UNISA SERVICES EXTERNAL USER GUIDE
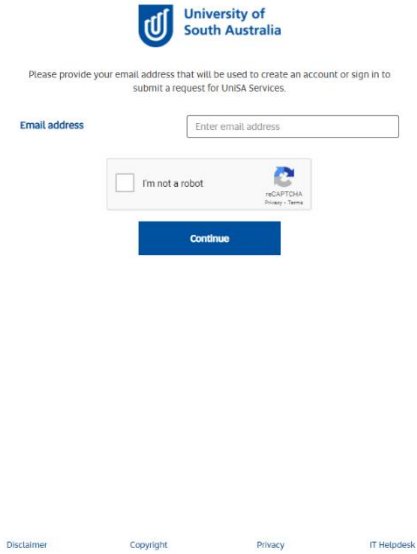
University of South Australia
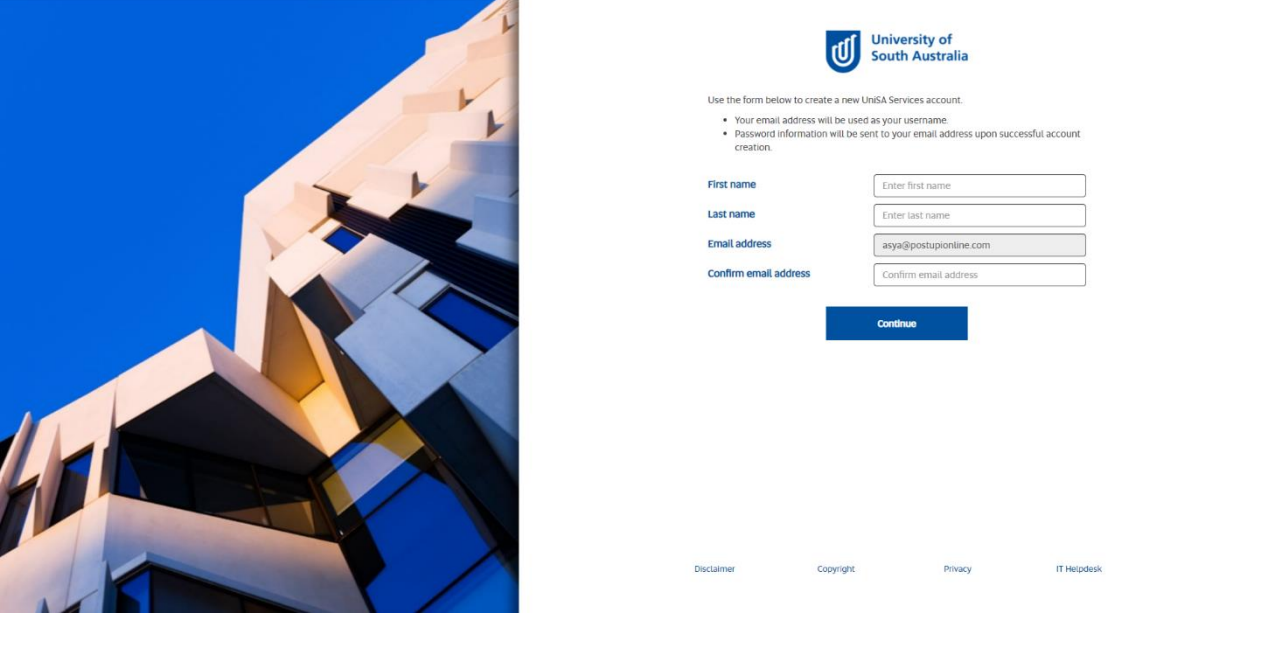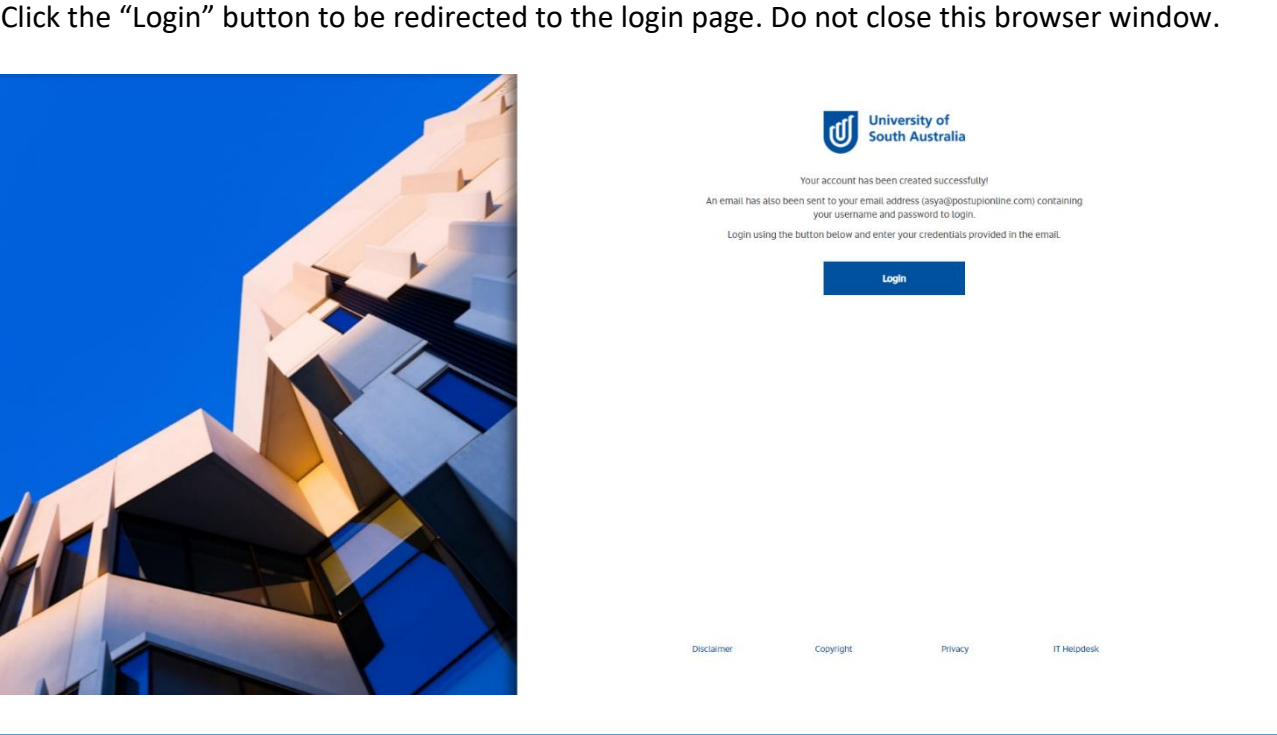
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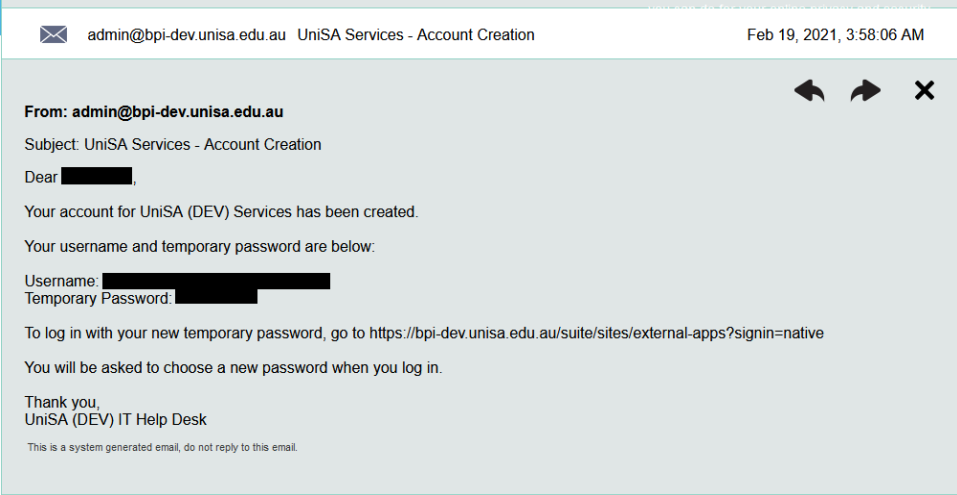