



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:

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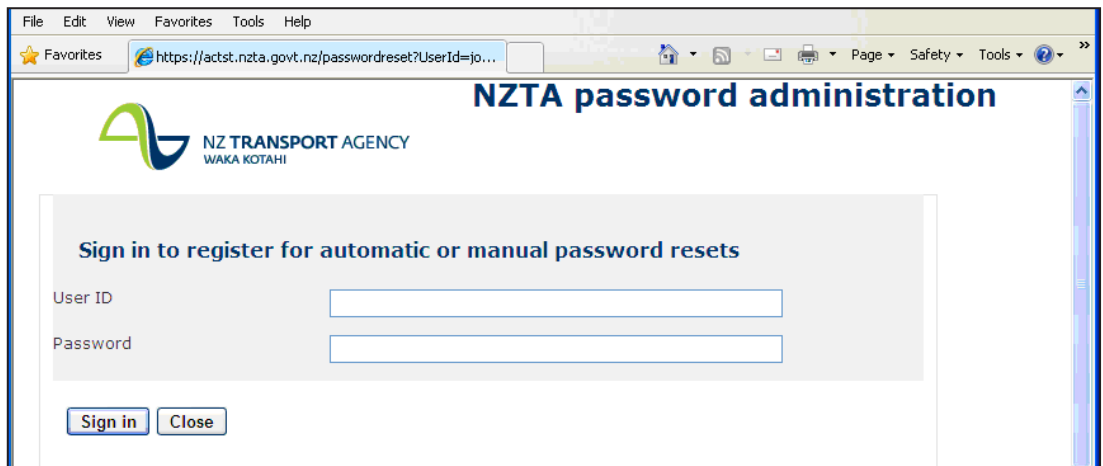
Registering for the password reset service

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**.

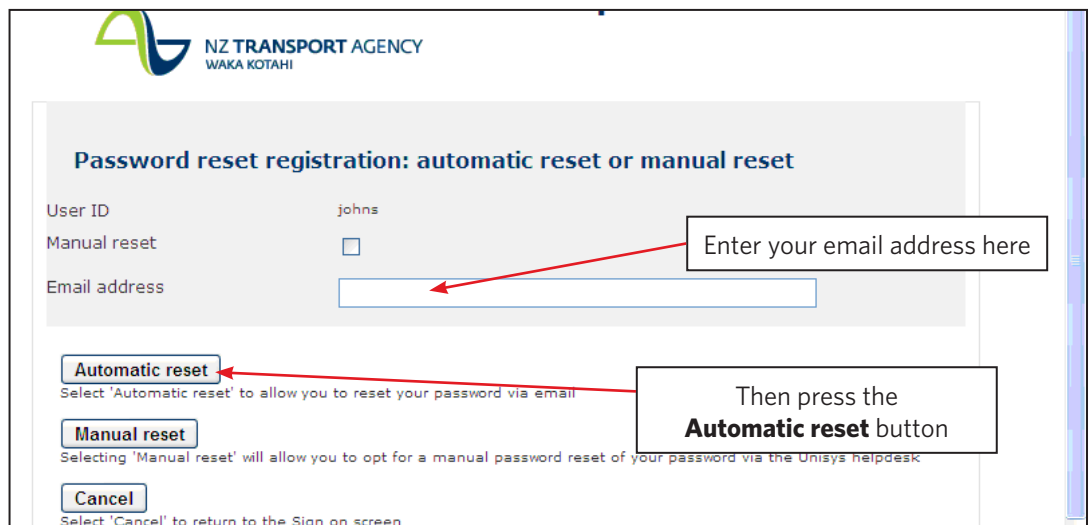


You will then be presented with the Password reset registration screen, where you will be required to choose the Automatic reset or Manual reset option.

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.

