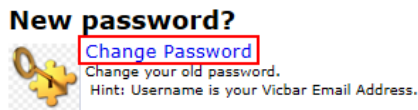


# Changing your Vic Bar Email Password

- Login to <https://id.vicbar.com.au>
- You will have two options to change your password depending on whether you know your current password.

## I know my current password

1. If you know your current password, click **Change Password**



2. Input your Vicbar email address and your current password and click **Login**

Please login here

Sign in

User Name:

Password:

3. Input your old password, type in a new password twice and then click **Change Password**

Change Password

Change your current domain password.

Old Password :

New Password :

Confirm New Password :

✓ Minimum length: "10"

✓ Number of Special characters to include: "1"

✓ Number of Numerals to include: "1"

✓ Must contain both upper and lowercase characters. Cannot reuse 5 previous passwords.

4. Your password has now been successfully changed.

✓ Active Directory - Your password has been changed successfully.

✓ Vicbar O365 Sync[Office 365 / Azure ] - Your Office 365 / Azure password has been changed successfully

## I have forgotten my password

1. If you have forgotten your password but still have access to your emails, click **Reset Password**



2. You will be prompted for your **Domain User Name**, this is the first part of your email address. If your email account was [john@vicbar.com.au](mailto:john@vicbar.com.au) your user name would be **john**

3. Enter the characters in the captcha field and click **Continue**

Type the characters you see in the picture below.

4. Click **Continue**, an email will be sent to your Vicbar address from [DoNotReply@vicbar.com.au](mailto:DoNotReply@vicbar.com.au) with a link to reset your password

We understand that you want to reset/change your password. Please click the link below to proceed:

<https://id.vicbar.com.au:443/accounts/SecureLink?operation=reset&Token=d6c713e867a4ce2152d543c935b6bb4b741a32bfcd90a753dd884ecd9296763fc68755056e8159b27f89cd442446d9f547132b32215c55ba90fa754d47b5eb52>

Regards,

Password Self Service



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5. Click on the link in the email, type in a new password and enter the characters in the captcha field. Then click **Reset Password**, your new password has been set

### Reset Password

New Password :

Confirm New Password :

- ✓ Minimum length: "10"
- ✓ Number of Special characters to include: "1"
- ✓ Number of Numerals to include: "1"
- ✓ Must contain both upper and lowercase characters. Cannot reuse 5 previous passwords.

Type the characters you see in the picture below.

If you have forgotten your password and don't have access to your emails you will need to contact the BCL Service Desk on 9225 8888.