enroll, reset and change password.



2. Click on **“Enroll”**.



3. Enter your Username and current Password. Domain must be **AUST**.



I NEED TO:

Enroll

Login or Enroll.

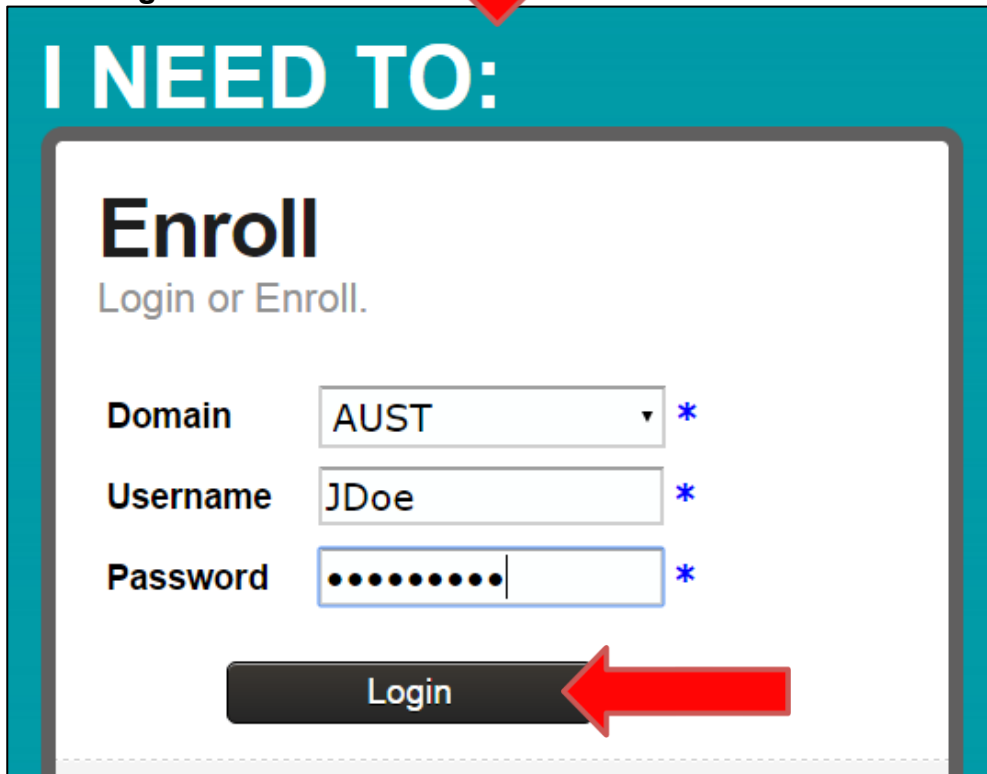
Domain *

Username

Password

Login

Click "Login"



I NEED TO:

Enroll

Login or Enroll.

