

## Notice

### How to Change your Student Password

Dear students,

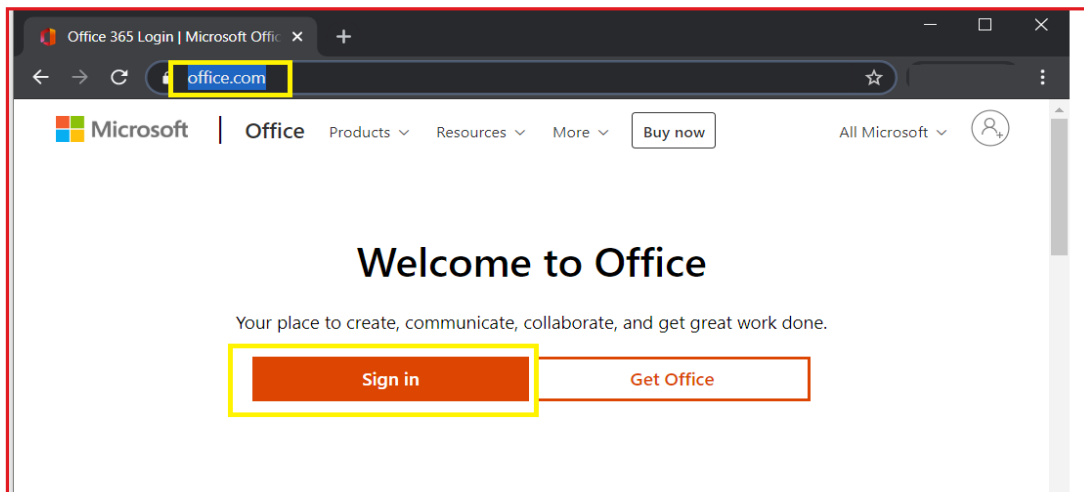
For security reasons, you are advised to change your password on the e-learning platform, to a stronger password. This is to avoid someone using your login details to access your e-learning platform suspiciously. Remember that your tests and assignments are handled on this platform.

**Please change your password now, by following the steps below, and keep your login details undisclosed to anyone.**

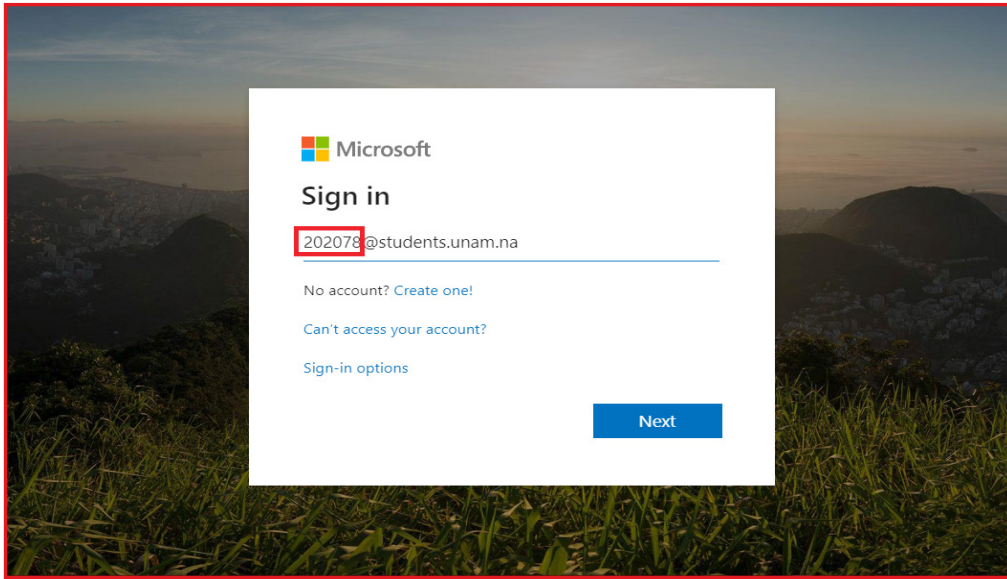
#### How to Change your Password.

Have your Cellphone number and email address ready.