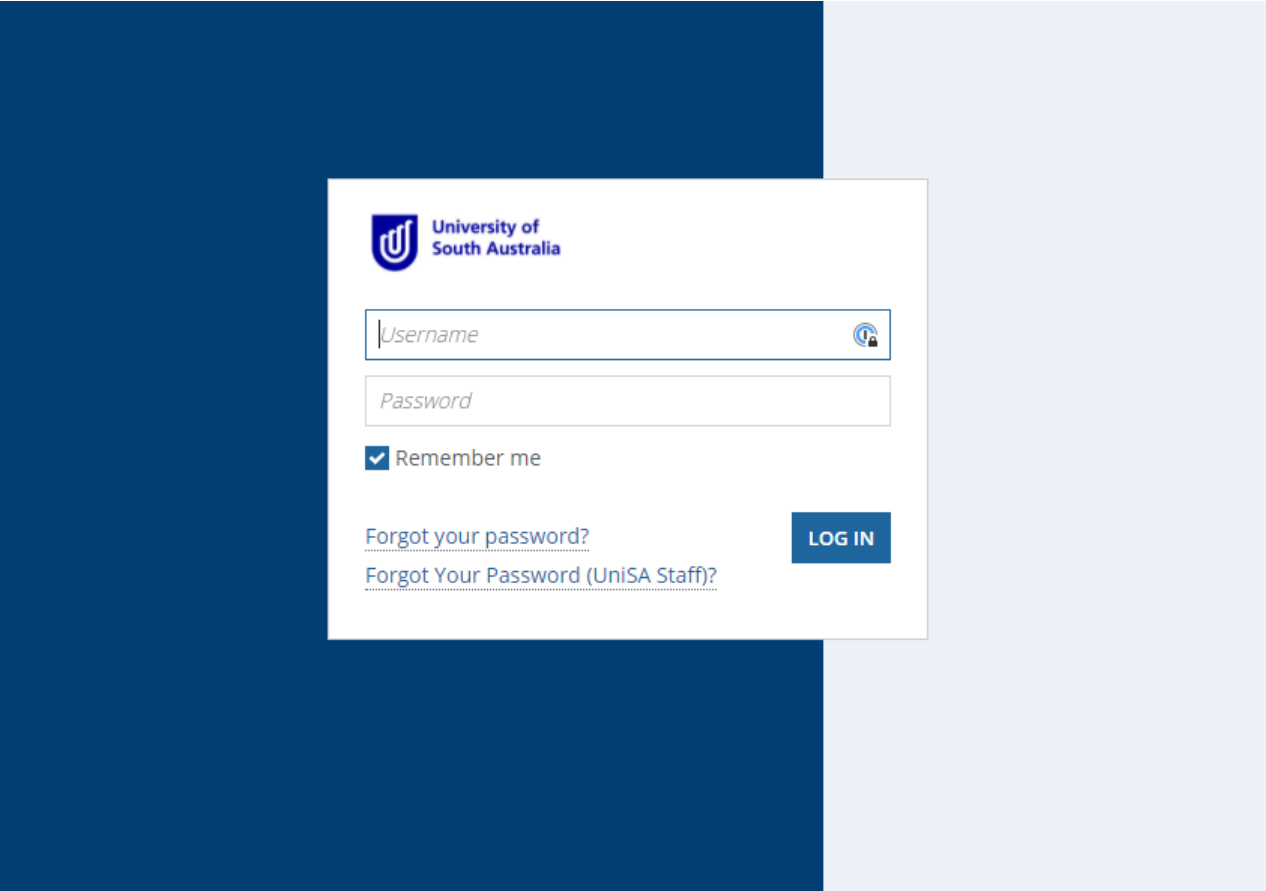
Registration
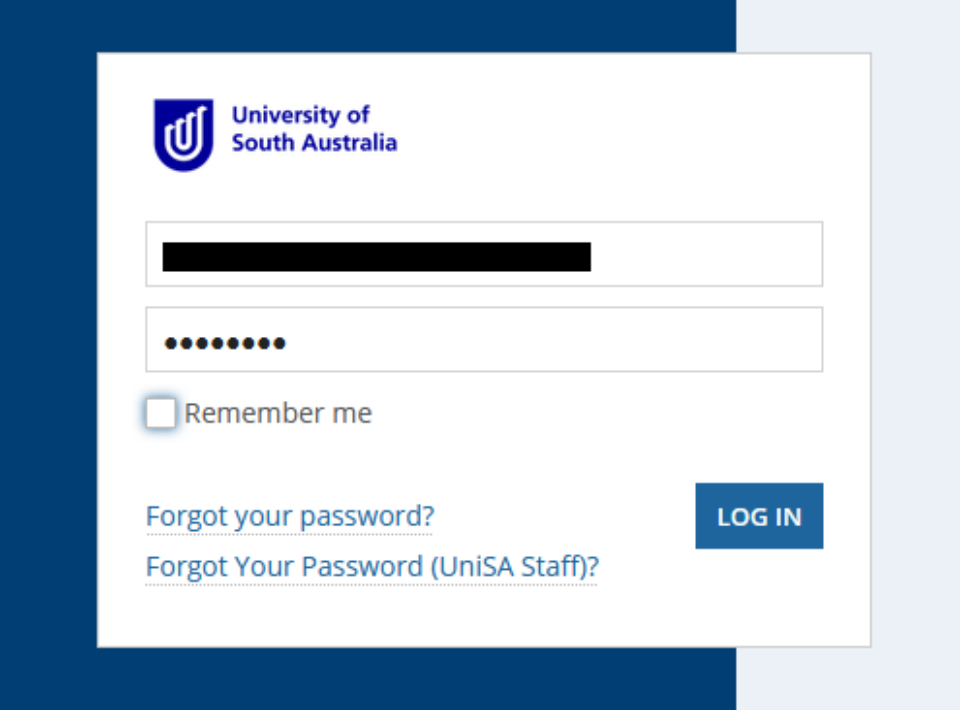
Step	Action
1.	To submit a request for UniSA Services as an external party, navigate to https://my.unisa.edu.au/public/extforms
