

Last Update Status: Updated April 2016

## 1. Overview

See Purpose.

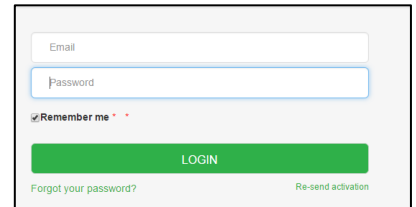
## 2. Purpose

The purpose of this document is to outline the process amending a user's password.

## 3. Scope

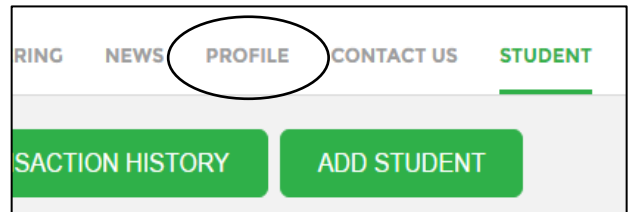
This document is to assist users with being able update and amend their password for accessing their account. Should you experience difficulties please contact Our Online Canteen directly.

1. Login to your account at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)



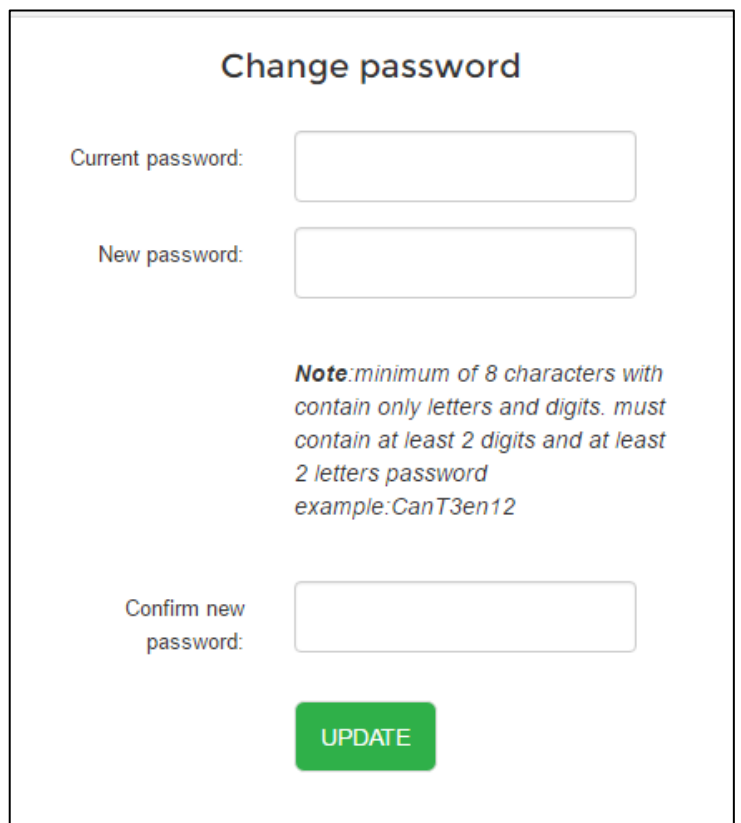
A screenshot of the login form. It features two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. A green 'LOGIN' button is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Re-send activation' on the right.

2. Select **PROFILE** on the main toolbar on the homepage



A screenshot of the main toolbar. It contains five menu items: 'RING', 'NEWS', 'PROFILE', 'CONTACT US', and 'STUDENT'. The 'PROFILE' item is circled in black. Below the menu items are two green buttons: 'SACTION HISTORY' and 'ADD STUDENT'.

3. Enter your current password. Then enter your new password and re-enter it below to confirm.



A screenshot of the 'Change password' form. The title 'Change password' is centered at the top. Below the title are three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. A green 'UPDATE' button is located at the bottom right. A note is displayed below the 'New password:' field: **Note:** minimum of 8 characters with contain only letters and digits. must contain at least 2 digits and at least 2 letters password example: CanT3en12

4. Select **UPDATE**.