



THE UNIVERSITY
of ADELAIDE

UniSpace

REFERENCE GUIDE: PASSWORD MANAGER

adelaide.edu.au

seek LIGHT

Setting up a University of Adelaide Account

WEBSITE: <https://password.adelaide.edu.au/sspr/private/login>

ACTION
INPUT –‘username’ and ‘password’ provided to you via email

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Password Manager

Update Profile

Password Manager

You must set either your personal email address or mobile phone number (preferably both) to facilitate recovery of your password online in case it is forgotten or compromised.

Recovery Email Address is required

Recovery Email Address*
For this type of account you may use a University Of Adelaide email address as a recovery address. Please ensure you do not use the email address of the account you are currently signed in with or you may not be able to recover the account.

mobile
This number is optional and can be used to deliver your one time pin code when using the forgotten password feature of this portal. Please enter your mobile number using the international format, starting with the country code (e.g., 61412456789, where 61 is the country code for Australia).

Update

ACTION

INPUT - your **email** address
(this can be any email address)

[note: this can be any current / active email address that you can access]

ACTION

INPUT - your **mobile** number

[note: this must be in 'international format']

ACTION

CLICK - "Update"

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Confirm Profile Data

Password Manager

Please review the following information you have entered and confirm

Recovery Email Address

mobile

ACTION

CONFIRM - email or mobile number details are correct

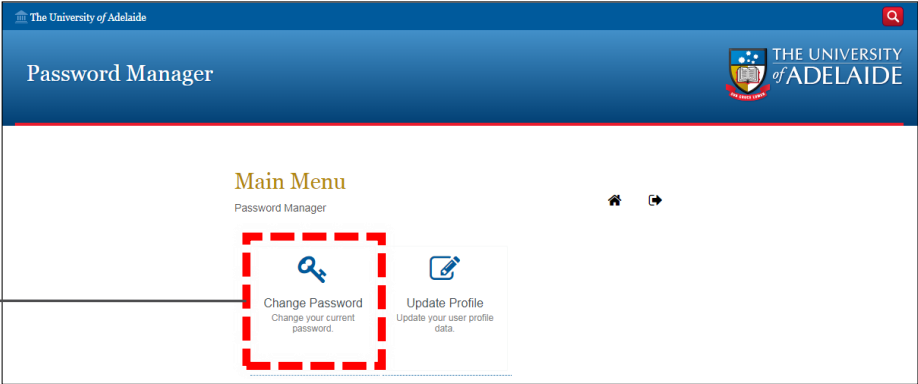
ACTION

CLICK - "Confirm" to finalise the action

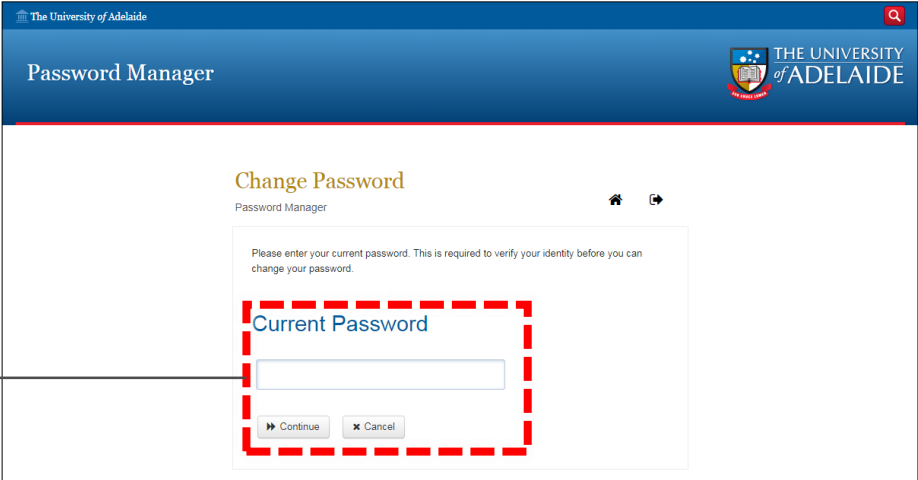
[note: click "Go Back" to return to previous page & edit details]

Setting up a University of Adelaide Account

ACTION
Click - "Change Password"



ACTION
Input - Current password (supplied) & follow prompts to create a new password of your choosing



FAQs

Who are the BSI Team

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

How do I contact the BSI Team

Contact BSI Team via email [Contact Us](#)

I have forgotten the website

<https://archibus.adelaide.edu.au>

I have forgotten my password?

Contact The University of Adelaide – Technology Services 83130 3000

Or use their self-service [Password Management](#)

I cant log in to the website

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

I would like to make a suggestion / improvement OR there is an issue with the Application I am using

Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace"

<https://archibus.adelaide.edu.au>

revision
-

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