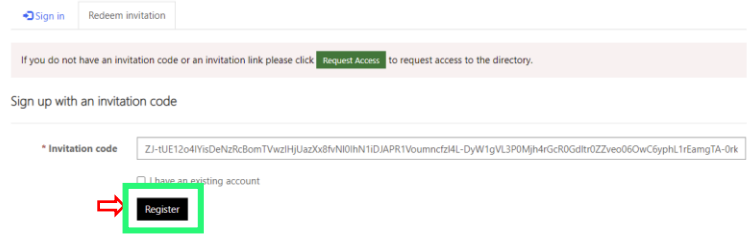


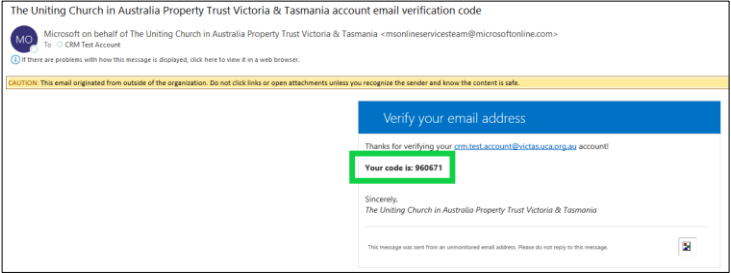
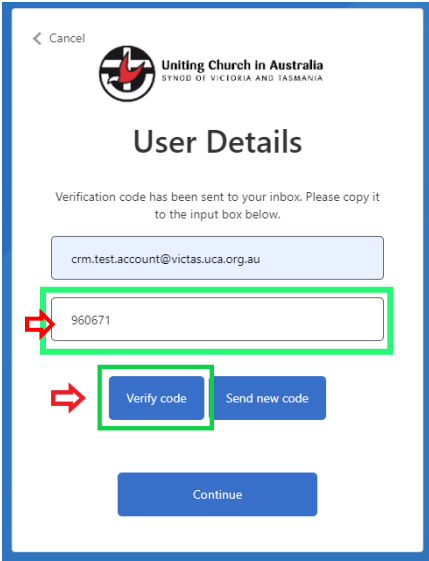



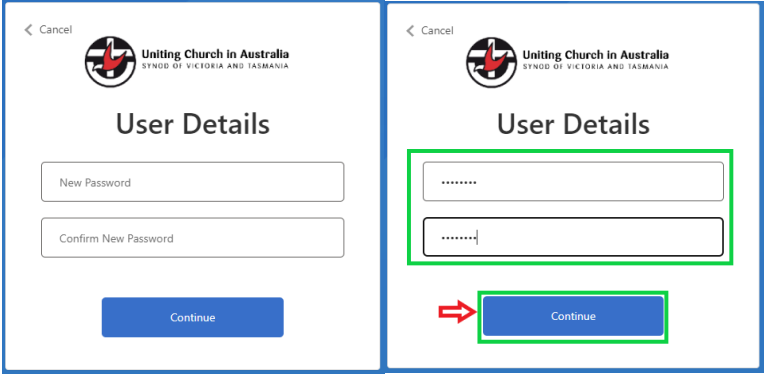

This document in the instructions on how you can reset your UCA Directory Portal (NOD) account after the upgrade on 30<sup>th</sup> September 2022.

The upgrade is to enhance the Portal security capability, allowing for a more secure registration, authentication and password reset.

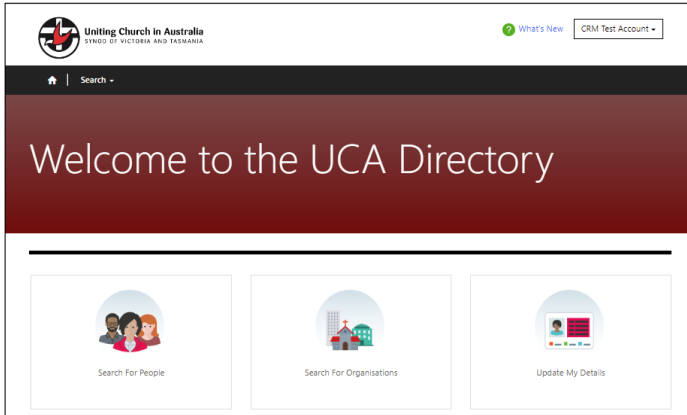
Here are the steps:

<p>1. Check your mailbox for an email from CRM Administrator on the first week of October 2022</p>	
<p>2.        The email will contain a link:</p> <ul style="list-style-type: none"> <li>- Click on the link</li> <li>- The Invitation code will be auto-populated</li> <li>- Click “Register” button</li> </ul>	
<p>3.        Click “Sign up”</p>	

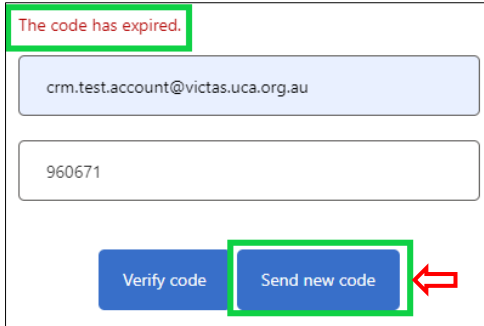
<p>4. Enter your email address Click “Send verification code”</p>	
<p>5. An email will be sent to your mailbox from Microsoft, contain a verification 6 digit code  (The code will expire after 10' and you will need to request a new code when it expires (*))</p>	
<p>6. Enter the verification code Click “Verify code” (*)</p>	

<p>7. “Email address verified. You can now continue” message displayed Click “Continue”</p>	
<p>8. Enter “New Password” Enter “Confirm New Password” Click “Continue”</p>	
<p>9. Enter your email / password again Click “Sign in”</p>	

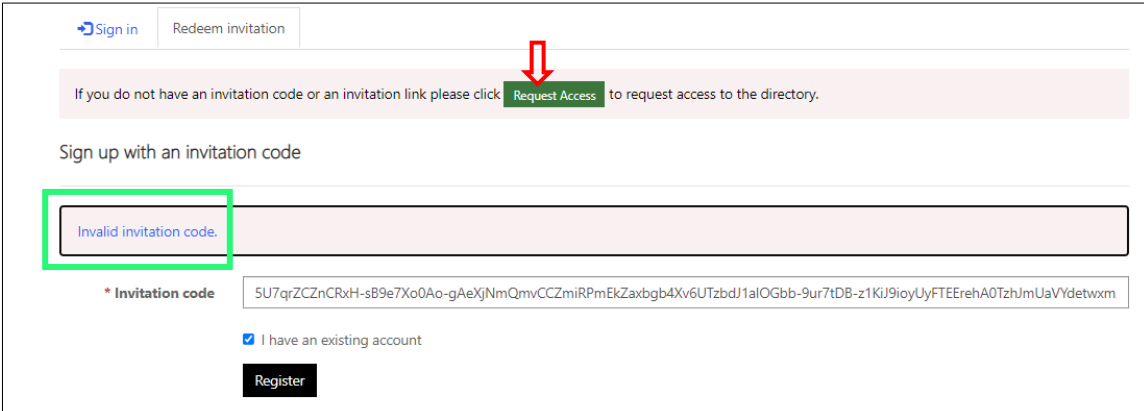
10.  
You will be logged into the UCA Directory portal.



(\*) If the code has expired, click “Send new code” and a new code will be sent to your email



(\*\*) If “Invalid invitation code” for any reason, please contact [dwprojects@victas.uca.org.au](mailto:dwprojects@victas.uca.org.au)



END