

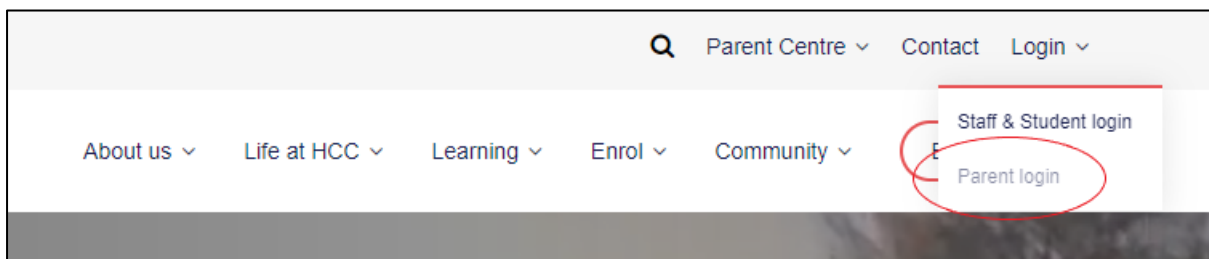


# How to Reset Your Heathdale Application Portal Password

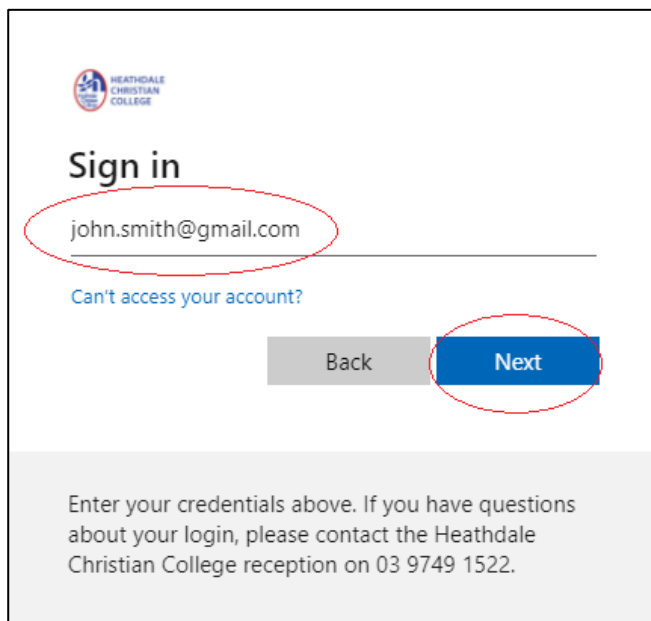
This is a step-by-step guide on how to reset your Heathdale Parent Access Account password for signing in to the Heathdale Application Portal.

## Step 1: Request to Change your Password

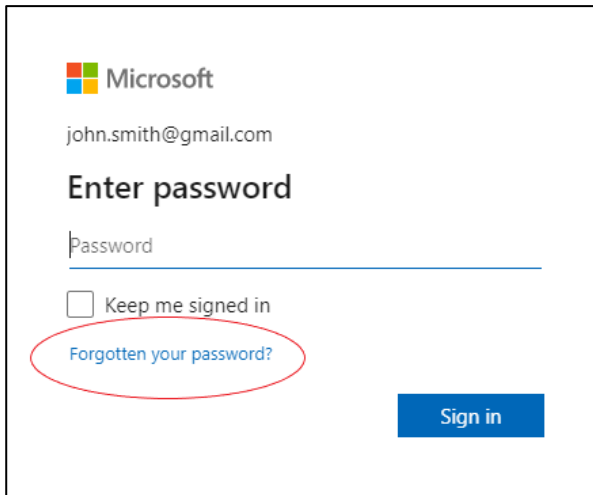
1. Go to Heathdale Christian College's website <https://www.heathdale.vic.edu.au/>. Locate the Login button on the top right of screen and select 'Parent login'



2. In the 'Sign In' box, type your email address that is associated to your Heathdale Parent Access Account. Click 'Next' to continue.