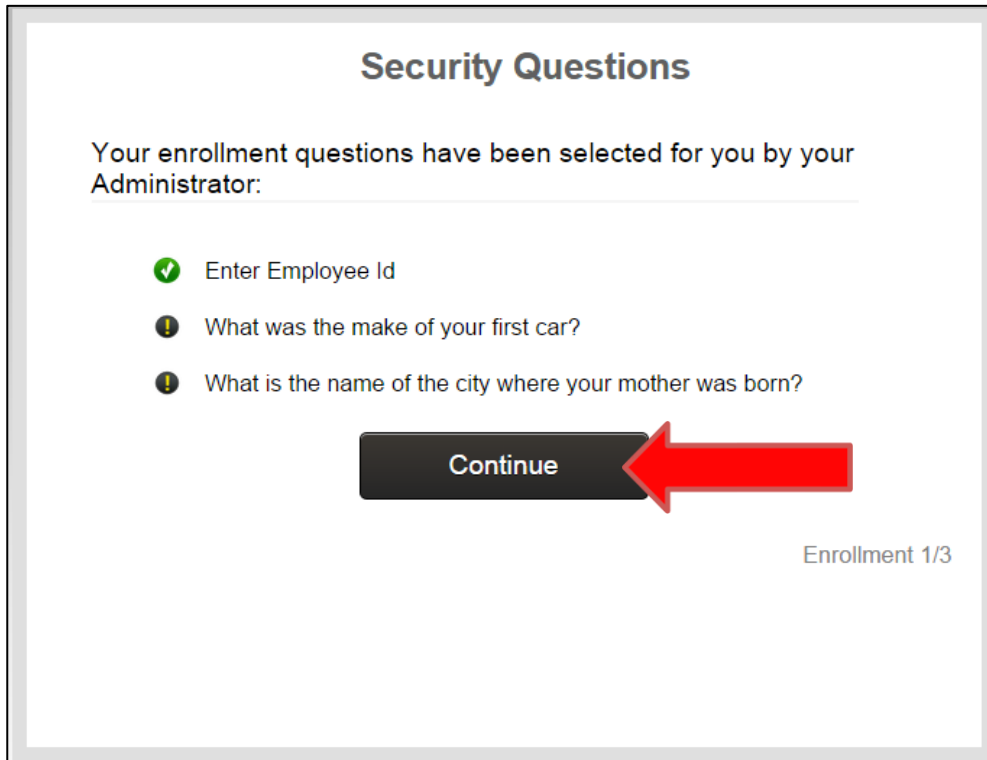
Domain *

Username *

Password *

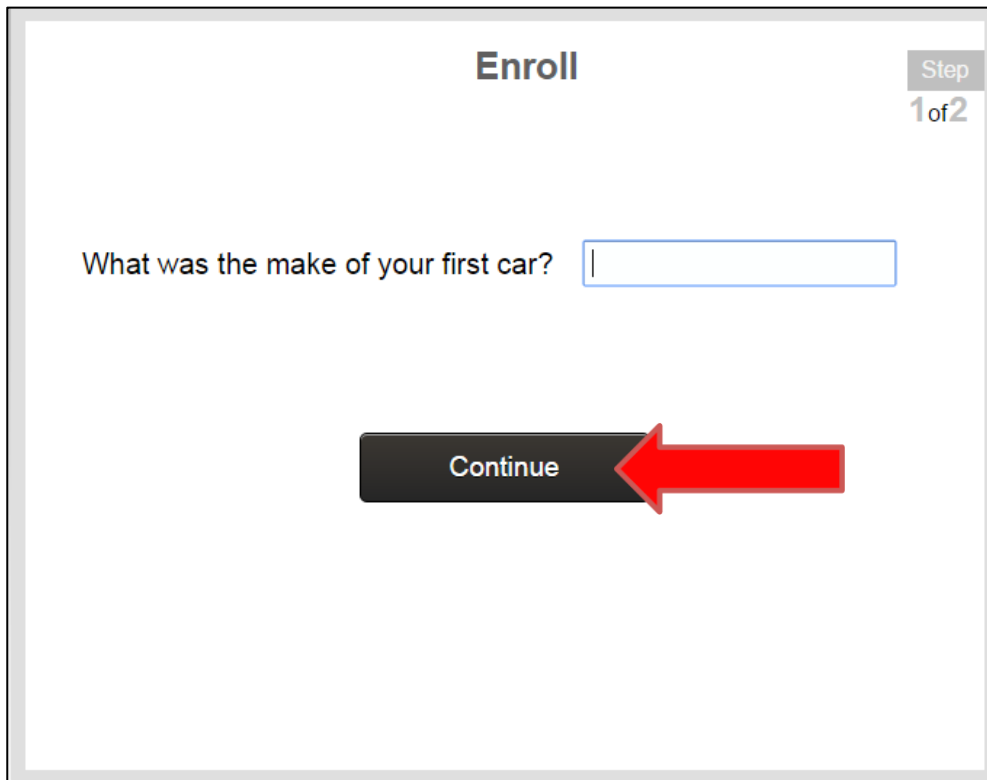
Login

4. Read carefully and click “**Continue**” to start enrolling.



The screenshot shows a web interface titled "Security Questions". Below the title, it says "Your enrollment questions have been selected for you by your Administrator:". There are three questions listed: "Enter Employee Id" (marked with a green checkmark), "What was the make of your first car?" (marked with a yellow exclamation mark), and "What is the name of the city where your mother was born?" (marked with a yellow exclamation mark). A black button labeled "Continue" is centered below the questions, with a large red arrow pointing to it from the right. In the bottom right corner, it says "Enrollment 1/3".

5. Answer **two** questions. Be sure to choose an answer which is easy to remember but difficult to guess. Click “**Continue**”.




The screenshot shows a web interface titled "Enroll". In the top right corner, it says "Step 1 of 2". Below the title, there is a question: "What was the make of your first car?" followed by an empty text input field. A black button labeled "Continue" is centered below the question, with a large red arrow pointing to it from the right.

Enroll

Step
2 of 2

What is the name of the city where your mother was born?

Continue 


6. Confirm your answers by answering them in **Test Run**.


Note: You can change your answer here if you wish to, by clicking on change answer (pointed in blue).

Test Run

Step
1 of 3

What was the make of your first car?

Continue 


 [Change Answer](#)

Click **“Continue”** after answering.

Test Run

Step
2 of 3

What is the name of the city where your mother was born?

Continue 

[Change Answer](#)

Click **“Continue”** after answering.

