



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

|
IT Services

☎ +27(0)16 950 9111
✉ it_support@vut.ac.za

Staff Self-Service – HOW TO UPDATE PASSWORD

USE TO UPDATE TO PREFERRED PASSWORD OR IF YOU'RE PASSWORD HAS EXPIRED:

1. Click [here](#) to Update Password.

<u>PASSWORD RULES</u>
Minimum password length must be 8 Characters.
Passwords must consist of a mix of special and alpha-numeric characters
Passwords must not be the same as the username.
Passwords may not be blank.
Passwords may not be part of history – used before in less than 6 months



Update Password

Update Password page.

3. Type your **VUT email**
4. Type your **AD/email password**
5. Type New password
6. Confirm New Password



Update Password

Your password is successfully updated.

7. Click submit to complete – Your password should be updated.

If you still cannot login after following above steps

Contact Help Desk

it_support@vut.ac.za

NB: 24hr turnaround time for emails.

016 950 9111

Operating Hours:

07:45am – 4:30pm Weekdays

Closed on Weekends

Closed on Holidays