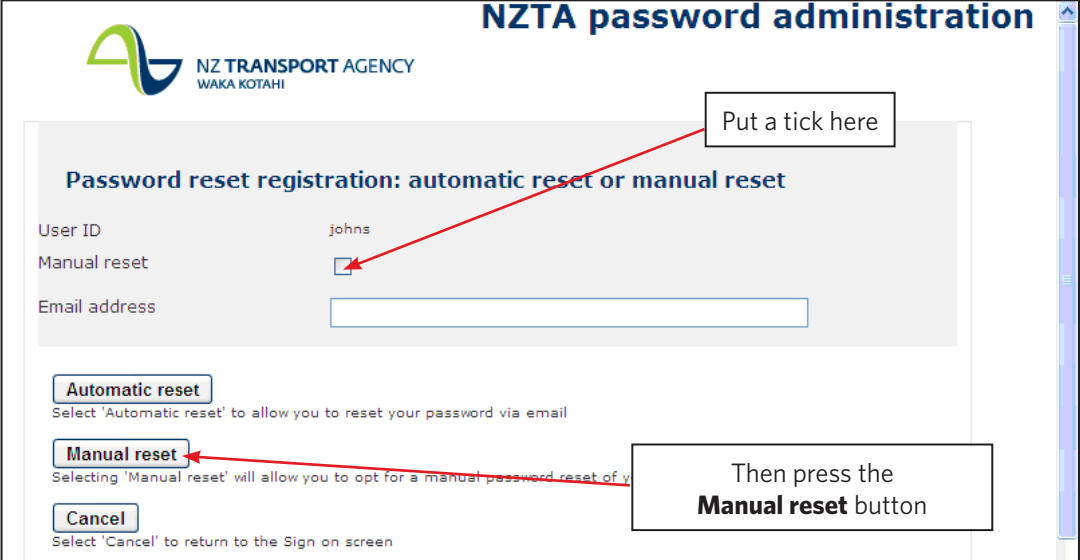


Registering for the password reset service, continued


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 password administration

 NZ TRANSPORT AGENCY
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Password reset registration: automatic reset or manual reset

User ID johns

Manual reset

Email address

Automatic reset
Select 'Automatic reset' to allow you to reset your password via email

Manual reset
Selecting 'Manual reset' will allow you to opt for a manual password reset of y

Cancel
Select 'Cancel' to return to the Sign on screen

Put a tick here

Then press the **Manual reset** button

Confirmation

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

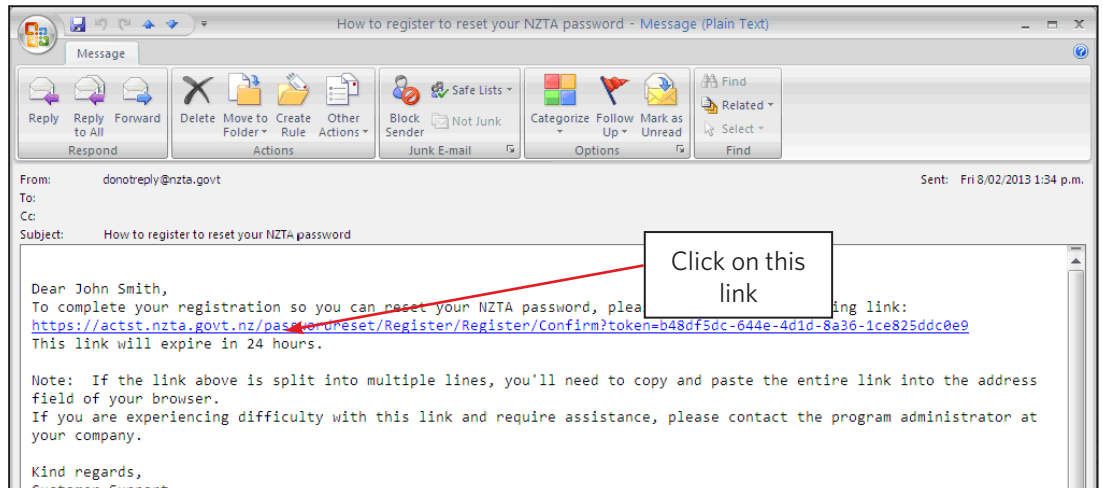
Press the **Close** button to close the screen.

