✱ REGIS

Update REGIS Account

QUICK REFERENCE GUIDE	FOR ALL USERS

Updating a REGIS User Name and Password

What is a REGIS User Account?

Similar to other systems entered via password, a REGIS User Account is your unique 'key' to access areas of the system you need, based on your role.
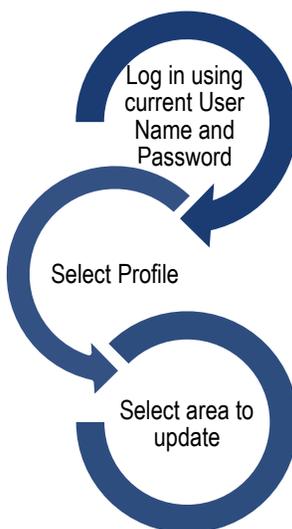
You may have created your own user account or a user account may have been created during the data migration from Online Forms to REGIS.

You have the ability to manage your own User Account including updating your preferred email address, updating your username or password.

To update your user account, you will first have to log in to REGIS with your current username and password.

If required, you can 'Reset your password' from the login page. Follow the instructions in the system generated email.

If you believe you have multiple user account and want to merge the accounts, please contact the helpdesk on 1300 073 447 (1300 0 REGIS)

👤 Profile

How to update your User Account

Log in using current User Name and Password

Select Profile

Select area to update

Step 1
Once logged in, look for the top right gold menu bar with a number of icons.
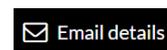
⚙ Profile — Click the 'Profile' icon to go to Profile View.

Step 2
Select the area to update

- ❖ Personal details
- ❖ Address details
- ❖ Email details
- ❖ Phone details
- ❖ Appointments
- ❖ Educations
- ❖ Publications
- ❖ Funding
- ❖ Employment
- ❖ Account settings

Step 3

✉ **Email details**

Email details – change the address that all REGIS email notifications will be sent, the preferred email address, by selecting +Add new email address and selecting it as your Preferred address.

This is recommended if you are changing your user name at account settings.

Step 4

⚙ **Account settings**

Account settings (username & password) – change your username by using the change username button.

A user name must be in an email format and must be unique. If another account already exists in REGIS you may have to merge the accounts.

You can change your password by using the change password button.

The password must be at least eight (8) characters in length, comprising at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character*!@#$%^&*_,?~