

This document shows University members how to:

1. Reset your password – if your password has been forgotten, a new password is generated and sent to your email account that is used for login purposes
2. Change your password – allows you to set your own password

Each member of the University receives a University of Divinity account which allows them to access the following systems using the same username and password.

- ARK (Learning Management System) <https://ark.divinity.edu.au>
- Library Hub <https://library.divinity.edu.au>
- TAMS (Student Management System) <https://uod.edu.net.au>

All Passwords are reset or changed in the University's Student Management System called TAMS. For convenience, the ARK homepage has links for resetting and changing your password (the first link is to this guide).

 UNIVERSITY
OF DIVINITY
 ESTABLISHED BY THE UNIVERSITY OF DIVINITY ACT 1970
You are not logged in.

 HOME / LOG IN TO THE SITE

Log in

Cookies must be enabled in your browser 

Remember username

[How to Reset or Change your password](#)

[Click here to RESET your password](#)

[Click here to CHANGE your password](#)

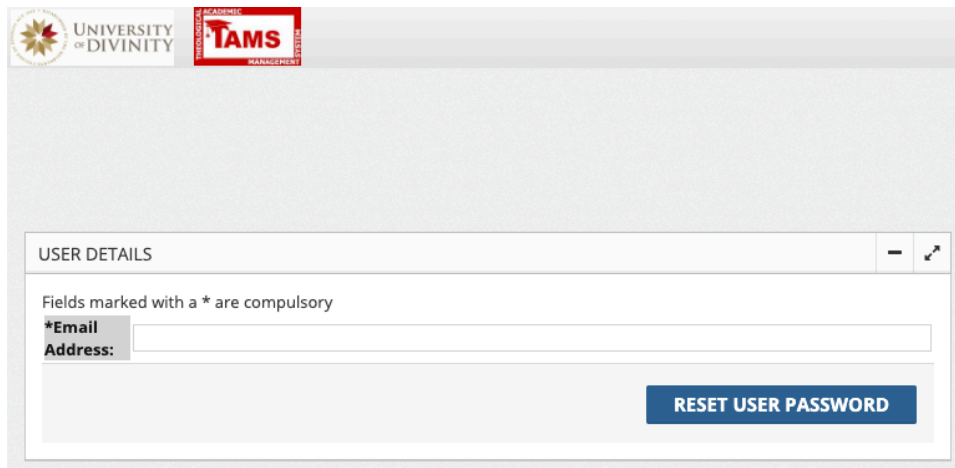
Reset Password

You may need to reset your University of Divinity password if:

- you have forgotten your University of Divinity password, or
- you get an error message suggesting your login is incorrect

From the ARK login page (<http://ark.divinity.edu.au>), click on the “Click here to RESET your password” link.

You will be taken to the Student Management System and prompted to enter your University username which will be the email address that official University correspondence is sent to.



UNIVERSITY OF DIVINITY

TAMS

USER DETAILS

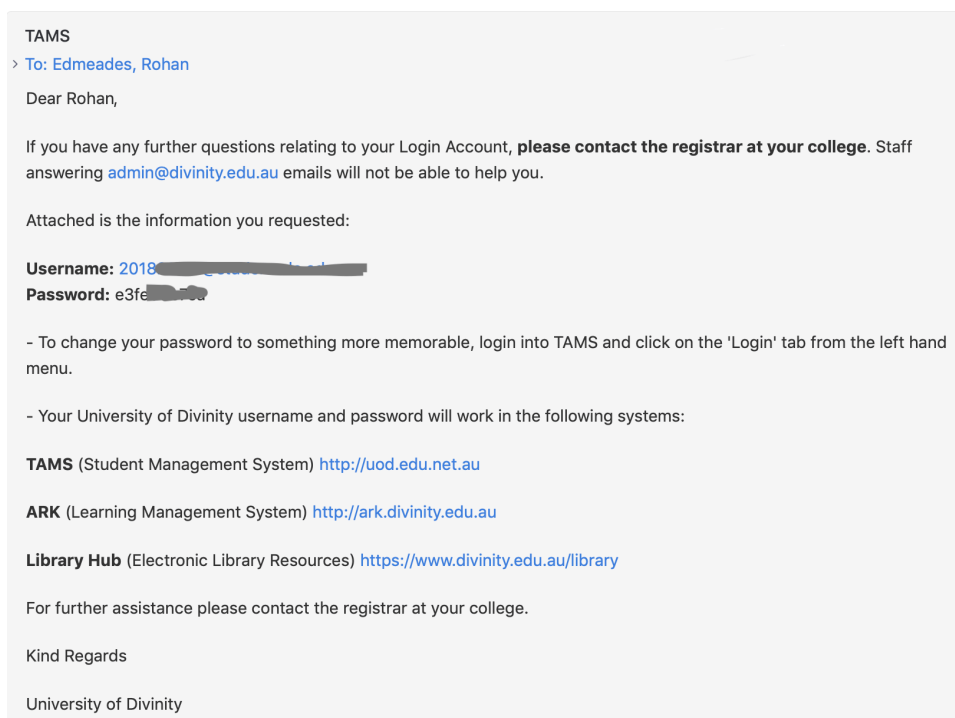
Fields marked with a * are compulsory

*Email Address:

RESET USER PASSWORD

Enter your email address and click on the ‘Reset User Password’ button.

You should receive an email as below, confirming your username and containing a randomly generated password. If there is an error or warning message that appears when clicking the button, please note it down and contact your College Registrar.



TAMS

> To: Edmeades, Rohan

Dear Rohan,

If you have any further questions relating to your Login Account, **please contact the registrar at your college**. Staff answering admin@divinity.edu.au emails will not be able to help you.