Test Run

Step
3 of 3

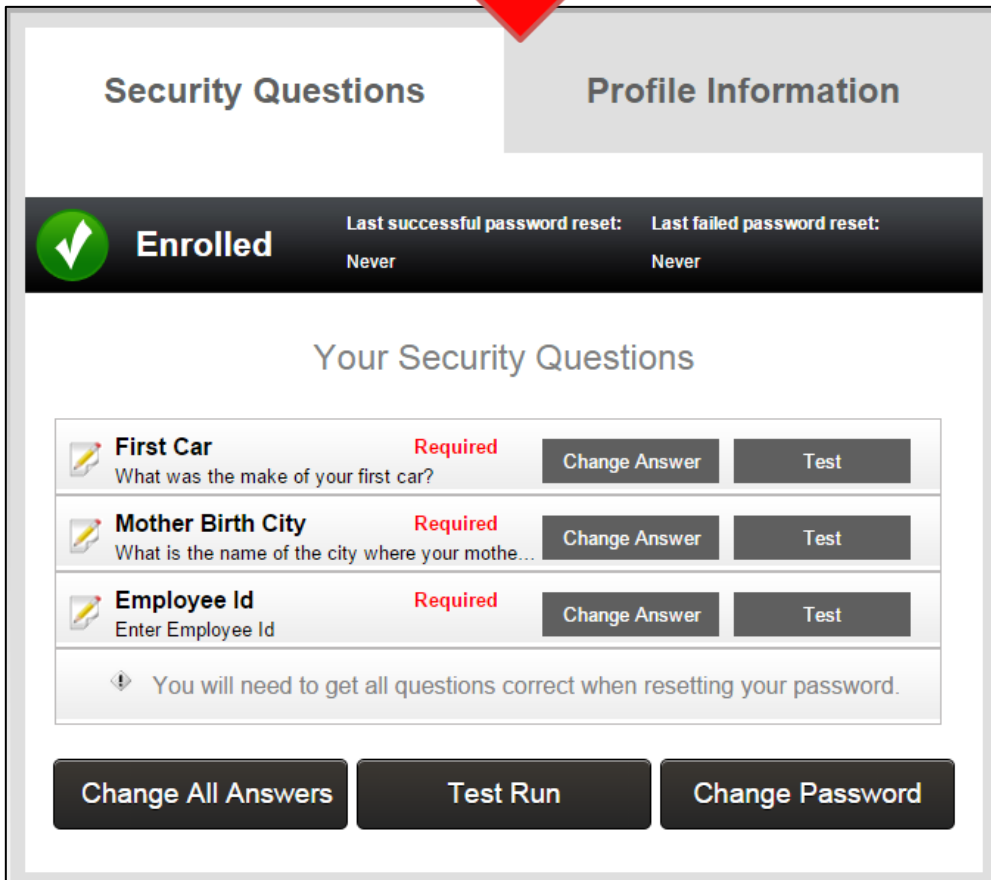
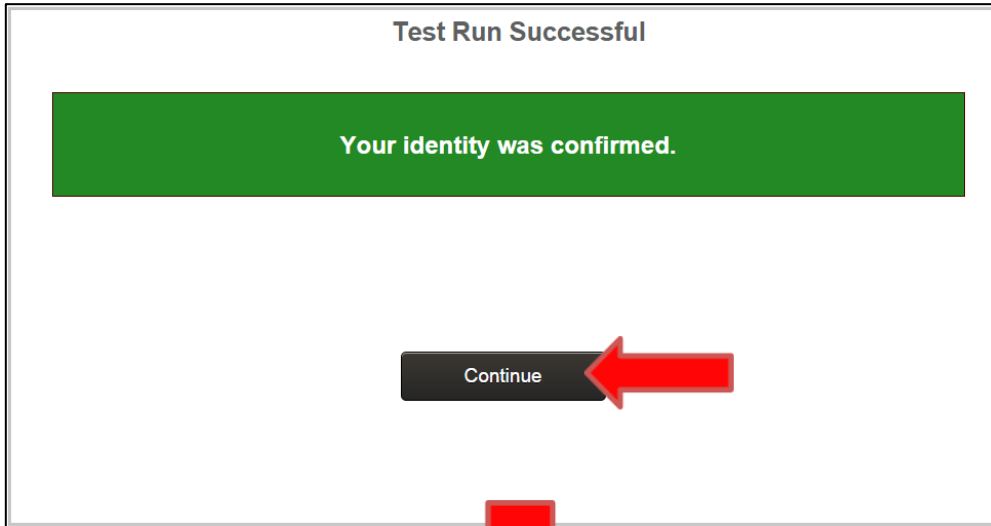
Enter Employee Id

Continue 

[Change Answer](#)

Click **“Continue”** after answering.

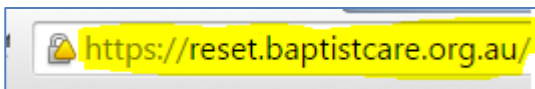
7. You will receive a confirmation notification. Click “**Continue**”



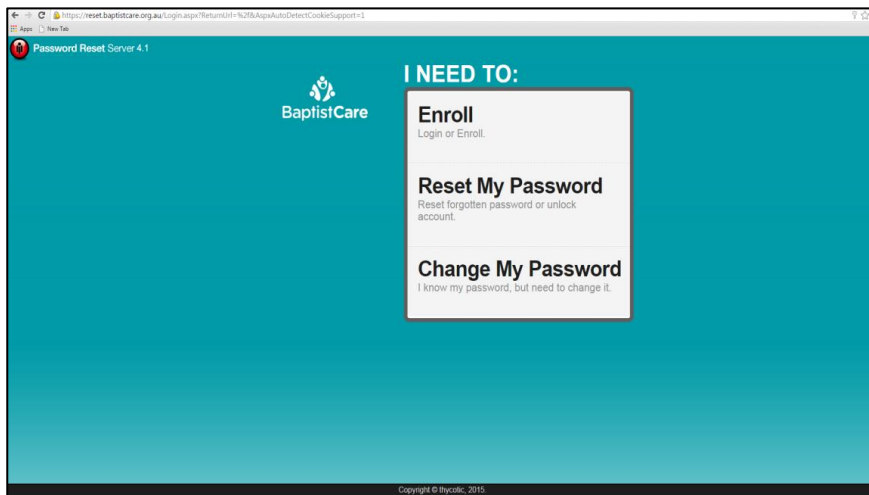
You have been successfully enrolled.