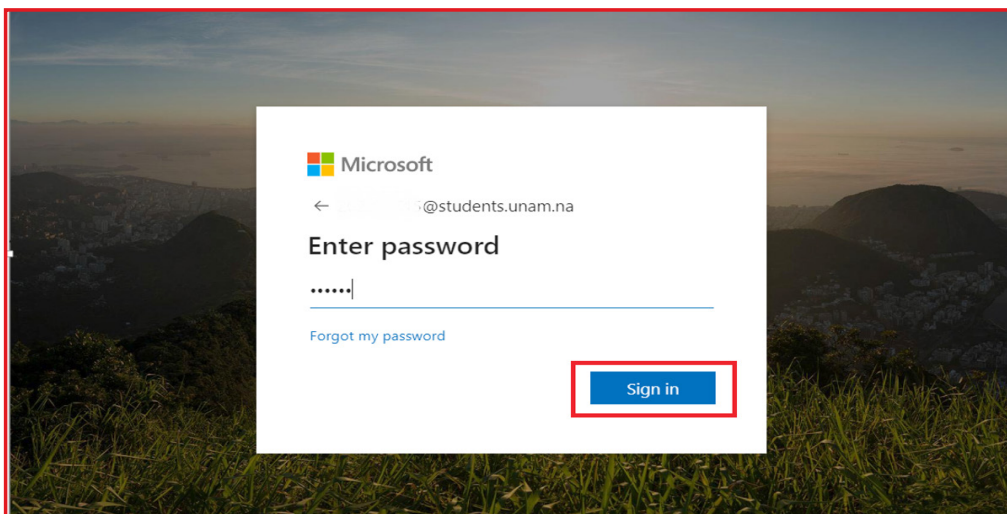
1. **Click** on this link: [www.office.com/](http://www.office.com/)  
Or copy-and-paste the link into an Internet Browser.
2. You will get the page below. **Click** on **Sign In**.



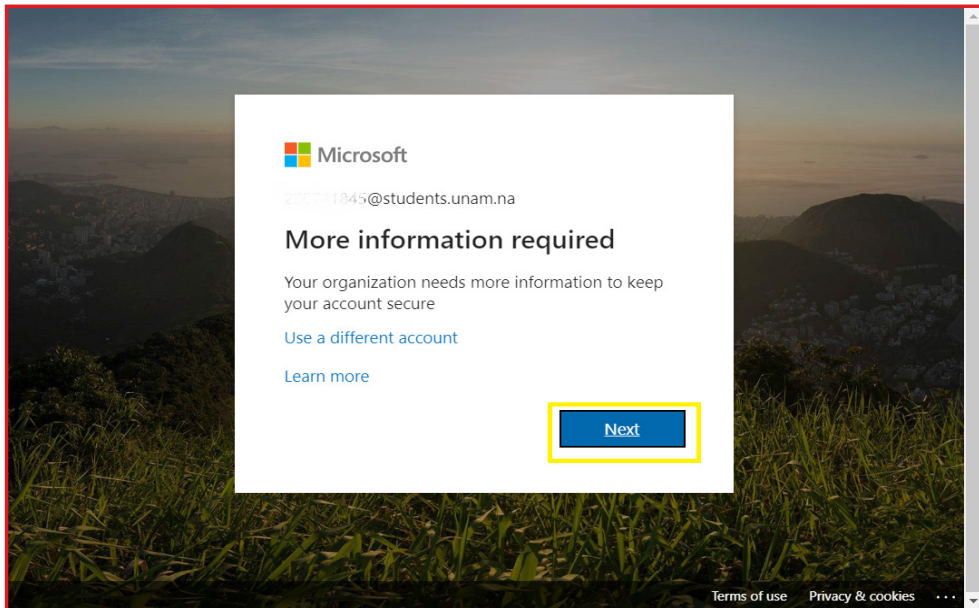
3. Enter your **student email address**, i.e. **yourstudentnumber@students.unam.na**  
Remember to use your own student number.



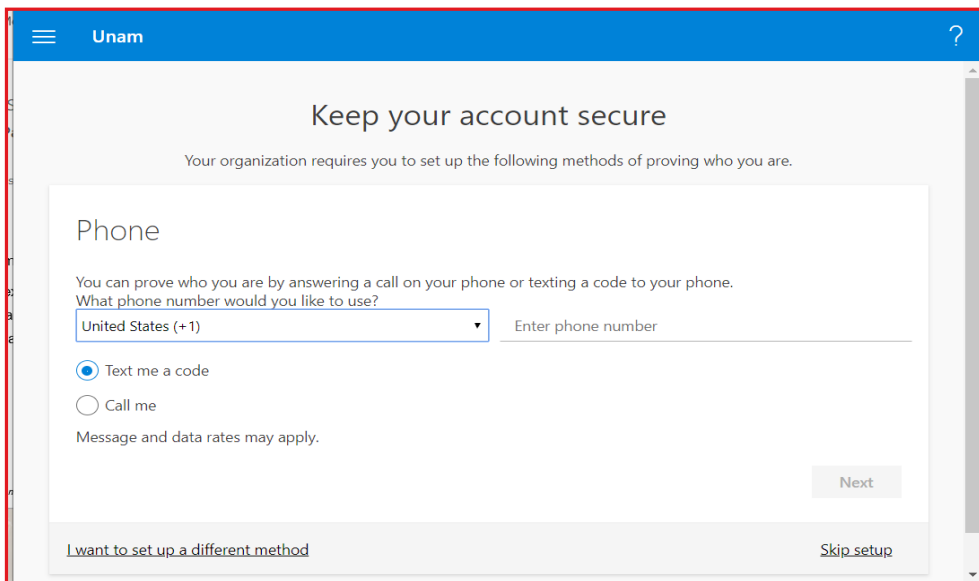
4. Enter your **UNAM student portal** password, and click on **Sign In**.



