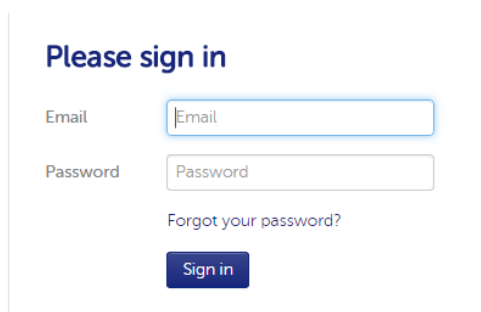


## User Guide to resetting your AuSDaT password

**Step 1:** Go to <https://tool.ausdat.org.au> and click 'Forgot your password'



Please sign in

Email

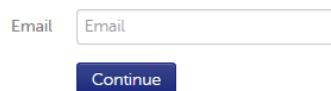
Password

[Forgot your password?](#)

**Step 2:** Enter your email address



### Forgotten password



Email

You will then see a message asking you to check your email



### Please check your email

An email has been sent to you that will allow you to reset your password quickly and easily. Please check your email now.  
You can click [here](#) to login

**Step 3:** Open the "AuSDaT forgotten password" email and click on the link

AuSDaT forgotten password



noreply@ausdat.org.au via amazonses.com  
to me

10:47 AM (0 minutes ago) ☆



Dear SARA KAVANAGH,

You are receiving this email because a request to reset your password was received. If you made this request please follow the instructions below.

If you did not request to have it reset please contact the National System Administrator.

Click the link below to reset your password:

<https://www.ausdat.org.au/auth/forgotten/reset/6/ee2826ba-23db-4146-bcfe-05aa5de81da2>

This link will be valid for 24 hours. If clicking the link doesn't work, you can copy and paste the link into your browsers address bar, or retype it there.

Please refer the user guide & FAQ provided within AuSDaT for helpful information on how to use the tool and should you have any problems with your account please contact the National System Administrator: <http://tool.ausdat.org.au/contact-us>


This message comes from an unmonitored mailbox. Please do not reply to this message.

Best Regards.

**NB:** If you do not receive this automated email within 10-15 minutes, please check your Junk / Spam folder. If it is not there, it may be blocked centrally by the hospital's spam filter. Please ask your IT department to check if this is the case and if so to release the email. For their information, the sender is [noreply@ausdat.org.au](mailto:noreply@ausdat.org.au) and the subject line is "AuSDaT forgotten password".

**Step 4:** Enter a new password. Confirm the password and click reset.

**NB** AuSDaT uses a new secure password technology called '**passphrase**' so rather than using the standard password format (max of 8 characters, min of one capital and one numerical etc) you have to use a phrase or sentence that you can remember e.g. bluegrassandgreensky



**Reset password**

New Password

Confirm password

**Step 5:** You will be taken back to the login page. Enter your email address and your NEW password (i.e. the one you just reset it to)

**Please sign in**

Email

Password

[Forgot your password?](#)