How to change your University ID or Affiliate password

Your University ID or Affiliate account is the account that you use to log onto your computer, HORUS and ANU Secure. If you require assistance to change and/or reset your password please contact fs.helpdesk@anu.edu.au

To change your password log onto the ANU Identity Manager (https://identity.anu.edu.au), using your existing “U” or “A” number and HORUS password. Ensure that you include the “U” in the Uni ID field eg. u1234567.

Once logged in click on the Manage My Account tab
Then with the Manage My Account page selected, ensure that the **Change Password** tab is selected.

**Click** in the box next to **Advanced** to select it, then **click** the box next to **Change Identify system user and all resource accounts**. This will ensure that your password will be the same for all resources that you log onto with your UniID and password.

**Type** in the **Password** box the new password that you would like your password to be, confirm your password by typing again in the **Confirm Password** box. Ensure that your password meets the new criteria for passwords:

- Be a minimum of eight characters in length
- Contain at least one character from at least three of the following
- Upper case letters (A-Z)
- Lower case letter (a-z)
- Numerals (0-9)
- Special characters (such as !@#$%)
  - Not contain the username
  - Not contain common words (such as password) or letter sequences (such as “abcdefg” or “qwerty”)

Once you have typed your new password in and confirmed it scroll to the bottom of the page and click on **Change Password**. You will then get the following screen, confirming that your password has been changed.

If you click the **OK** button it will take you back to the **Manage My Account** page. Within there, there is also an **Authentication Questions** tab. This enables you to setup security questions that can be used in the event that you can’t remember your password.

Ensure that you **logout** when you have finished your session (top right hand corner).