



Last Update Status: Updated April 2016

1. Overview

See Purpose.

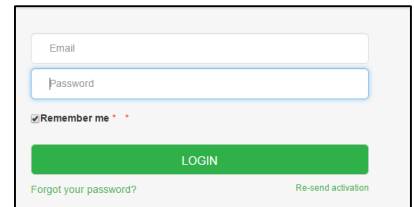
2. Purpose

The purpose of this document is to outline the process amending a user's password.

3. Scope

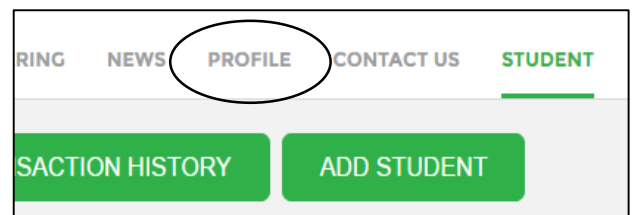
This document is to assist users with being able update and amend their password for accessing their account. Should you experience difficulties please contact Our Online Canteen directly.

1. Login to your account at www.ouronlinecanteen.com.au



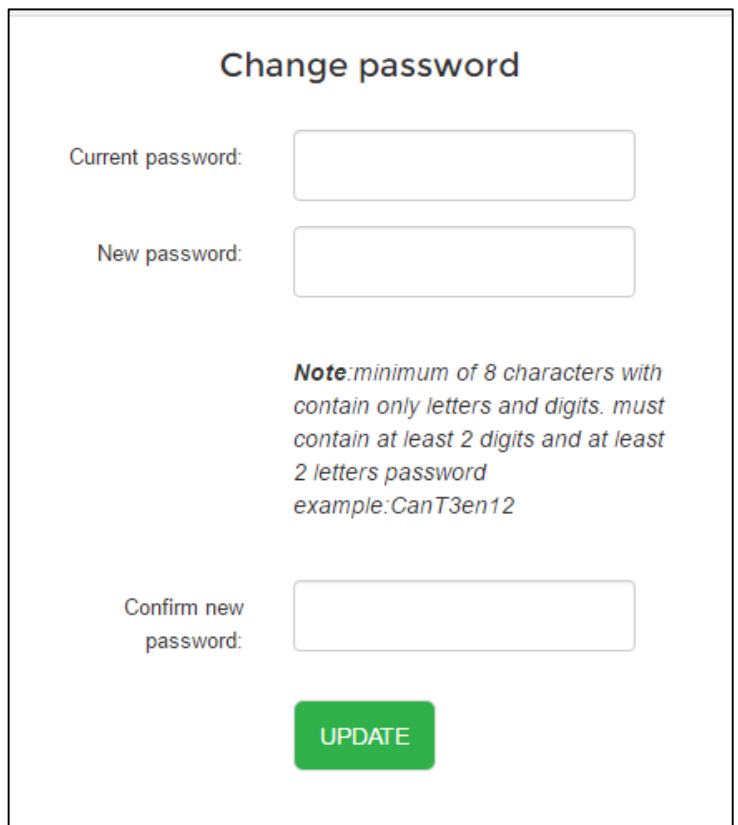
Form fields: Email, Password. Includes a 'Remember me' checkbox, a 'LOGIN' button, and links for 'Forgot your password?' and 'Re-send activation'.

2. Select **PROFILE** on the main toolbar on the homepage



3. Enter your current password. Then enter your new password and re-enter it below to confirm.

4. Select **UPDATE**.



Form title: Change password

Fields: Current password, New password, Confirm new password.

Note: minimum of 8 characters with contain only letters and digits. must contain at least 2 digits and at least 2 letters password example: CanT3en12

Button: UPDATE



How to edit a Password