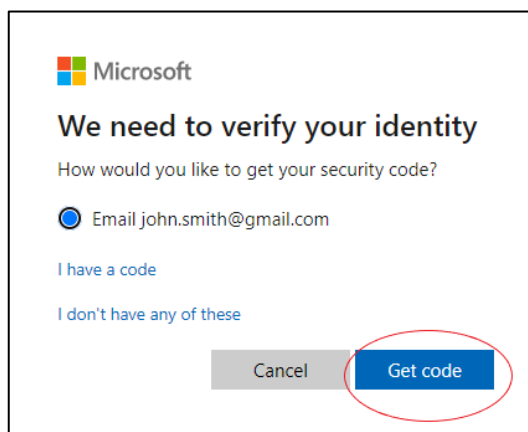


3. In the 'Enter password' box, do not type in your password. Click on 'Forgotten your password?' link.

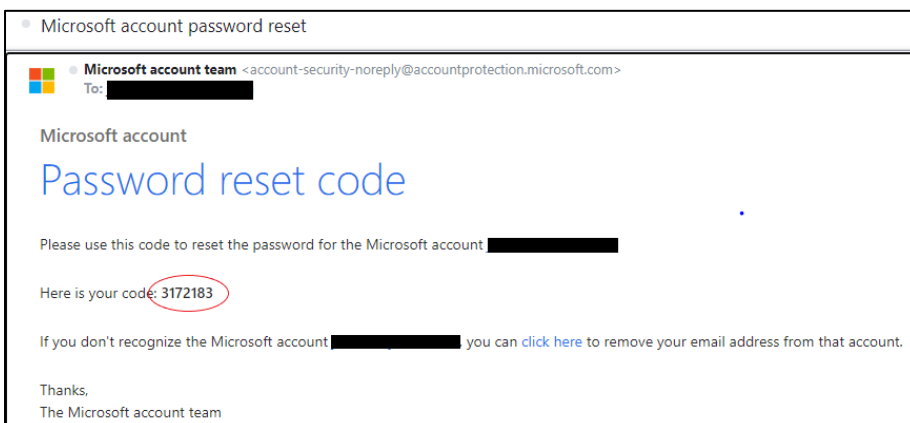


## Step 2: Verifying your Identity

4. Click on 'Get code' and then go into your email box to look for a new message from 'Microsoft account team'.



5. In the new email message, look for and note down the password reset code. The code will be 6 to 8 digits long.



6. Go back to the 'Verify your identity' box and type in your password reset code. Click 'Next'.

Microsoft

### Verify your identity

We've just sent a code to john.smith@gmail.com.  
Check your emails for a message from the Microsoft account team, and enter the code here.

12345678

[Use a different verification option](#)

Cancel Next

### Step 3: Setting your New Password

7. In the 'Reset your password' box, type in your new password. It must be 8 characters long. We suggest you use a combination of uppercase letters, lowercase letters, and numbers. The use of symbols (like #, @) is highly recommended. Click 'Next'.

Microsoft

### Reset your password

8-character minimum; case-sensitive

New password

Re-enter password

Cancel Next

8. Click 'Sign in after receiving confirmation that your password has been changed.

Microsoft

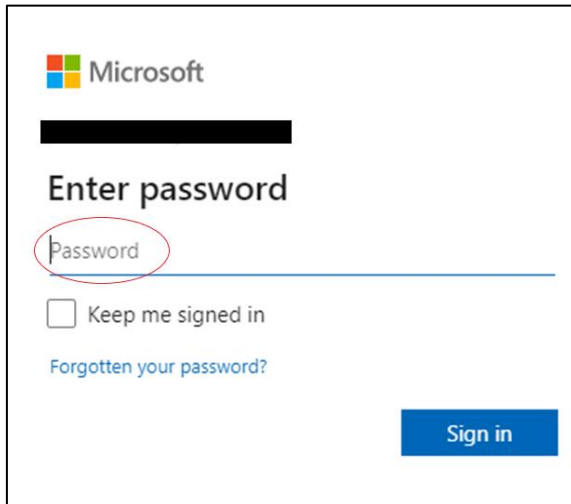
### Your password has been changed

Summary of what you've completed:  
**Your password was changed**

Sign in

## Step 4: Sign in to the Heathdale Application Portal

9. Type in your new password and click 'Sign in' to go to the Heathdale Application Portal.



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is a blacked-out username field. The main heading is "Enter password". A password input field contains the text "Password" and is circled in red. Below the input field is a checkbox labeled "Keep me signed in". Underneath that is a blue link that says "Forgotten your password?". At the bottom right is a blue "Sign in" button.