

NOVELL ACCOUNT USAGE

First Time Users

If this is the first time you have logged into OASIS, follow these instructions to activate your account:

1. Go to <http://oasis.curtin.edu.au> and click on the “**Activate your account**” link.
2. The Account Activation screen will open. Type your Curtin ID (eg Staff Id) into the field labeled Curtin ID.
3. Type your date of birth, in the format ddmmyyyy into the field labeled Password. For example, if your birth date is the 7th of December 1980 your password would be 07121980.
4. Click **Next**.
5. You will now be asked to read the Conditions of Use Agreement. Read it carefully and click **I Agree** to continue if you agree to be bound by the terms and conditions. If you do not agree to abide by the terms and conditions of use, click the I Disagree button. Note that if you do not agree with the terms and conditions of use, you will not be given access to OASIS.
6. The Set Password and Secret Question screen will open. Because this is your first login to OASIS, you need to change your password so it is no longer your date of birth. You also need to set a secret question and answer which will be used if you ever have trouble remembering your new password. Once you have set your password and secret question, click **Finish**.
7. You will be shown a message telling you that you have successfully completed the setup of your OASIS account. You can print this page for future reference.

Logging in to OASIS

If you have previously activated your OASIS account, follow these instructions to log in:

1. Type your Curtin ID (eg Staff Id) into the field labeled Curtin ID.
2. Type your OASIS password into the field labeled Password.
3. Click on the Login button.

Forgotten Passwords

If you have forgotten your password, you can reset it yourself by following these steps:

1. Go to <http://oasis.curtin.edu.au> and click on the “**Forgot your password?**” link.
2. The Password Reset screen will open. Type your Curtin ID (eg Staff Id) in the field labeled Curtin ID.
3. Type your date of birth, in the format ddmmyyyy into the field labeled Date of Birth. For example, you would type 07121980 if your date of birth were the 7th December 1980.
4. Click **Next**.
5. Your secret question is now displayed. Type the answer to your question exactly as it was typed when you set your question up - including any capital letters you may have used. If you have forgotten the answer to your secret question, contact [OASIS Staff Support](#) for help.
6. Enter a new password. Make sure you follow the OASIS password criteria. Your new password must be different to previous passwords.
7. Click **Finish**.
8. A success message will be displayed.
9. You will now be able to use your new password to log into OASIS.