Continued over the page

Registering for the password reset service, continued

Completing the registration via email

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



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

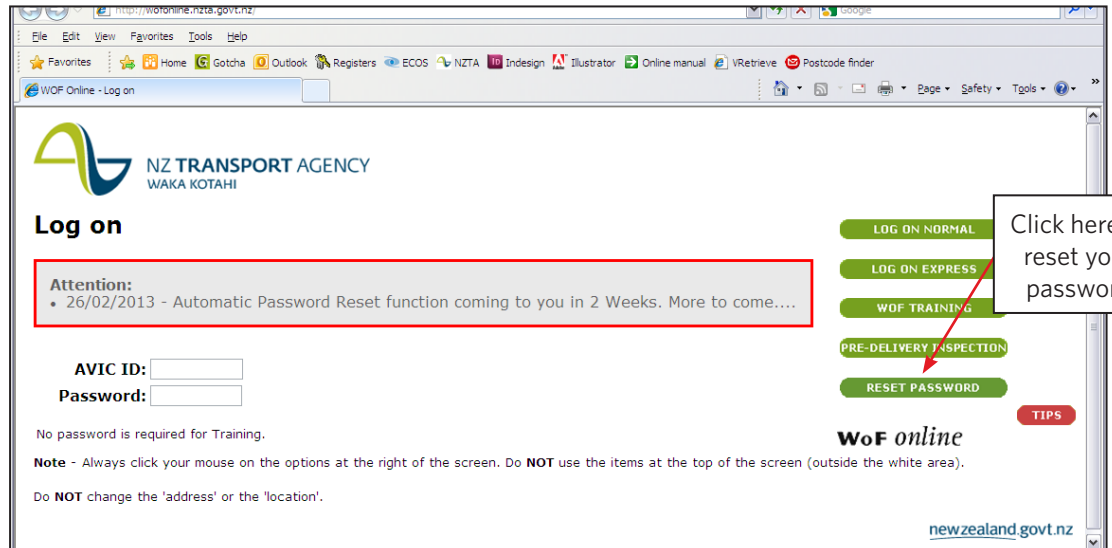


When you have signed in, a screen will display confirming that you have successfully registered for the password reset service. Press the **Close** button to close the screen.

How to reset your password

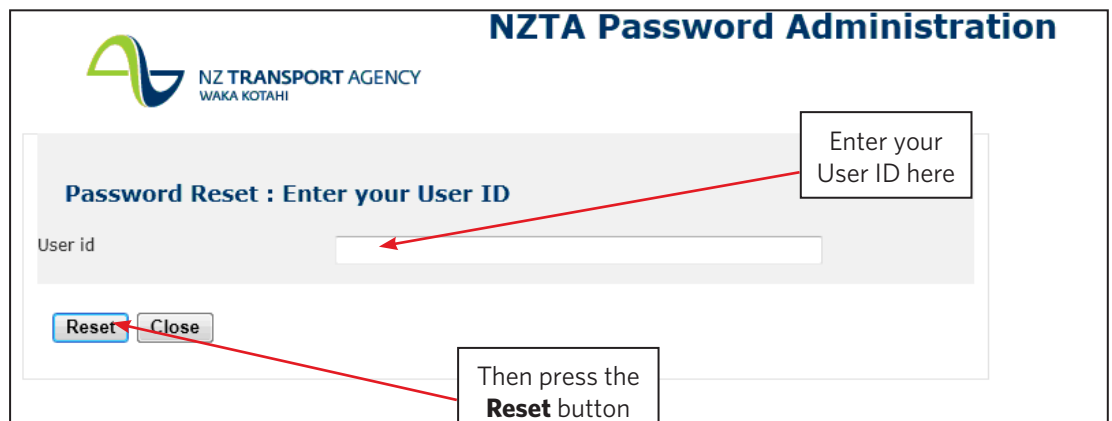
Introduction

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.



