HOW TO RESET PASSWORDS VIA EMU – EDUCATIONAL MANAGEMENT UTILITY

Available from: https://my.tafensw.edu.au

EMU allows staff to reset student passwords individually OR for groups of students (bulk re-set).

1. Log on to the Staff Portal https://my.tafensw.edu.au

   **NOTE:** For access requests to EMU, please log a service request ‘Something’s broken’ at Service Now

2. Enter your **User ID** eg john.citizen1 and **Password** (Case sensitive).

3. On your TAFE NSW dashboard, click on **All Apps** located on the **My Apps Dashboard Portlet**.
4. Then click on **EMU – Educational Management Utility.**
   
   **NOTE –** click on **+Add to My Applications** to add a shortcut to EMU on your My Apps Dashboard Portlet.

5. Click on the **EMU shortcut.**

6. EMU allows staff to reset student passwords individually, or for groups of students (bulk reset).
   6.1 **To search for an individual,** select the **location** name.
   6.2 Then click on **Select.**

   ![Select Location](image)

6.3 **To search for a group,** select a **group name** Eg: First Aid 024 from the **Scholastic Groups** column

6.4 Click on the **group name.**

   ![Select Scholastic Groups](image)
7. The results are listed alphabetically by last name.

8. To reset a single student password, click on the Actions tab and select the Reset Password.

9. To change multiple student passwords, select the Bulk Reset Password tab.

10. To change multiple student passwords, choose a password and confirm the password.

11. Sorting the Students
    You can click the Last Name or First Name options in the table to sort the students on the information in that column. Click once to sort the information in ascending order; click again to sort the information in descending order.
Password Policy:

- Passwords must be a minimum of 6 characters – numbers not essential
- Special keyboard characters are allowed EXCEPT for double quotation marks, ", and the 'at' symbol, @
- Do not include spaces
- Remember that passwords are case sensitive. Students will need to enter their password in exactly the same case in which you enter the new password

12. When the process is complete, a message will display “password changed successfully”.

For detailed information about the Staff Portal and other applications go to:
TAFE NSW Intranet https://staff.tafensw.edu.au