2.	Enter your email address and complete a security reCaptcha step, click the "Continue" button. Please review Disclaimer, Copyright and Privacy policies before proceeding. If you are having issues interacting with the system, please reach out to IT Helpdesk. Their contacts can be found via the link.
3.	Fill in your first name, last name and email address, then click the "Continue" button. If email you have entered is incorrect, return back to the previous page by clicking the "Back" button in your browser.
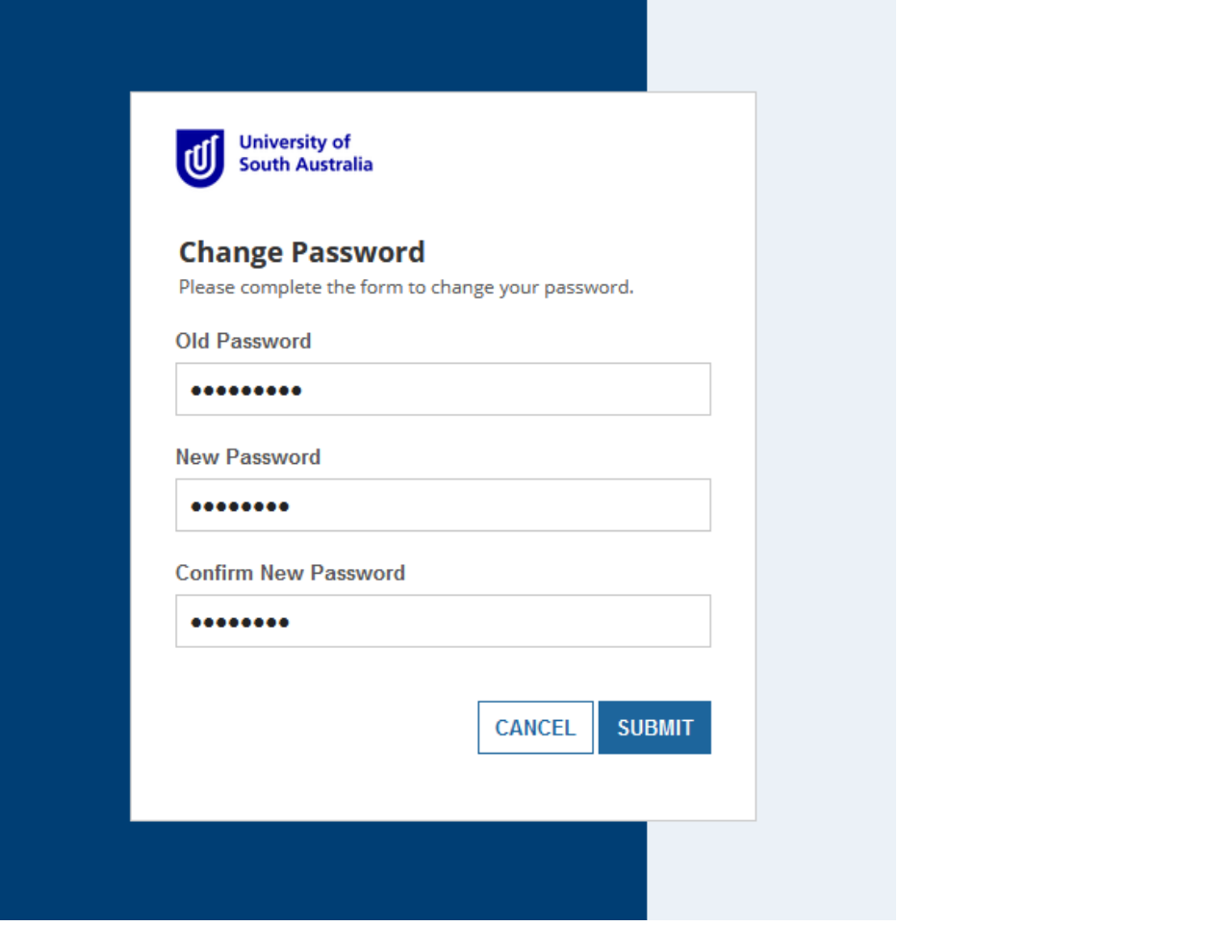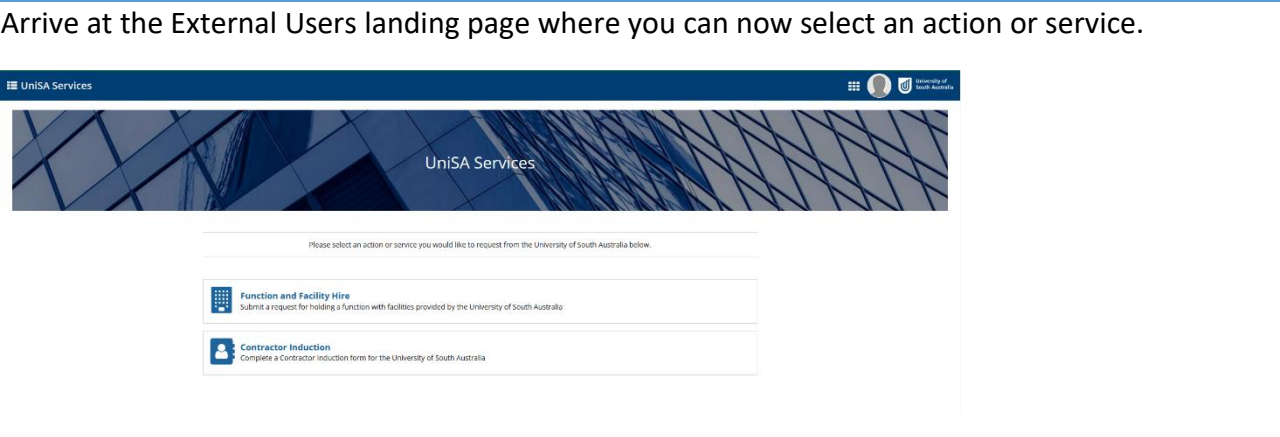
Step	Action
4.	Click the "Login" button to be redirected to the login page. Do not close this browser window.
5.	In a separate window in the browser, navigate to your email client (eg: google) to retrive the email with your username and temporary password.

