



CENTRAL ACCOUNT MANAGEMENT >

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INTRODUCTION

The online Account Registration System (ARS) provides a web-based facility to:

- Activate a range of University central IT accounts: e.g. Email, Themis Self Service
 - Reset passwords on some accounts (including central e-mail)
 - See a list of your usernames (if you have forgotten them)
 - View your dial-in quota usage and limits (if you have any)
- *Note: the ARS system does not manage locally created accounts that are provided by some Faculties and Departments. Please consult with your local IT expert should you need assistance with these.*

EMAIL ACCOUNTS

Information Services provides a central email account, free of charge for every staff member and student of the University. These accounts are considered to be the official email contact point and all official University email correspondence will be delivered to these addresses.

These accounts are of the following forms:

- for staff: `username@unimelb.edu.au`;
- for postgraduate students: `alias@pgrad.unimelb.edu.au`;
- for undergraduate students: `alias@ugrad.unimelb.edu.au`.

Email accounts are automatically generated for all full time staff members and are activated by the user via ARS at <http://accounts.unimelb.edu.au/>. Casual staff members and students can create and activate their account there also. A student card must have been issued before the account can be activated.

Accounts can be accessed by configuring email clients with a server address of `mail.unimelb.edu.au` (for staff) or `mail.student.unimelb.edu.au` (for students), or by using the web-based email interface. Access via both the POP and IMAP email protocols is available.

THEMIS SELF SERVICE ACCOUNTS

Themis Self Service accounts are automatically provided for all University staff members and provide users with integral HR functions including the ability to apply for training, view payroll information, apply for leave and view leave balances.

OTHER ACCOUNTS (STAFF & POSTGRADUATE STUDENTS)

Staff & Postgraduate Students can apply for access to various other types of accounts that are managed by Information Services (including Dial-In and Calendar accounts). These accounts incur charges and as such, must be requested and require departmental authorisation. Request forms can be obtained from IT Operations, Level 2 Thomas Cherry Building or at <http://www.infodiv.unimelb.edu.au/systems/forms/>. Further information regarding other types of accounts can be found at <http://www.infodiv.unimelb.edu.au/itpp/3.html#3.1>.

AUTHORISED USE

University IT resources are available only to authorised members of the University and are to be used for purposes directly related to your employment or course of study at the University only. Use for any other purpose may lead to suspension or withdrawal of access (under Statute 8.1, Regulation 8.1.R7 <http://www.unimelb.edu.au/ExecServ/Statutes/r81r7.html>), or in the more serious cases to action under University disciplinary procedures. Please keep your passwords

secure, and if for any reason you believe that the security of your password has been compromised, change the password, or notify Information Services immediately.