5. You will get the screen below. Click on **Next**



6. You will get the screen below.



- o Select **Namibia (+264)**.
- o Enter your **cellphone number**.
- o Make sure that **“Text me a code”** is selected and click on NEXT.

Unam

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.  
What phone number would you like to use?

Namibia (+264) 08155486986

Text me a code  
 Call me

Message and data rates may apply.

Next

- o You will get the screen below.
- o Check your phone and copy the number sent to you on **SMS**.

Unam

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

We just sent a 6 digit code to +264 08155486986. Enter the code below.

Enter code

Resend code

Back Next

- Enter the code you received on SMS here and click **Next**

Unam

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

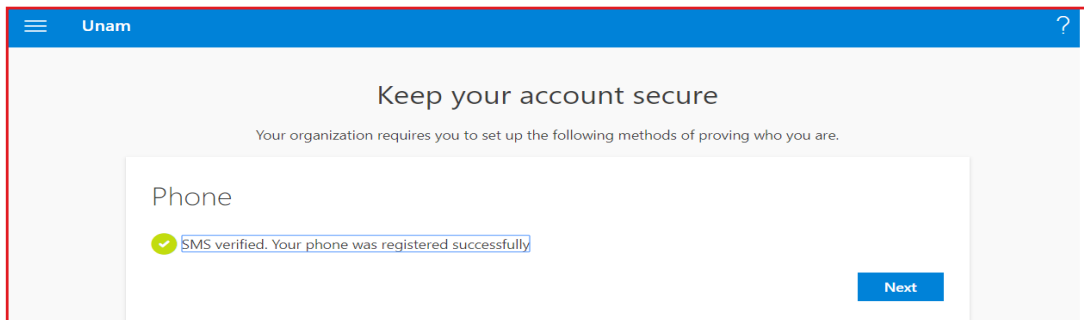
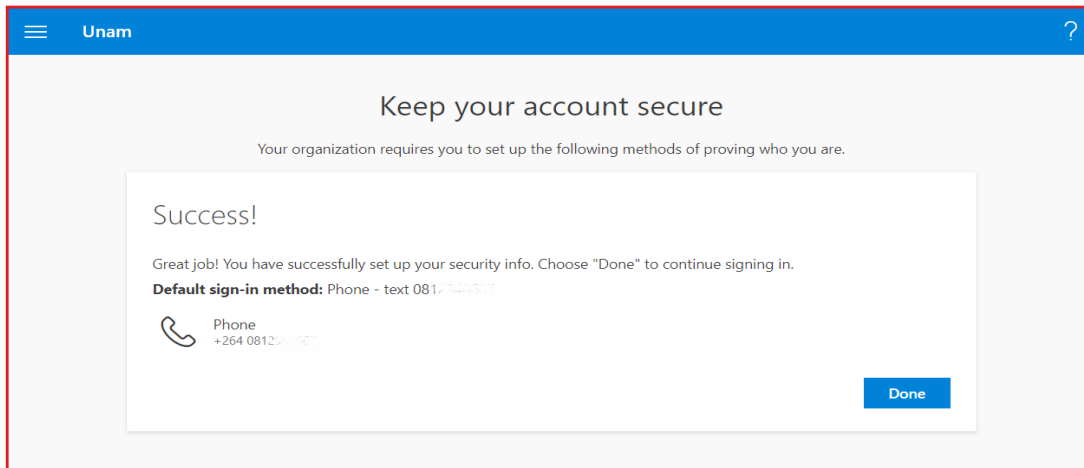
We just sent a 6 digit code to +264 08155486986. Enter the code below.

