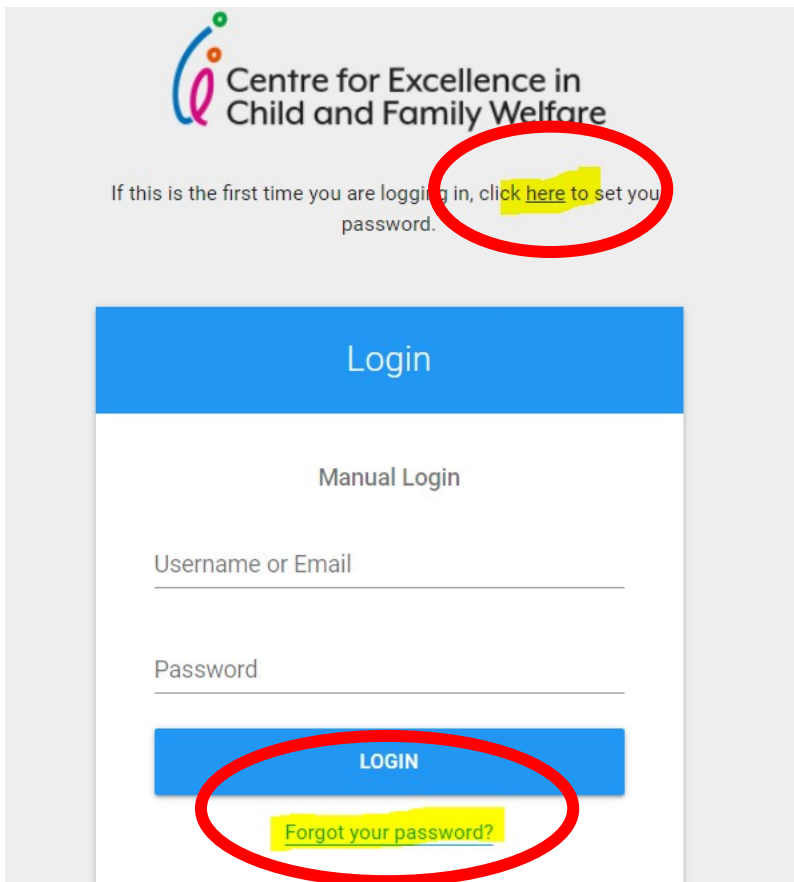
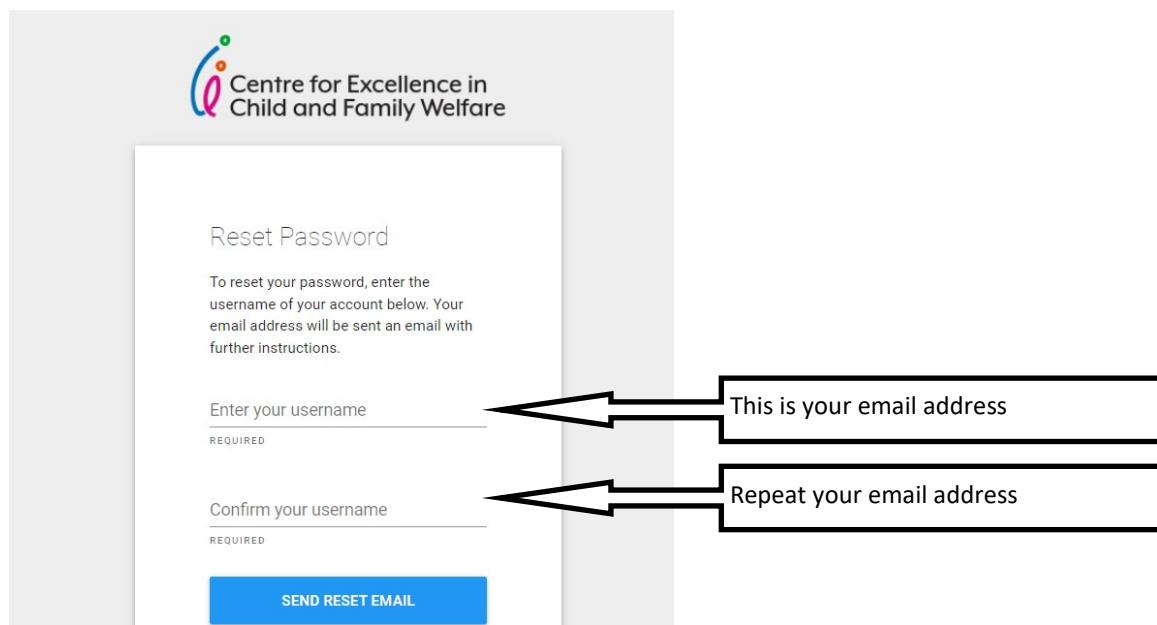


## Set or reset your Password

Navigate to [training.cfecfw.asn.au](http://training.cfecfw.asn.au) and select either highlighted option



The screenshot shows the login page for the Centre for Excellence in Child and Family Welfare. At the top, the logo and name are displayed. Below the logo, a message states: "If this is the first time you are logging in, click [here](#) to set your password." The word "here" is highlighted in yellow and circled in red. Below this is a blue "Login" header. Underneath, the "Manual Login" section contains two input fields: "Username or Email" and "Password". At the bottom of this section is a blue "LOGIN" button, which is circled in red. Below the button is a yellow link that says "Forgot your password?".



The screenshot shows the "Reset Password" page. At the top, the logo and name are displayed. Below the logo, the title "Reset Password" is shown. A message reads: "To reset your password, enter the username of your account below. Your email address will be sent an email with further instructions." Below this are two input fields: "Enter your username" and "Confirm your username". Both fields have "REQUIRED" written below them. To the right of the "Enter your username" field, a box contains the text "This is your email address" with an arrow pointing to the field. To the right of the "Confirm your username" field, a box contains the text "Repeat your email address" with an arrow pointing to the field. At the bottom of the form is a blue button labeled "SEND RESET EMAIL".

This will send an automatic email to your designated email address (username).

**If you do not receive this email**, your organisation's firewall may be blocking it. Check your spam filter mailbox and if it still isn't there contact [maram-admin@cfecfw.asn.au](mailto:maram-admin@cfecfw.asn.au) to have a password assigned to you, which you can change once logging in.