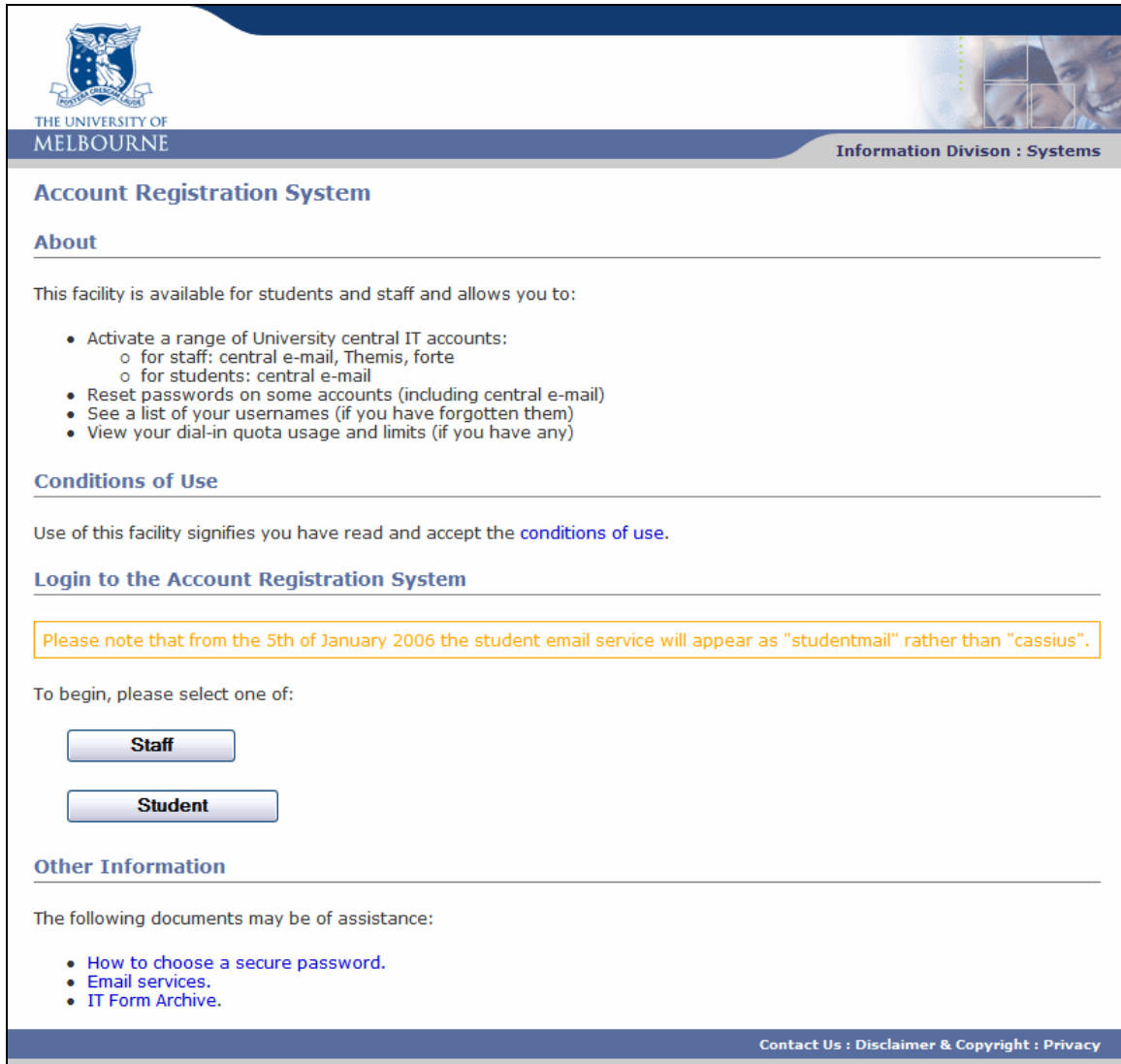
ACCESSING THE ACCOUNT REGISTRATION SYSTEM (ARS)

You can access the ARS from anywhere in the world using a secure web browser.

1 Open an Internet browser and go to:

<http://accounts.unimelb.edu.au> DO NOT ADD THE PREFIX 'WWW'

➤ *The Account Registration System screen will display:*



Account Registration System

About

This facility is available for students and staff and allows you to:

- Activate a range of University central IT accounts:
 - for staff: central e-mail, Themis, forte
 - for students: central e-mail
- Reset passwords on some accounts (including central e-mail)
- See a list of your usernames (if you have forgotten them)
- View your dial-in quota usage and limits (if you have any)

Conditions of Use

Use of this facility signifies you have read and accept the [conditions of use](#).

Login to the Account Registration System

Please note that from the 5th of January 2006 the student email service will appear as "studentmail" rather than "cassius".

To begin, please select one of:

Staff

Student

Other Information

The following documents may be of assistance:

- [How to choose a secure password.](#)
- [Email services.](#)
- [IT Form Archive.](#)

Contact Us : Disclaimer & Copyright : Privacy

2 Click **Staff** or **Student**.

➤ *A User Identification screen similar to the one overleaf will display:*



User Identification (Staff)

In this first step you simply supply your details so the Account Registration System can verify your identity. In subsequent steps you will be presented with a list of existing accounts (if any) and options to activate new accounts as well as reset passwords on existing accounts. For security and administrative reasons not all functions are available on all accounts and the documentation that referred you to this page is the best guide in this respect.

