Set my central password in the University of Melbourne Identity Management System for the first time

Currently most University staff have two IT accounts: a Themis account and a Central account. Until now staff were required to manage each of these accounts separately, assigning a different password to each account. This has been simplified with the introduction of the University of Melbourne Identity Management System (IdMS).

The next time you reset your Central password, IdMS will synchronise it so that you can use it to log into Themis. You can initiate this synchronisation of accounts by resetting your central password immediately. If this isn’t convenient, your account will be synchronised when you next reset your Themis password.

Note that process for resetting your password the first time is slightly different to the previous process and the subsequent new reset process. Step-by-step instructions for changing your password after the initial password reset are provided in the information page; https://accounts.unimelb.edu.au/manage/password_change.

Important: after setting your new password you will need to wait approximately 15 minutes before you log in to Themis to ensure your responsibilities are available in your Personal Home Page.

To set your central password

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

2. Click on the Staff button.

   The Staff Account Management screen will display.

3. Click on the change my password link in the Changing my password section.

   A log in screen for the IdMS for staff will display.

4. Enter your User ID and Password then click the Log In button.

   As this is the first time you have accessed the system, you will be prompted to provide answers to the authentication questions which will be used to allow you access to the system if you forget your password in the future.
Enter an answer for a minimum of four of the authentication questions.

**Note:** your current Themis PIN Number will display. You can chose to retain it as one of your answers or select another four including a personalised question.

Click the **Save** button.
The Identity Manager tabs will display.
Click on the Profile tab. The Enter Your Identity Management Login Information screen will display.

![Enter Your Identity Management System Login Information](image)

Enter your current password and click the OK button.

For the first login, your current password will be your PIN number which can be set in Themis HR. If you haven't set a PIN, it defaults to the last four digits of the primary bank account where your salary is deposited. **Note:** if your salary is deposited into more than one account, your primary account is the account where no set dollar amount is specified.

The Change password screen will display. **Important:** because this is the first time you have logged in to the IdMS an Error message informing you that your password has expired will display at the top of the screen.

![Change Password](image)

Enter and confirm your new password then click the Change Password button. A confirmation message will display.

![Operation Successful](image)

Click the OK button to close the message. This will return you to the Home tab. Click the Logout button if you wish to end your IdMS session.