How to Reset your BaptistCare password

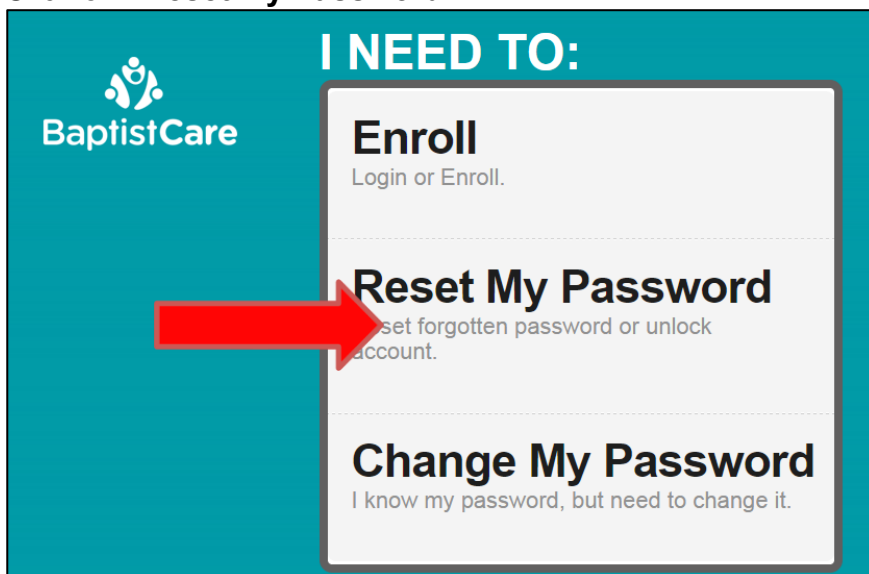
- To reset your password, you must enroll in the password tool first. See instructions above.
 - To reset your password successfully you need your employee number and answers to the security questions you entered during enrollment.
1. Go to the website <https://reset.baptistcare.org.au> from any web enabled device.



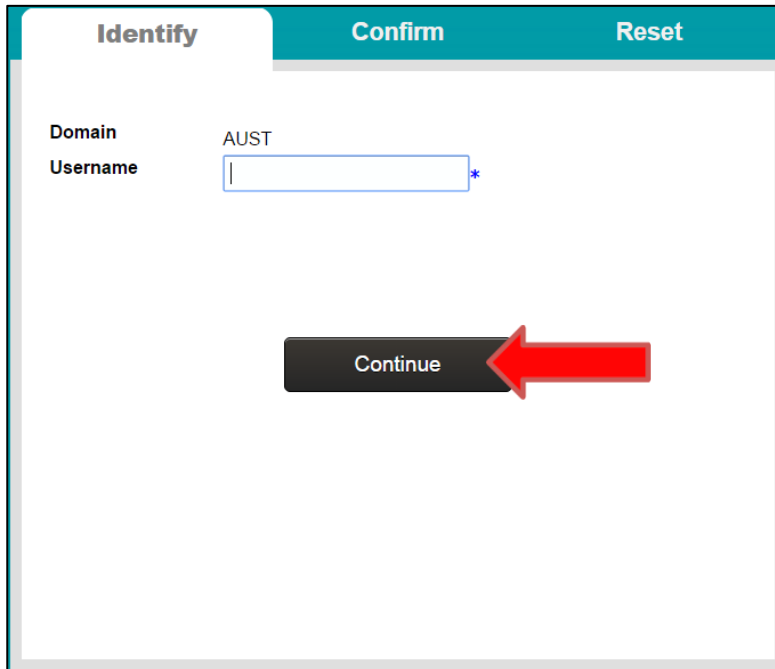
You will be presented with BaptistCare website to enroll, reset and change password.



2. Click on “Reset My Password”.



3. Enter your current username. Click “Continue”.



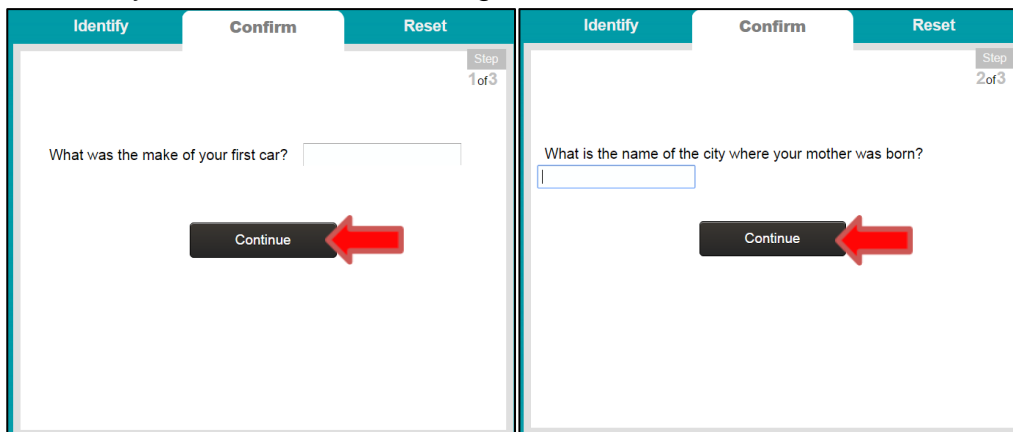
Identify Confirm Reset

Domain AUST

Username *

Continue

4. Enter your answers to the security questions. These must be the same as the answers you chose when enrolling in the Password Reset Tool.