Name:
(Enter all given names followed by family name)

Staff ID: *Numeric component only*

Date of Birth: *(dd-mmm-yyyy) e.g. 04-jun-1970*

Home postcode:

Security PIN: *(as set in Themis, or last 4 digits of primary bank account)*

Login:

As noted above:

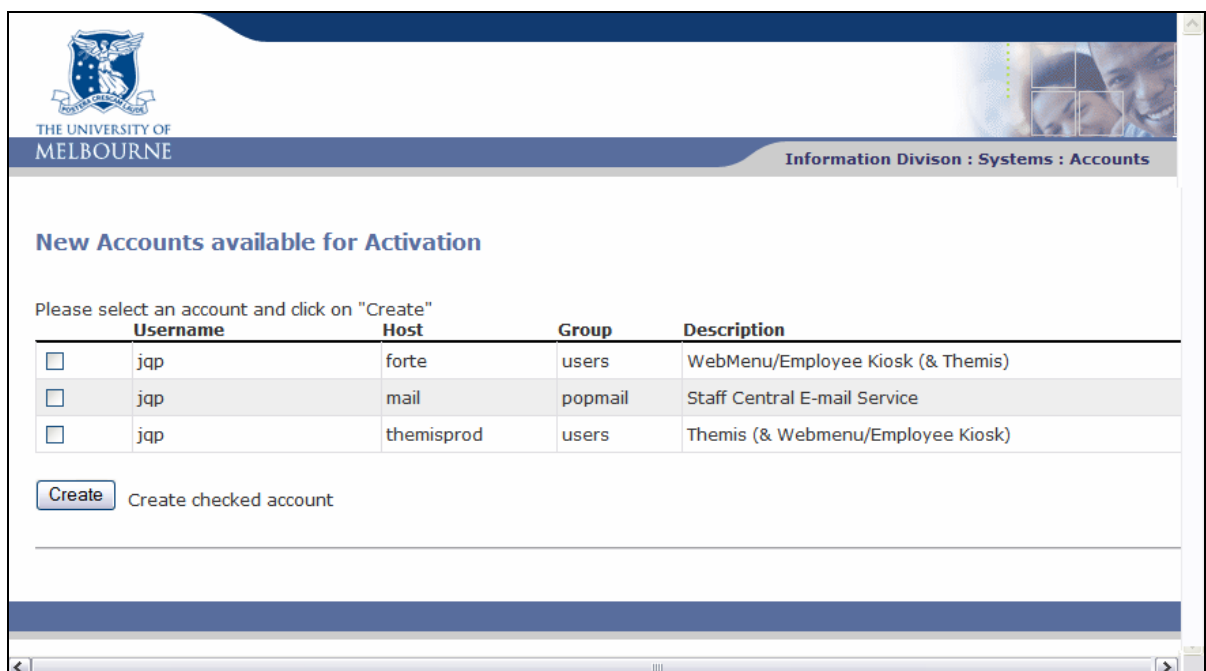
1. Your date of birth must be entered in the format dd-mmm-yyyy (e.g. 14-aug-1980).
2. Security PIN can be set in Themis HR. If you haven't set one it defaults to the last four digits of a bank account where your salary is deposited. Please note that if you have salary deposited to more than one account, your primary account is the account where no set dollar amount is specified.
3. Your Themis account can only be activated the day after your email account has been created.
4. Staff who are unable to login should contact the Themis Helpdesk at <http://www.themis.unimelb.edu.au/support/service/>

3 Enter the following details to verify your identity:

- **STAFF:** enter your name, staff ID number, date of birth, postcode, and security pin (as set in Themis or the last 4 digits of your primary bank account).
- **STUDENT:** enter your name, student ID number, date of birth, postcode, and library barcode (displayed on your student ID card)

4 Click **Login**.

➤ *A list of accounts available for activation similar to the one shown will display:*



New Accounts available for Activation

Please select an account and click on "Create"

	Username	Host	Group	Description
<input type="checkbox"/>	jqp	forte	users	WebMenu/Employee Kiosk (& Themis)
<input type="checkbox"/>	jqp	mail	popmail	Staff Central E-mail Service
<input type="checkbox"/>	jqp	themisprod	users	Themis (& Webmenu/Employee Kiosk)

Create checked account

ACTIVATE AN ACCOUNT

You must activate an account, such as your e-mail account, before you can use the account.

