



IT Services

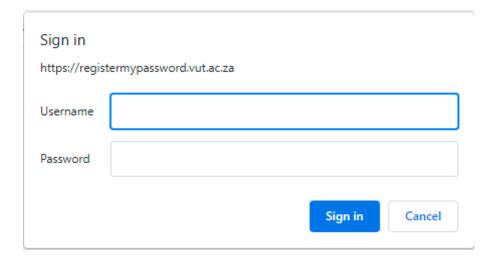
- +27(0)16 950 9111
- it\_support@vut.ac.za

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### Staff Self-Service – HOW TO REGISTER SECURITY QUESTIONS

REGISTER YOUR SECURITY QUESTIONS IN ORDER TO BE ABLE TO RESET OWN PASSWORD IN THE FUTURE:

- 1. Open your Google Chrome or preferred browser
- 2. Type https://registermypassword.vut.ac.za in the browser and press enter



- 3. Type your username (StaffNumber)
- 4. Type your VUT AD/email password

# Password Registration:

If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

Next

5. Now click on the Next button



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6. Enter your AD/email password and click next



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# Password Registration: Register Your Answers You must answer at least 5 questions to register. Each answer must contain at least three characters, and no two answers may be the same. What is your Favourite Movie? What is your Favourite Color? What is your Nickname?

- 7. You will now be presented with 10 security questions. You only have to answer 5 of these questions to successfully register.
- 8. Your answer may not be duplicate and must be more than 3 characters
- 9. Once you have entered your answers, click Next



Completed: You are now registered



If you ever need to reset your password:

- 1. Go to the reset password portal
- 2. Verify your identity
- 3. Choose your new password

10. You will receive a message stating that "You are now registered"

## If you still cannot login after following above steps

Contact Help Desk

it support@vut.ac.za

NB: 24hr turnaround time for emails.

016 950 9111

**Operating Hours:** 

07:45am - 4:30pm Weekdays

Closed on Weekends

Closed on Holidays