



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.

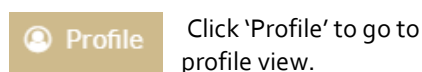
If required, you can 'Reset your password' from the login page. Follow the instructions in the system generated email.

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)

How to update your User Account

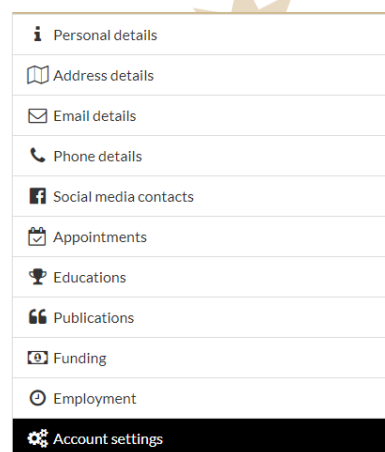
Step 1

Once logged in, look for the top right gold menu bar with a number of icons.



Step 2

Select the area to update



Step 3

✉ Email details

Email details – change to your preferred email address, as all REGIS email notifications and correspondence will be sent to there, 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 a minimum of eight (8) characters in length, containing at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character e.g. *!@#\$\$%^&* _?~