- 1 Access the online **Account Registration System** at:

http://accounts.unimelb.edu.au

- *Verify your identify if you have not already done so. A list of accounts available for activation will display. You may only activate one account at a time.*

- 2 **Check** the box next to the account you want to activate e.g. *Staff Central E-mail service*



New Accounts available for Activation

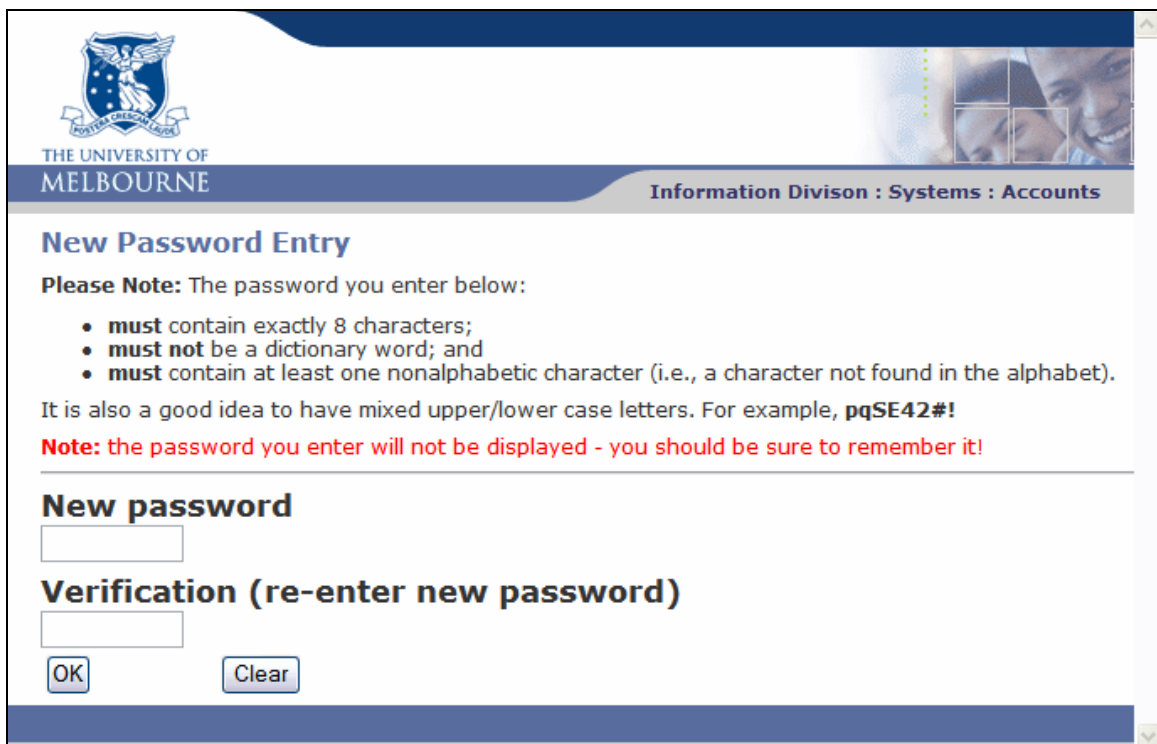
Please select an account and click on "Create"

	Username	Host	Group	Description
<input type="checkbox"/>	jqp	forte	users	WebMenu/Employee Kiosk (& Themis)
<input checked="" type="checkbox"/>	jqp	mail	popmail	Staff Central E-mail Service
<input type="checkbox"/>	jqp	themisprod	users	Themis (& Webmenu/Employee Kiosk)

Create checked account

- 3 Click **Create**.

- *The New Password Entry screen is displayed:*



New Password Entry

Please Note: The password you enter below:

- **must** contain exactly 8 characters;
- **must not** be a dictionary word; and
- **must** contain at least one nonalphabetic character (i.e., a character not found in the alphabet).

