**Reset and Change Password for myAC**

1. Open your web browser and go to: myAC.federation.edu.au
2. Click the "Reset Password" link.

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3. Click the "Forgotten your Password" button.
4. Enter your personal email address as the FedUni username

5. Click the "Submit" button.

6. You will now have the option to choose how you will receive a security code to access myAlumni Centre. Choose either email or SMS (if your mobile phone is listed in the system)
7. You will receive either an email or SMS with the security code.
   Once you have received, you should see this page:-

8. Enter the security code and your new password, and then confirm your new password.

9. You should now be able to go to myac.federation.edu.au and enter your username (personal email address) and your new password.

10. Enter a new password into the “New Password” and “Confirm New Password” fields. Make sure that the new password is at least 8 characters long and contains a number.