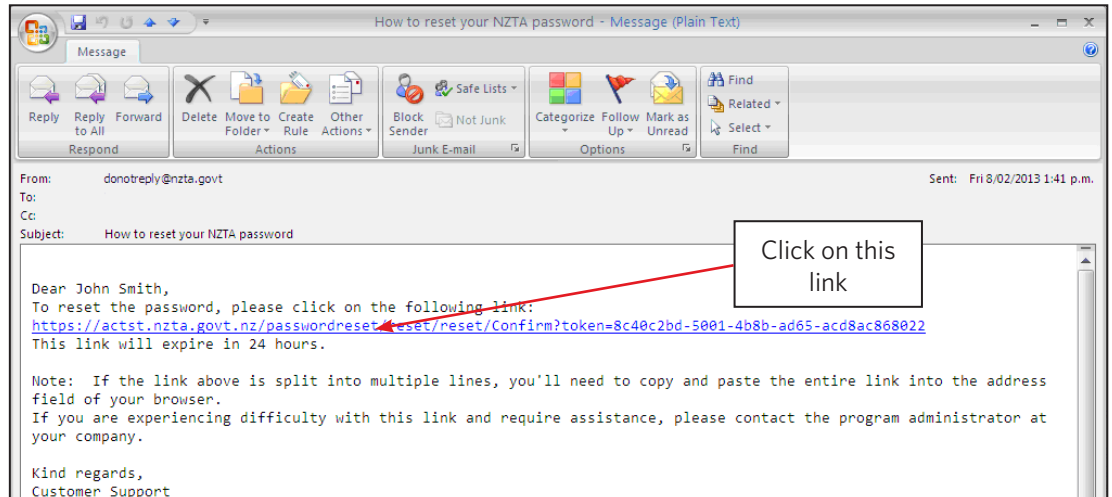
Continued over the page

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.



NZTA Password Administration

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Reset Your Password

Please enter your User Id and New password.

User id

New password

Confirm password

Enter your WOF online User ID here

Enter your new password here

Then press the **Confirm** button



How to reset your password, continued

Password reset message

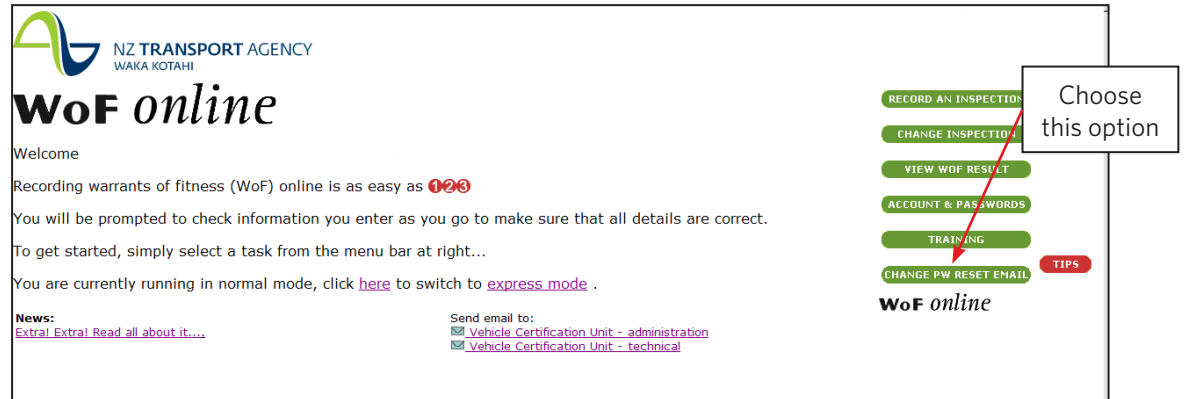
A confirmation message will then display confirming that you have reset your password. Press the **Close** button to close the window.

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.