Identify Confirm Reset Step 1 of 3

What was the make of your first car?

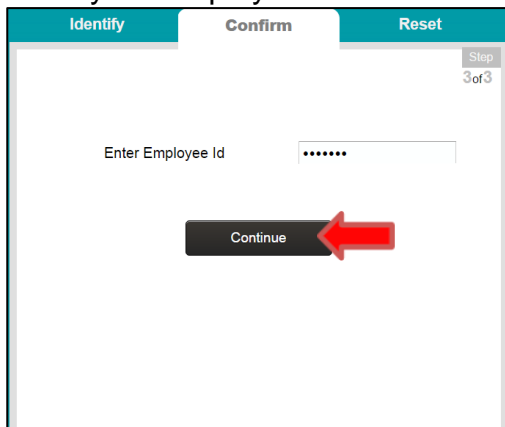
Continue

Identify Confirm Reset Step 2 of 3

What is the name of the city where your mother was born?

Continue

Enter your Employee ID

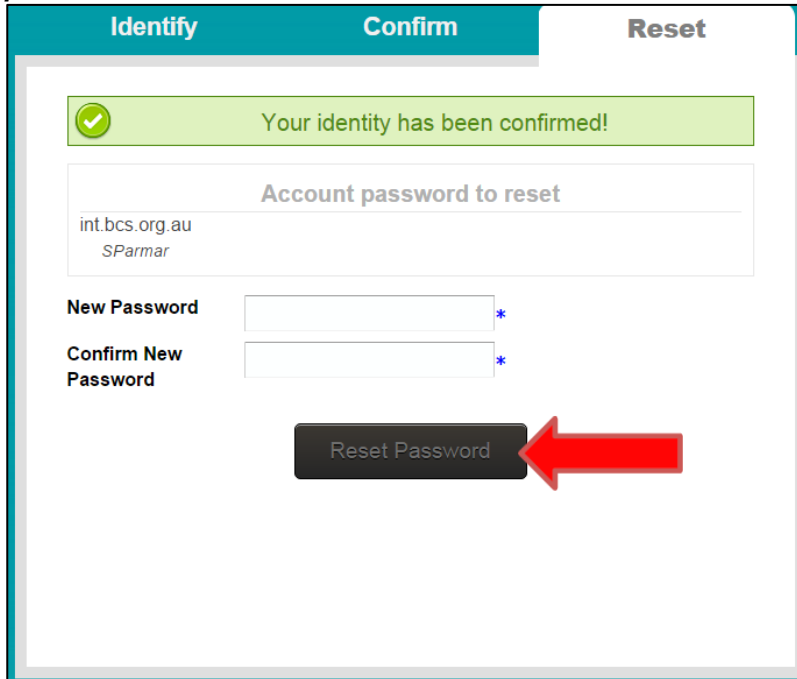


Identify Confirm Reset Step 3 of 3

Enter Employee Id

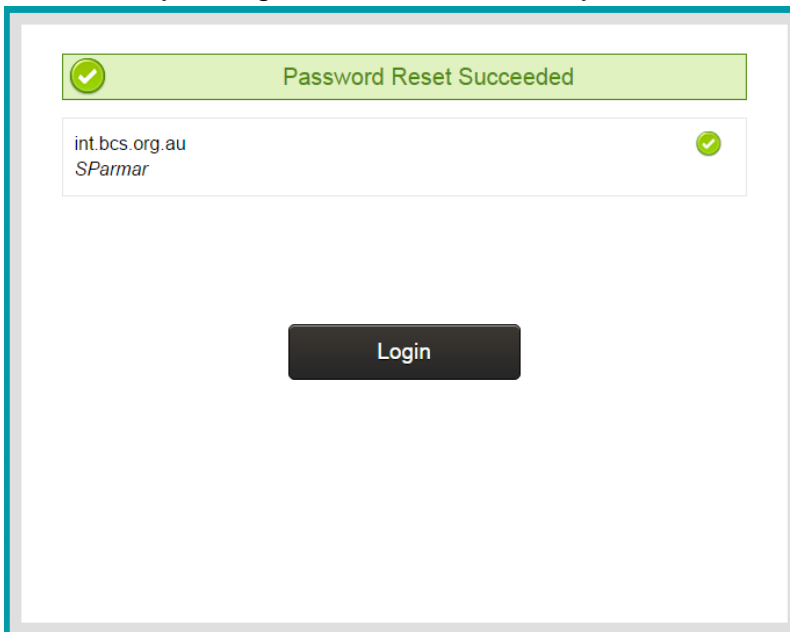
Continue

- Once your identity is confirmed, you can reset your password.
The password has to be minimum 8 characters long and must have at least 1 uppercase letter and 1 number or special characters(!@#%\$). The password cannot be same as last 10 passwords.