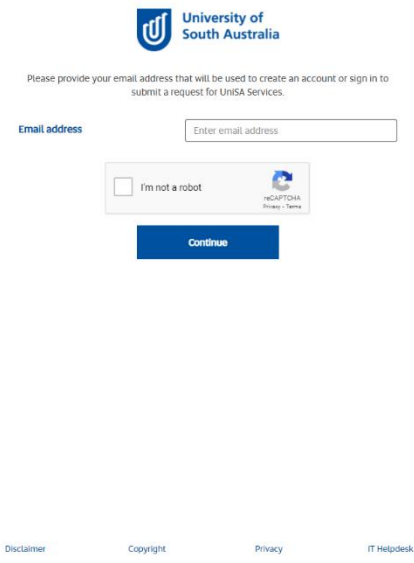| Step	Action
	From: admin@bpi-dev.unisa.edu.au UniSA Services - Account Creation Feb 19, 2021, 3:58:06 AM From: admin@bpi-dev.unisa.edu.au Subject: UniSA Services - Account Creation Dear ▮▮▮▮▮, Your account for UniSA (DEV) Services has been created. Your username and temporary password are below: Username: ▮▮▮▮▮▮▮▮▮▮▮ Temporary Password: ▮▮▮▮▮▮ To log in with your new temporary password, go to https://bpi-dev.unisa.edu.au/suite/sites/external-apps?signin=native You will be asked to choose a new password when you log in. Thank you, UniSA (DEV) IT Help Desk This is a system generated email, do not reply to this email.
6.	Navigate back to the login page University of South Australia Username Password ☑ Remember me Forgot your password? **LOG IN** Forgot Your Password (UniSA Staff)?
7.	Fill in your username and temporary password provided in the email, click the "Log In" button.