975376

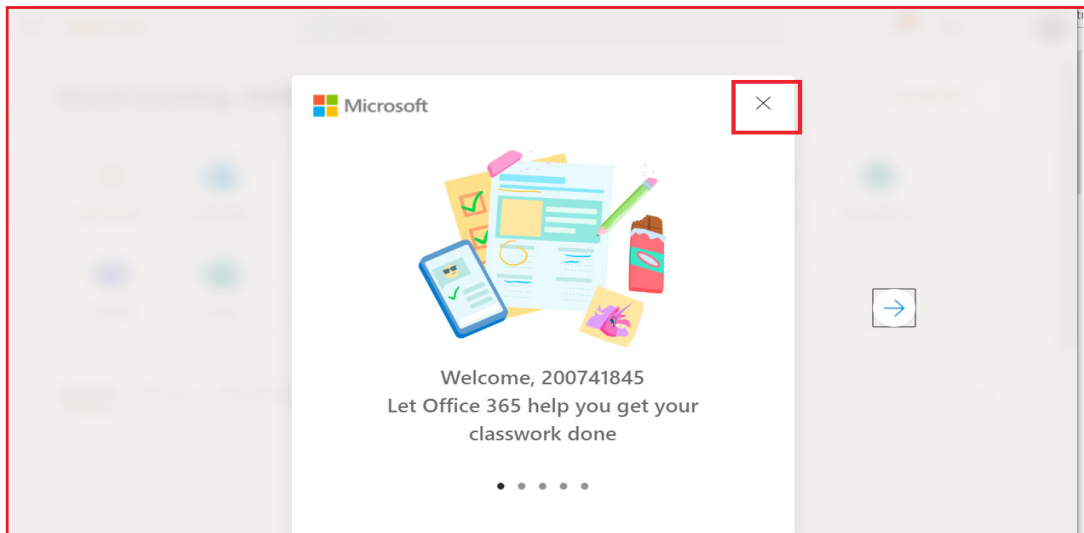
Resend code

Back Next

- You will get this screen below when the process is successful.