The screenshot shows a web interface with three tabs: 'Identify', 'Confirm', and 'Reset'. The 'Identify' tab is active, displaying a green success message: 'Your identity has been confirmed!'. Below this, there is a section for 'Account password to reset' with the text 'int.bcs.org.au' and 'SParmar'. Two input fields are present: 'New Password' and 'Confirm New Password', both with asterisks indicating required fields. A 'Reset Password' button is located at the bottom, with a red arrow pointing to it from the right.

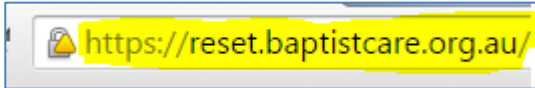
- You will receive a **Password Reset Succeeded** message when it has been successfully changed. This also unlocks your account.



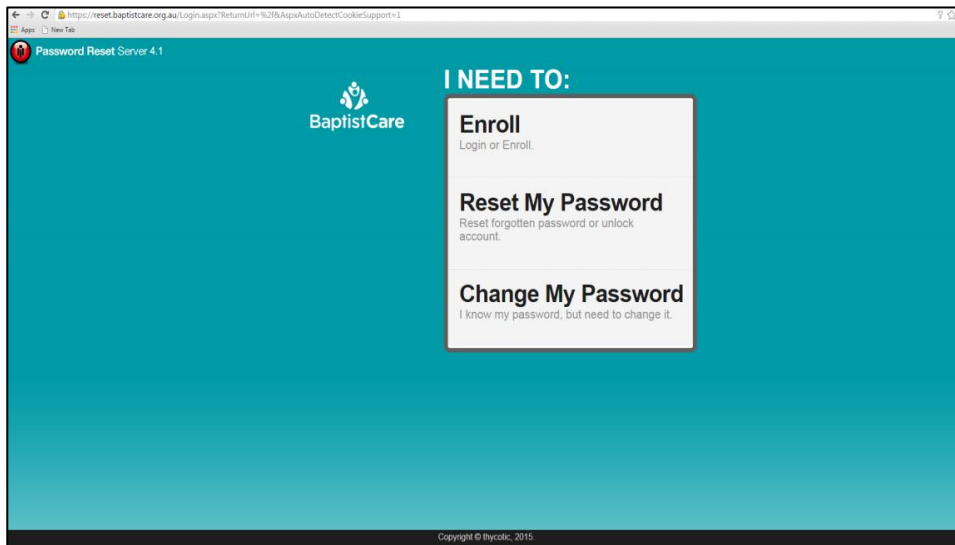
The screenshot shows a web interface with a green success message: 'Password Reset Succeeded'. Below this, there is a section for 'Account password to reset' with the text 'int.bcs.org.au' and 'SParmar', and a green checkmark icon. A 'Login' button is located at the bottom.

How to Change your BaptistCare password

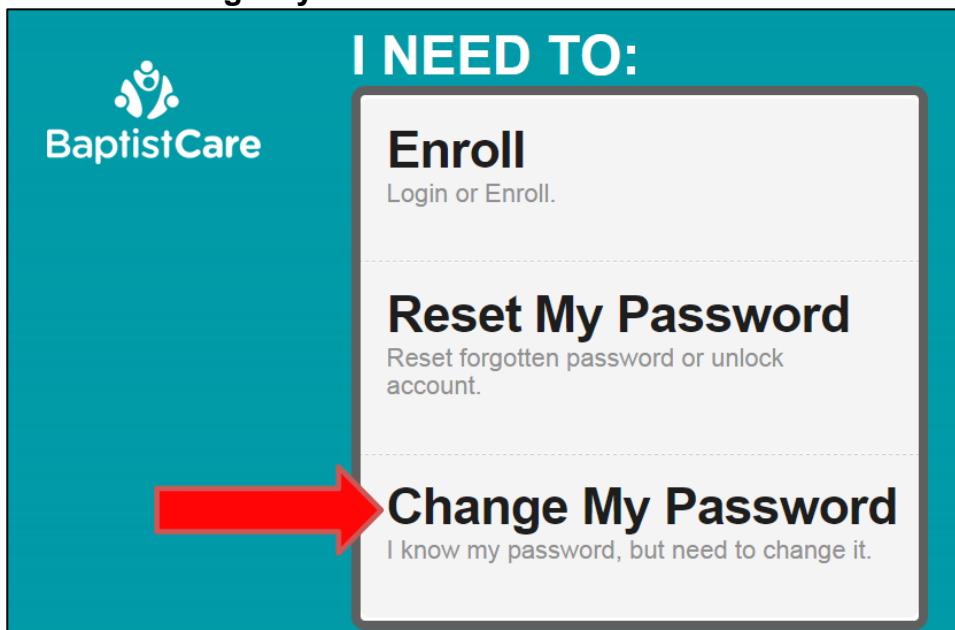
- To change your password, you must know your current password
1. Go to the website <https://reset.baptistcare.org.au> from any web enabled device.