Attached is the information you requested:

Username: 2018 [REDACTED]
Password: e3fe [REDACTED]

- To change your password to something more memorable, login into TAMS and click on the 'Login' tab from the left hand menu.

- Your University of Divinity username and password will work in the following systems:

TAMS (Student Management System) <http://uod.edu.net.au>

ARK (Learning Management System) <http://ark.divinity.edu.au>

Library Hub (Electronic Library Resources) <https://www.divinity.edu.au/library>

For further assistance please contact the registrar at your college.

Kind Regards

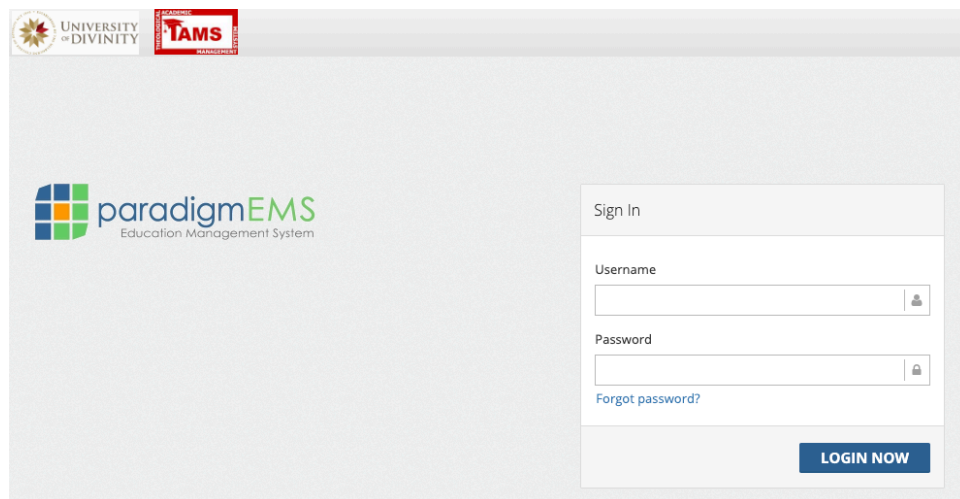
University of Divinity

You can now use this username and new password to access the University's systems. You can also proceed to the next section to change this random password if you wish.

Change Password

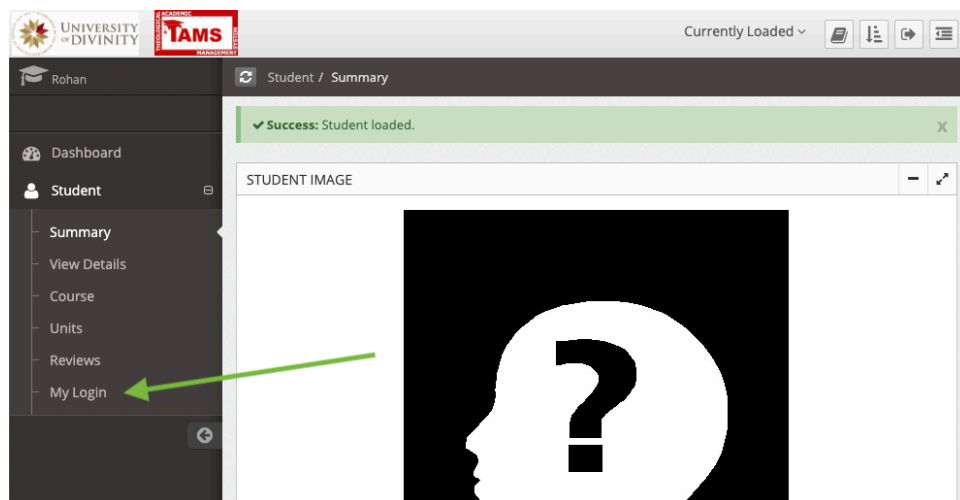
From the ARK login page (<http://ark.divinity.edu.au>), click on the "Click here to CHANGE your password" link.

You will be taken to the Student Management System and prompted to enter your University username and password.



The screenshot shows the login interface for the Student Management System. At the top left, there are logos for the University of Divinity and TAMS. The main content area features the 'paradigmEMS Education Management System' logo on the left and a 'Sign In' form on the right. The form includes fields for 'Username' and 'Password', each with a small icon to its right. Below the password field is a link for 'Forgot password?'. A blue 'LOGIN NOW' button is positioned at the bottom right of the form.

After logging in you will see a menu to the left and from this select 'My Login'.



This presents you with a further screen that allows you to enter your New Password.

UNIVERSITY OF DIVINITY TAMS

Currently Loaded

Rohan

Student / My Login

Login Id	Security Group	From Date	Thru Date
201E	STUDENT	15/02/2018 00:05:47	

EDIT USER LOGIN DETAILS

User Login Id:
201E

Current Password

Please Note: Password Update Policy is as follows: Your new password must contain:

- A minimum of 8 Characters
- A combination of upper and lowercase letters
- At least 1 number.

The "Update User Password" Button will not appear until you have a satisfactory password strength, and have verified your password.

New Password
.....

Password Strength: **Strong!**

New Password Verify
.....

Password Hint:
Your date of birth in the form dd/mm plus the last three chars of your password dd/mmxxx

Enabled:
Y

Enabled/Disabled Date:
24/02/2020 09:40:17

Successive Failed Logins:
0

UPDATE USER PASSWORD

Once a password is entered (upper arrow), you will see an indication of the cryptographic strength of the password (blue box) - please created a strong password that has not been used for any other internet website. You will need to re-enter this password in the New Password Verify field (middle arrow) and once they match you will be see the Update User Password button appear in the lower right of the window (lower arrow).

Clicking on this button will immediately log you out if the update was successful, otherwise a message will be shown.

Your new password is immediately usable on the University's systems.