

Memorandum

To: WOF online users

Date:

12 March 2013

Subject: WOF online password resets

Introduction In 2012 it was agreed to introduce the ability for WOF online users to reset their own passwords if they are locked out (ie if you have entered an incorrect password three times).

This will be introduced in the week beginning Monday 18th March 2013.

How will it work Once you have registered for the service, if you lock yourself out of WOF online you will be able to reset your password via an email sent to your registered email address, instead of calling the Unisys helpdesk.

In this memorandum This memo contains the following topics:

Торіс	See page
Registering for the password reset service	2
How to reset your password	5
Changing your registered email address	8



Registering for the password reset service

Introduction	When the password reset service is made available to you, you will be prompted to register when you next log in to WOF online.			
How to register	After you have logged in, another window will open where you will be required to enter your WOF online User ID and password again and press Sign in .			
	File Edit View Favorites Tools Help			
	NZTA password administration			
	Sign in to register for automatic or manual password resets			
	User ID			
	Password			
	Sign in Close			

You will then be presented with the Password reset registration screen, where you will be required to choose the Automatic reset or Manual reset option.

Automatic reset You should choose this option if you want to be able to reset your password yourself, without having to call the Unisys helpdesk every time.

Enter your email address, and then press the **Automatic reset** button.

	RANSPORT AGENCY a Kotahi	•		
Password reset registration: automatic reset or manual reset				
User ID	johns			
Manual reset		Enter your email address here		
Email address				
Automatic reset	to allow you to reset your password via	Then press the		
Manual reset Selecting 'Manual reset' will allow you to opt for a manual password reset of your password via the Unisys helpdesk				
Cancel Select 'Cancel' to return	to the Sign on screen			



Registering for the password reset service, continued

Manual reset

You should choose this option if you do not want to be able to reset your password yourself, and want to continue to call the Unisys helpdesk.

Put a tick in the Manual reset box and then press the **Manual reset** button.

	NZTA pas	sword administration
Password reset re	egistration: automatic reset or m	anual reset
User ID	johns	
Manual reset		
Email address		
Automatic reset Select 'Automatic reset' to allo	w you to reset your password via email	
Manual reset Selecting 'Manual reset' will al	low you to opt for a manual pasaword reset of y	Then press the Manual reset button

Confirmation

After you have made your choice, you will be presented with a confirmation screen.

Press the **Close** button to close the screen.

Continued over the page



Registering for the password reset service, continued

Completing the If you chose the Automatic reset option, you will be sent an email with a link to complete your registration via email registration.

💼 🕼 🕫 🔍 🔹 🔹 How to register to reset your NZTA password - Message (Plain Text) 💷 🗖				_ = X	
Message					0
Reply Reply Forward to All Respond	Delete Move to Create Other Folder v Rule Actions v Actions	Block R Not Junk Sender Junk E-mail	Categorize Follow Mark as Up V Unread Options	Find Related ~ Select ~ Find	
From: donotreply@nzta.govt Sent: Fri 8/02/2013 1:34 p.m. To: Cc: Cc:					
Subject How to register to reset your NZTA password Dear John Smith, To complete your registration so you can paset your NZTA password, plea https://actst.nzta.govt.nz/pasewerdreset/Register/Register/Confirm?token=b48df5dc-644e-4did-8a36-1ce825ddc0e9 This link will expire in 24 hours.					
Note: If the link above is split into multiple lines, you'll need to copy and paste the entire link into the address field of your browser. If you are experiencing difficulty with this link and require assistance, please contact the program administrator at your company. Kind regards,					

When you click on the link you will be required to log in to the Password reset service again.

NZ TRANSPOR	NZTA password administration
Sign in to register for a	nutomatic or manual password resets
Password Sign in Close	

When you have signed in, a screen will display confirming that you have successfully registered for the password reset service. Press the **Close** button to close the screen.



How to reset your password

Introduction

Once you have registered for the password reset service, you can then reset your password by clicking on **Reset password**.



Enter User ID

Another window will then open with the password reset screen.

Enter your WOF online User ID and then press the **Reset** button.

NZ TRANSPORT AGENCY	NZTA Password Administration
Password Reset : Enter your Use	er ID Enter your User ID here
Reset Close	Then press the Reset button

Continued over the page



How to reset your password, continued

Password reset message

A confirmation message will then display confirming that you have reset your password. Press the **Close** button to close the window.

An email will be sent to your registered email address for you to choose your new password. Click on the link in the email.



Choose your new password

When you have clicked the link a new window will open for you to reset your password.

Enter your WOF online User ID, and then choose a new password. You must enter the new password twice.

NZ TRANSPORT AGENCY	NZTA Password Admi	nistration
Reset Your Password Please enter your User Id and Ne	ew password.	Enter your
User id		User ID here
New password		
Confirm password		Enter your new
Confirm Cancel		password here
	Then press the Confirm button	



How to reset your password, continued

Password reset message

A confirmation message will then display confirming that you have reset your password. Press the **Close** button to close the window.

You will then be able to log in using your new password.



Changing your registered email address

Introduction

If you need to change the email address that is registered for the password reset service, you can choose the **Change PW reset email** option from the menu in WOF online.



Entering the new email address

You will then be required to sign in to the password reset system. Follow the steps on page 2 to choose the Automatic reset option and enter your new password.

Note: if you want to go back to the Manual reset option you can also do this by following the steps above.