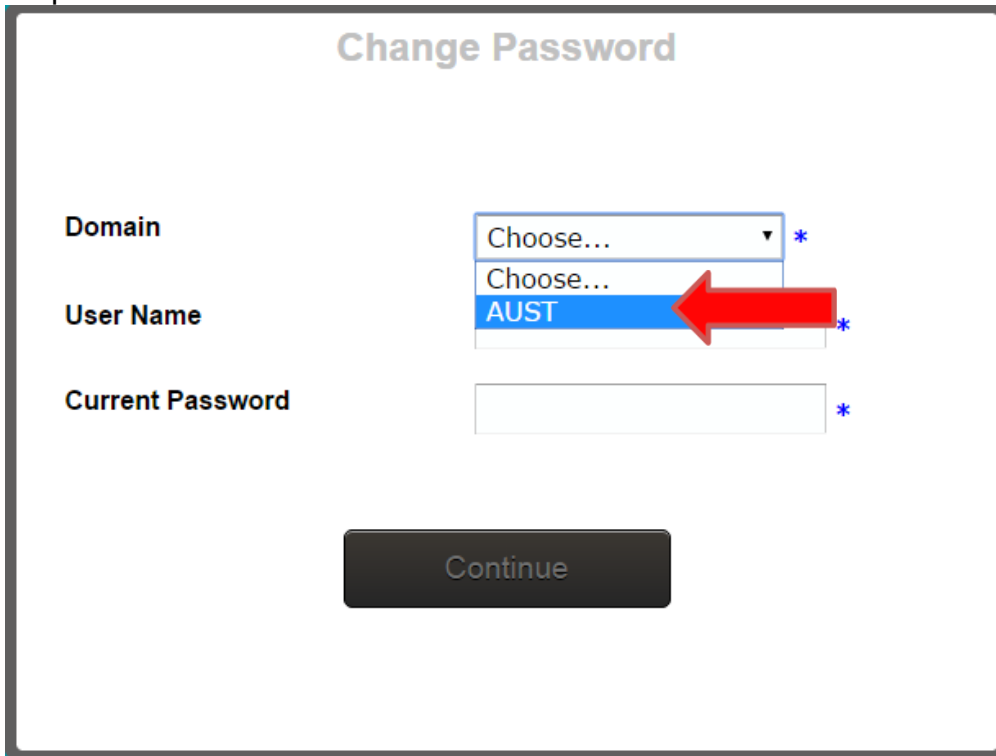
You will be presented with BaptistCare website to enroll, reset and change password.



