To correctly Change your DET Password

Step 1. Login on any workstation with your current username and password

Step 2. Open the Internet Explorer Browser (software shortcut on your desktop)

Step 3. Click in the Address bar near the top of the new window that opens – this should highlight everything inside that address box. (Optional if you have a link to the portal)

Step 4. Press Delete to clear the address bar (make it blank) (again optional as for step 3)

Step 5. Enter the following into the address bar portal.det.nsw.edu.au

Step 6. Logon using your Leave Enquiry username, usually your full name (firstname.lastname) and password (you may need to ring 1800 338 483 to discover or reset your password)

Step 7. Remember you are better to change your own password before it prompts you as expired, so that you can determine when the 60 day expiry period will occur.

Step 8. Once logged in click on the TAB inside the window called “My Profile”
Step 9. Now choose “Change My DET User ID Password” (on the left hand side)

Step 10. Enter your old password in the top “Existing Password” box; this is the one you used to get into the Portal initially. DO NOT press the Enter or return keys on your keyboard – you may press the Tab key on your keyboard to move to the next field entry.

Step 11. Enter a password of 6 characters or more that you will remember into the next two entry boxes “New Password” and “Confirm Password” pressing the Tab key on your keyboard to move between the boxes.

Step 12. Click on the Submit button OR press the Enter key on your keyboard to finalise your password change.

Step 13. You should now logout completely from your Portal (exiting/closing the IE browser) and logout from your workstation. If you normally Login to the SYDNEY or EDU or STAFF domain you will now need to enter in your username and NEW password to test that the password has been populated to all your DET access areas.

Step 14. Be aware that wherever you use your full name (firstname.lastname) to access DET data (esp. on the Internet) you will now have a new password as set by step 12 eg. ESS (Leave on Line etc.) or Corporate Webmail etc..