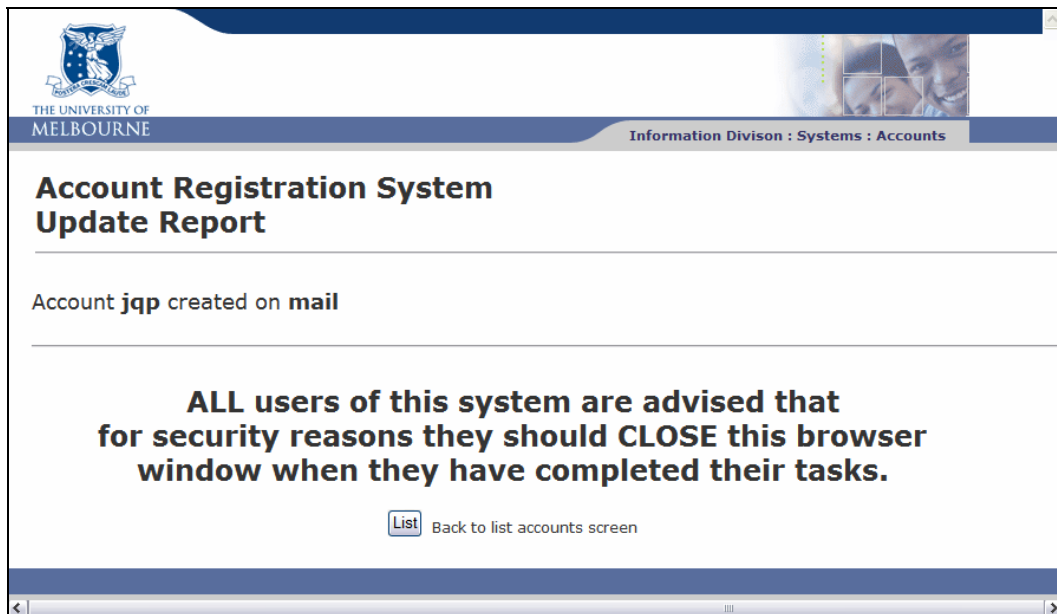
It is also a good idea to have mixed upper/lower case letters. For example, **pqSE42#!**

Note: the password you enter will not be displayed - you should be sure to remember it!

New password

Verification (re-enter new password)

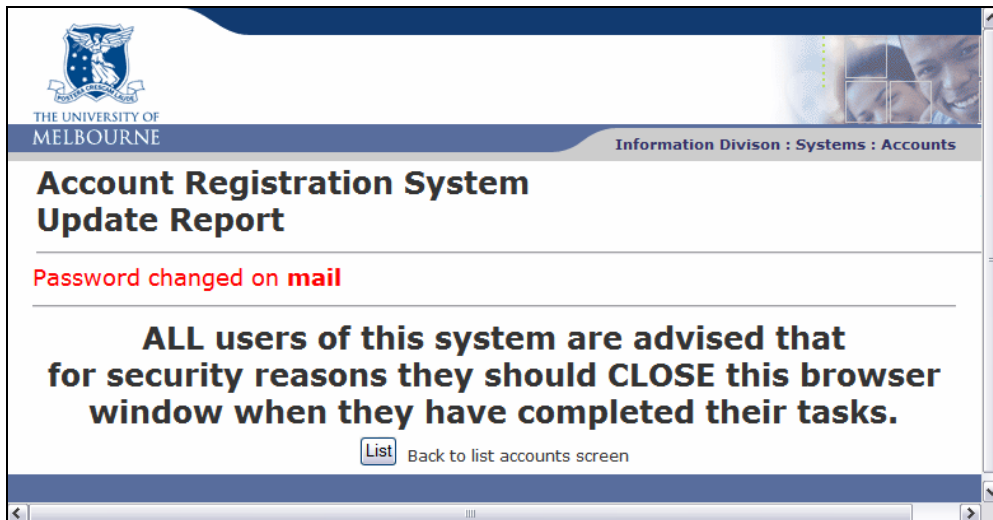
- 4 Type a password for the account in the **New password** field.
 - *The password you enter:*
 - **must** contain exactly 8 characters
 - **must not** be a dictionary word; and
 - **must** contain at least one nonalphanumeric character (e.g. a number such as **4** or a symbol such as **#**)
- 5 Re-type the password in the **Verification** field.
 - *Make a note of the password as it will not display and you will require it in future.*
- 6 Click **OK**.



CHANGE OR CREATE A PASSWORD ON AN ACCOUNT

Use the following steps to change an existing password or create a new password on an account. For example, you would do this if you have forgotten your password

- *If you are a staff member and have forgotten your password, you may be unable to log in to your own computer; you may need to use another computer where a user is already logged in.*
- 1 Access the online **Account Registration System** at:
<http://accounts.unimelb.edu.au>
 - *Verify your identify if you have not already done so.*
 - 2 **Check** the box next to the account whose password you want to change.
 - 3 Click **Reset**.
 - *The new password entry screen will display.*
 - 4 Type the new password in the **New password** field.
 - 5 Re-type the password in the **Verification** field.
 - 6 Click **OK**.
 - *The Account Registration System Update Report screen will display advising the password has changed.*



TROUBLESHOOTING

For further information visit IT Operations desk at Level 2, Thomas Cherry Building.

For further assistance or feedback about this technote contact the Service Desk via <http://idservicedesk.unimelb.edu.au/>