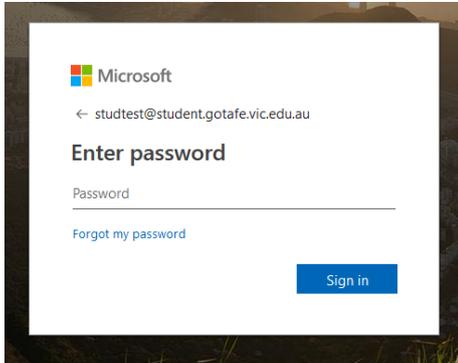


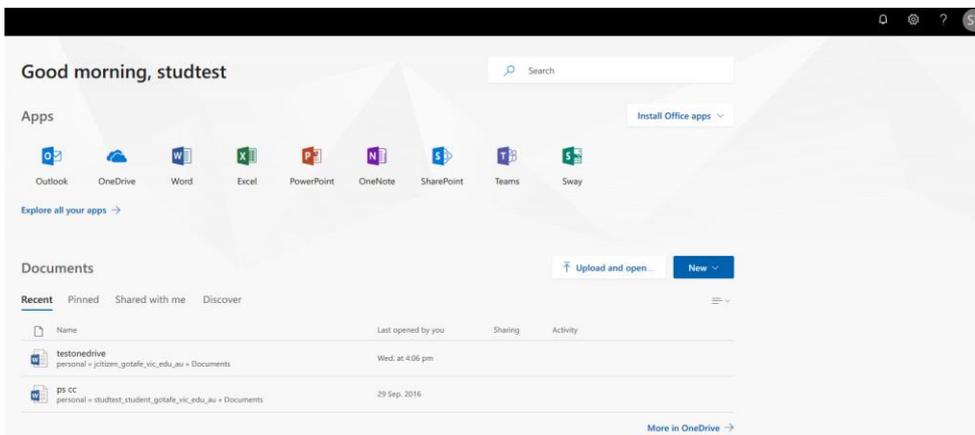
# How to change your password in Office 365

Browse to <https://portal.office.com>

Sign in with your office 365 account. Eg. [jcitizen@gotafe.vic.edu.au](mailto:jcitizen@gotafe.vic.edu.au) for staff or [123456789@student.gotafe.vic.edu.au](mailto:123456789@student.gotafe.vic.edu.au) for students.

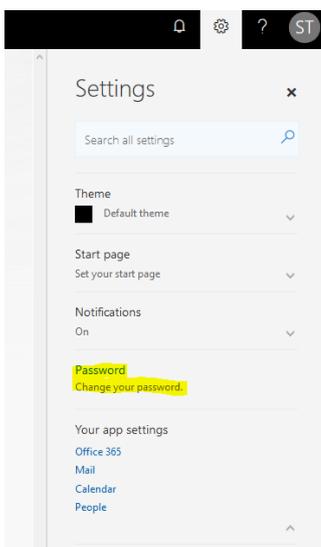


Once signed in you should see something like the image below.



On the top right hand side you should see a 'cog'.

Click that and you should see the following :



Click 'Change your password' and you should see the following screen.

## change password

User ID  
studtest@student.gotaf.e.vic.edu.au

Old password

Create new password

Confirm new password

[cancel](#)

Type in your old password, and then type in your new password twice.

The password should be 8 characters minimum with capital letters and or numbers or symbols.

Once changed successfully you should see the following.

please wait a few minutes

We've changed your password successfully, but you'll have to wait a few minutes before the changes are committed to the cloud. After these changes are committed, you'll be able to use your new password wherever you sign in with an Organizational ID.

[Cancel](#)

Success! Your password should now be changed.