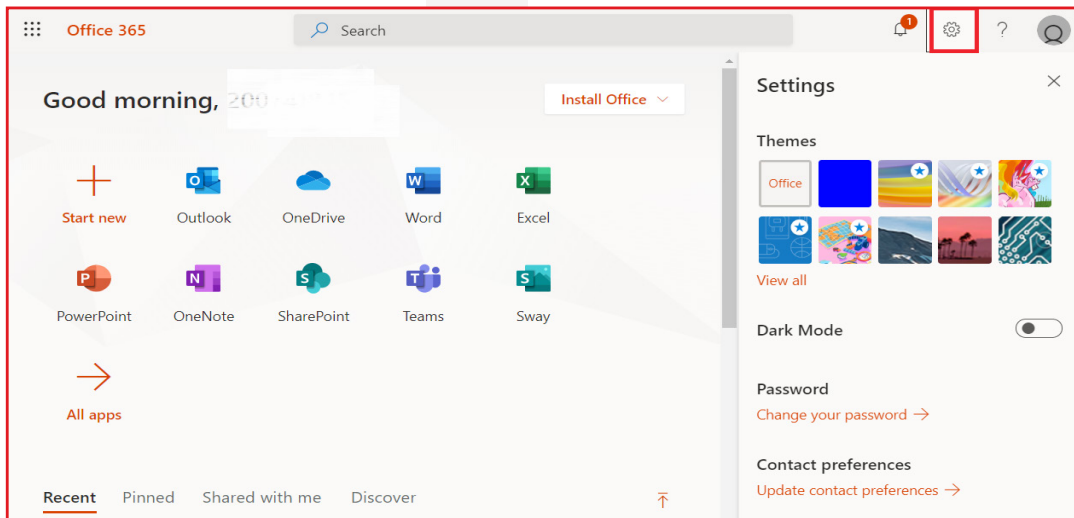


7. You will get the **Welcome** screen, like the one below.  
Click on the X button to **Exit**.



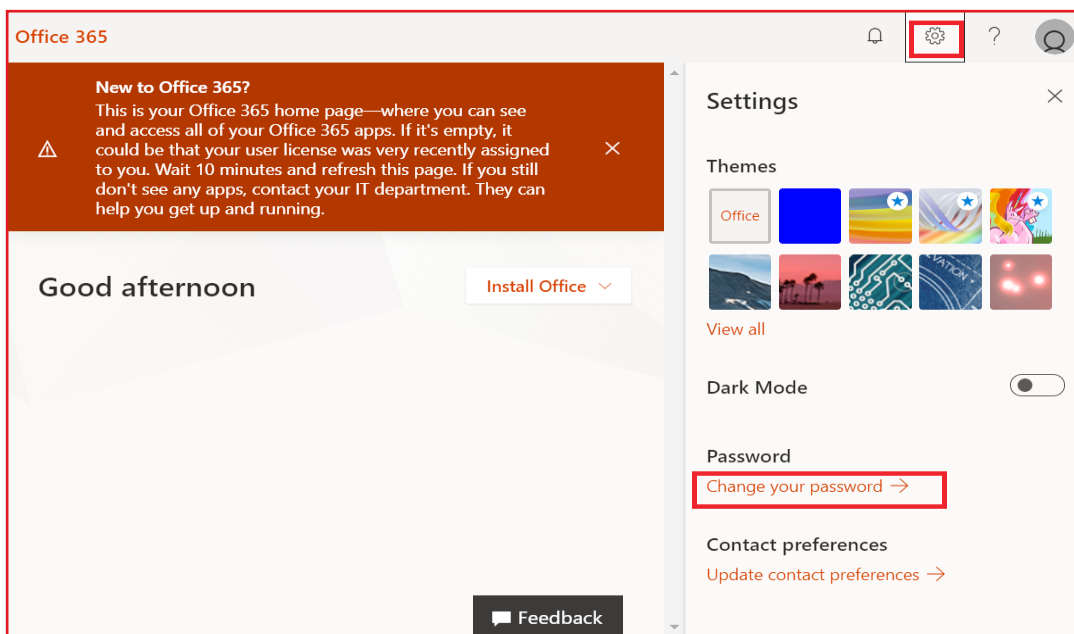
8. You will get the screen below. In the top right hand corner **click** on the **Settings** icon.

**Settings icon** looks like this 



9. You will get the screen below.

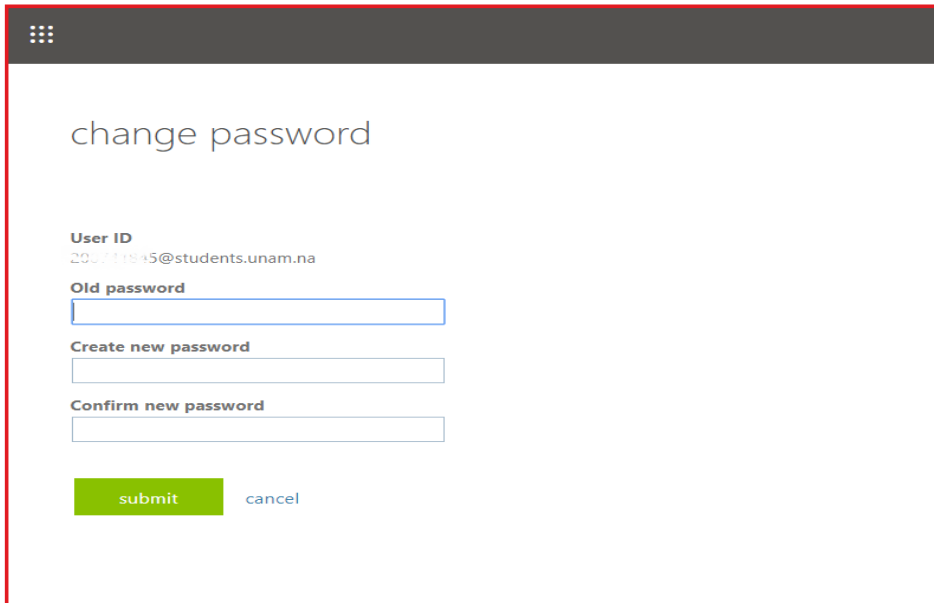
Click on **Change password**



**10.** You will get the screen below.

Enter your **Old Password** (the UNAM student portal one).

Enter a **New Password**, and **Confirm** the new password.

A screenshot of a web interface for changing a password. At the top left, there is a dark grey header with a white grid icon. Below the header, the text "change password" is displayed in a light grey font. Underneath, the "User ID" is shown as "200711545@students.unam.na". There are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom, there are two buttons: a green "submit" button and a grey "cancel" button.

**Keep your new password safe!**

**Your new password must be:**

1. 6 (minimum) – 16(maximum) characters long.
2. Use Symbols like (@ # \$ % ^ & \*)
3. Use numbers.
4. Use uppercase and lowercase letters.