

Register for myPassword

Registering for the myPassword service

Complete the following steps to register to use **myPassword**. Click or tap on these **words**. On the Microsoft site, you can sign in with your full email address and the password used to login on DPAC devices.

1. Go to the myPassword page → **Register**
2. Enter your email → **Next** → Enter your password → **Sign in**
3. **Set it up now**
4. **Australia** → enter your mobile number → **Next**
5. Enter the verification code → **Verify** → **Done**
6. **Next** → re-enter your password → **Next**
7. **Verify** → enter the verification code → **Verify**
8. **looks good** → Registration is complete. You may close this window



<http://www.dpac.tas.gov.au/mypassword>

Using myPassword

Registration is required to make use of this service

To unlock your account, or reset your password if you've forgotten it, follow these steps. Click or tap on these **words**. Your credentials are your full email address and the password used to login on DPAC devices.

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|-------------------------|----|---|----|--|
| Unlock
my
account | 1. | Go to the myPassword page → Unlock my account | 4. | Enter your mobile number → Text |
| | 2. | Enter your email and the Captcha characters → Next | 5. | Enter the verification code → Next |
| | 3. | Choose I know my password, but still can't sign in → Next | 6. | Your account has been unlocked. You may close this window. |

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|--------------------------|----|---|----|--|
| Forgot
my
password | 1. | Go to the myPassword page → Forgot my password | 5. | Enter the verification code → Next |
| | 2. | Enter your email and the Captcha characters → Next | 6. | Enter a new password and confirm it → Finish |
| | 3. | Choose I forgot my password → Next | 7. | Your password has been reset. You may close this window. |
| | 4. | Enter your mobile number → Text | | |

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|--------------------------|----|---|----|--|
| Change
My
password | 1. | Go to the myPassword page → Change my password | 4. | DPAC-owned device → Yes , otherwise No |
| | 2. | Enter your email → Next → Enter your password → Sign in | 5. | Enter your current password, a new password and confirm the new password → submit |
| | 3. | Enter the verification code → Verify | 6. | You have changed your password. You may close this window. |



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