2. Click on **“Change My Password”**.



3. You will be presented with following screen. Select Domain as “AUST” from the drop down list.



Change Password

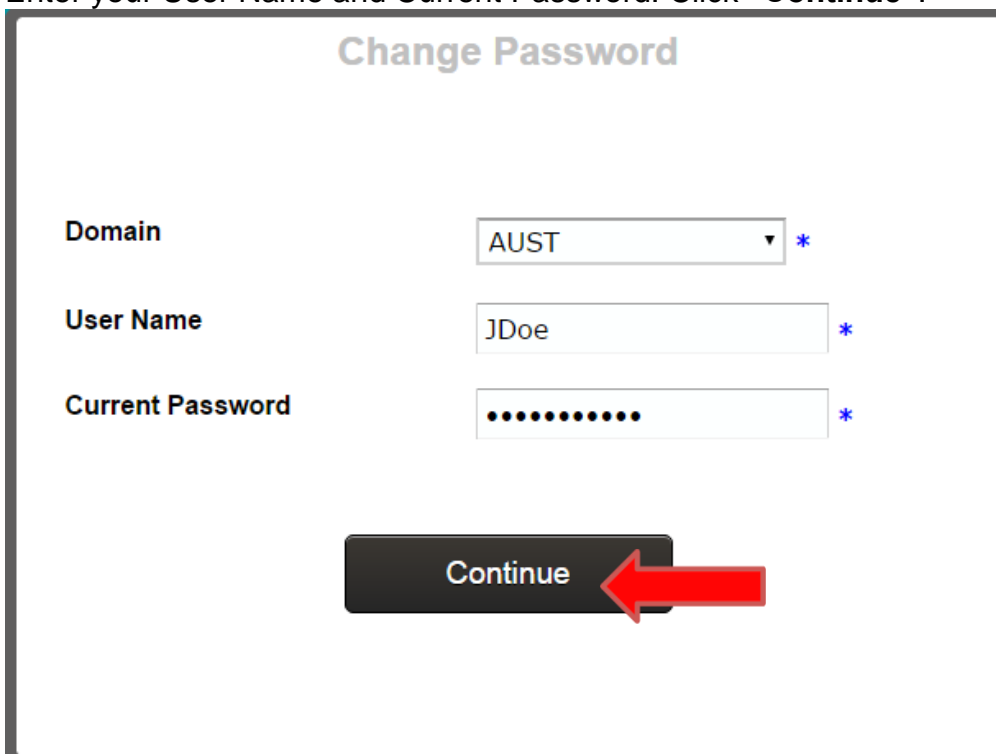
Domain *

User Name *

Current Password *

Continue

4. Enter your User Name and Current Password. Click “Continue”.



Change Password

Domain *

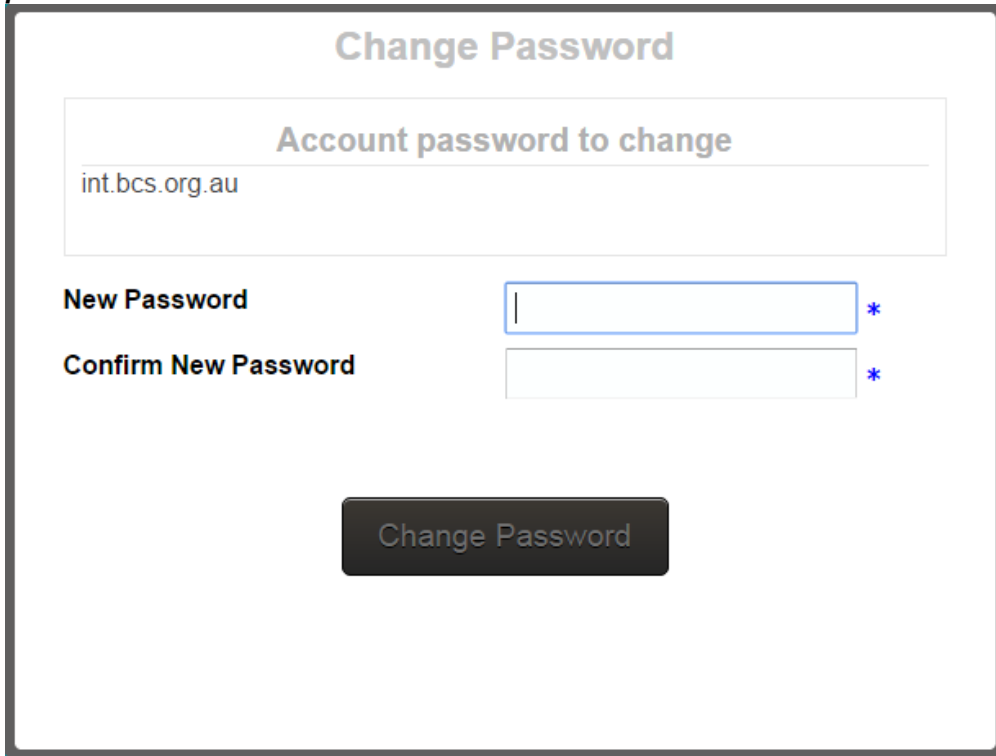
User Name *

Current Password *

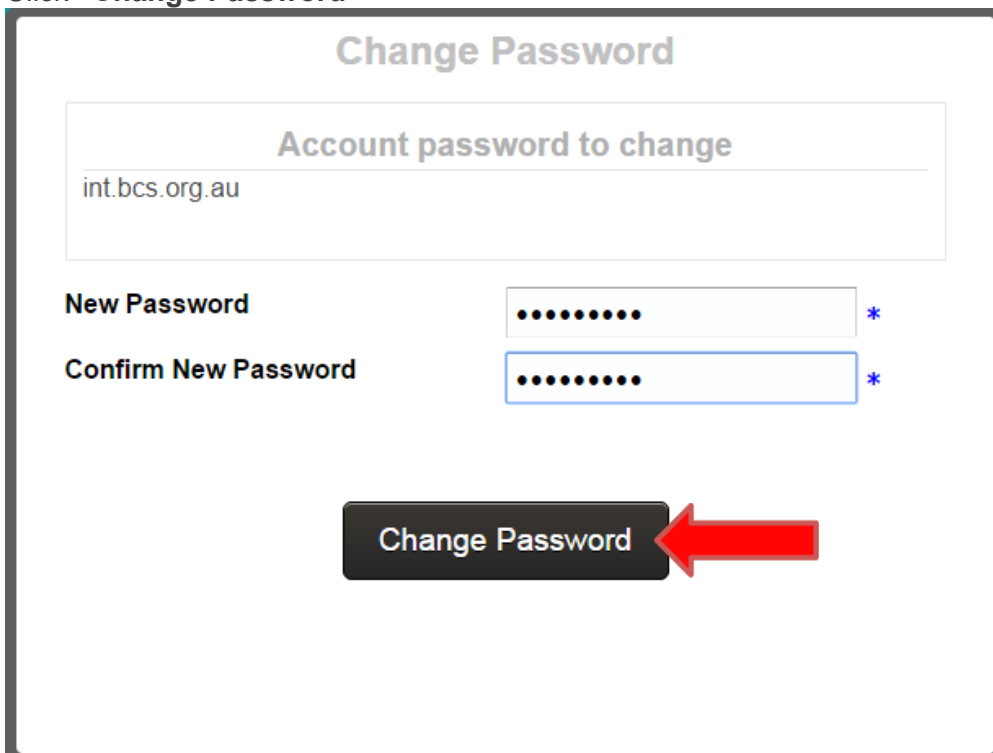
Continue

5. Enter your New Password. Then re-enter the same password to Confirm New Password.

The password has to be minimum 8 characters long and must have at least 1 uppercase letter and 1 number or special characters(!@#%\$). The password cannot be same as last 10 passwords.




6. Click “Change Password”



7. Your BaptistCare password has been successfully changed. Now you can login using your new password.

Change Password

 Password Reset Succeeded

