

Setting/resetting your Themis password

Before using Themis you will need to set (or reset) your **themisprod** password in the Account Registration System (ARS). **Important:** to comply with audit requirements this password must be different to your email password. You must have an active email account (staff or research student) in order to set/reset your Themis password. As it takes 24 hours to create an email account, you will not be able to create your email account and Themis account on the same day.

To set your Themis password

1 Open a web browser and navigate to the ARS website (<http://accounts.unimelb.edu.au/>).

2 Click on the **Staff** or **Student** button.

The associated login screen (staff or student) will display. The example below displays the Staff Login screen.

Staff Login

Name : (Enter all given names followed by family name)

Staff ID : (Numeric component only)

Birthdate :

Postcode :

Pin : (as set in Themis, or last 4 digits of primary bank account)

3 Enter your staff or student details and click the **Login** button.

- Staff will need to provide: full name, staff ID, date of birth, postcode, bank account or Themis PIN.
- Students will need to provide: full name, student ID, date of birth, postcode, library barcode.

4 Click on the **Set/Reset** button for your *themisprod* password in the appropriate section of the screen.

Note: if you are setting your password for the first time, your screen will be divided into two sections: New Accounts available for Activation and Existing Accounts.

List Accounts

Existing Accounts

	Host	Description	Username	Group
	budgie	WWW Server	bcattle	webusers
<input type="button" value="Reset"/>	forte	WebMenu/Employee Kiosk	bcattle	users
<input type="button" value="Reset"/>	mail	Staff Central E-mail Service	bcattle	popmail
<input type="button" value="Reset"/>	themisprod	Themis Service	bcattle	users

5 Enter and confirm your new password then click the **Submit** button.

Resetting password: themisprod

Please enter a new password for your account.

Password :

Password confirmation :

If your change has been successful, the phrase "Password changed on themisprod" will appear in red.

6 Remember to log out of your ARS session when you have finished resetting your passwords.