Step	Action
8.	Fill in your temporary password provided in the email in the "Old Password" field and then create a new and secure password which you will log in to your account with from now on, click "Submit."

Step	Action
9.	Arrive at the External Users landing page where you can now select an action or service.

Reactivating an Account

Step	Action
1.	If you have not logged into UniSA Services for over 30 days, your account may be deactivate for security reasons. To reactivate your account for UniSA Services as an external party, navigate to https://my.unisa.edu.au/public/extforms
2.	Enter your email address and complete a security reCaptcha step, click the "Continue" button. Please review Disclaimer, Copyright and Privacy policies before proceeding. If you are having issues interacting with the system, please reach out to IT Helpdesk. Their contacts can be found via the link.
3.	Click the "Reactivate" button to activate your account.
4.	Wait to be automatically redirected or click the "Click here" link to be redirected to the login page.

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Your account was reactivated successfully!

Please login using your previous password if you remember it. Otherwise, an email will be sent to you allowing you to set a new password.

You will be redirected automatically in 3 - 5 seconds. If you are not redirected automatically, please click here. |
| --- | --- | --- |
| 5. | You will receive an email that notifies you that your account has been reactivated.

UniSA Services - Account Reactivated Inbox ×

UniSA Services <admin@dev-bpi.unisa.edu.au>
to me ▾

Dear ▮▮▮▮▮▮▮▮▮▮
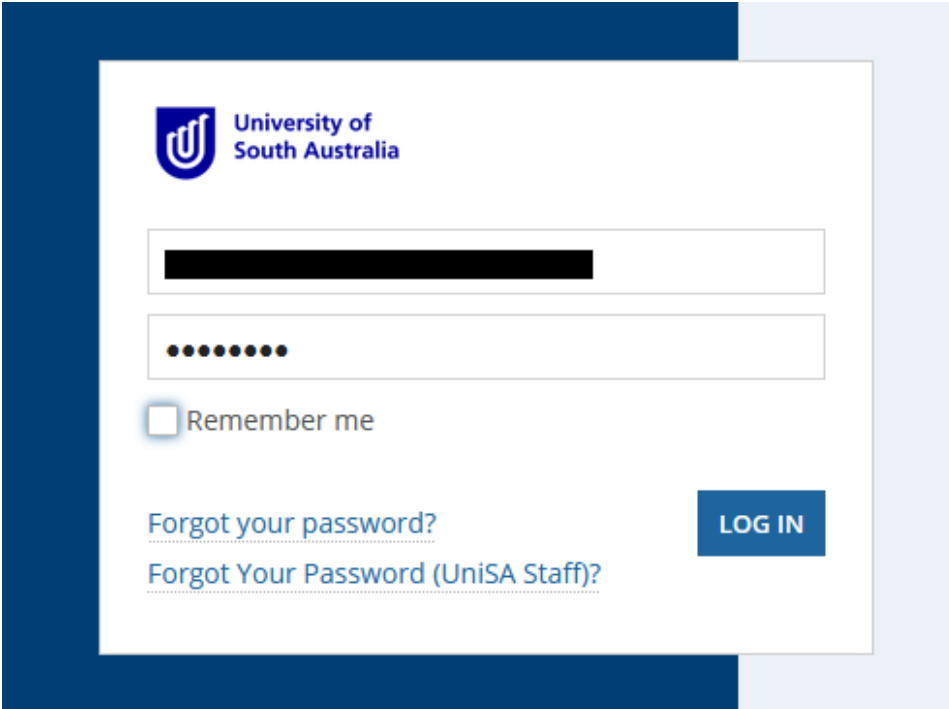
Your account for UniSA (DEV) Services has been reactivated. The password for the account has not been changed. If you wish to reset this password, please follow the link below.

Log into Appian or Reset my Password

Thank you,
UniSA (DEV) IT Help Desk

This is a system generated email, do not reply to this email. | |
| 6. | Enter your username and password, click the "Log In" button.
If you have forgotten your password, please consult the "Password Reset" section in this document.

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☐ Remember me

Forgot your password?   **LOG IN**
Forgot Your Password (UniSA Staff)? | |

7.	Arrive at the External Users landing page where you can now select an action or service.

Password Reset

Step	Action
1.	To reset your password for UniSA Services as an external party, navigate to https://my.unisa.edu.au/public/extforms
2.	Enter your email address and complete a security reCaptcha step, click the "Continue" button. Please review Disclaimer, Copyright and Privacy policies before proceeding. If you are having issues interacting with the system, please reach out to IT Helpdesk. Their contacts can be found via the link.
3.	Click the "Sign In" button to be redirected to the login page.
4.	Click the "Forgot your password?" link.

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5.	Enter your username which is your email address that you registered with and click the "Send Email" button.

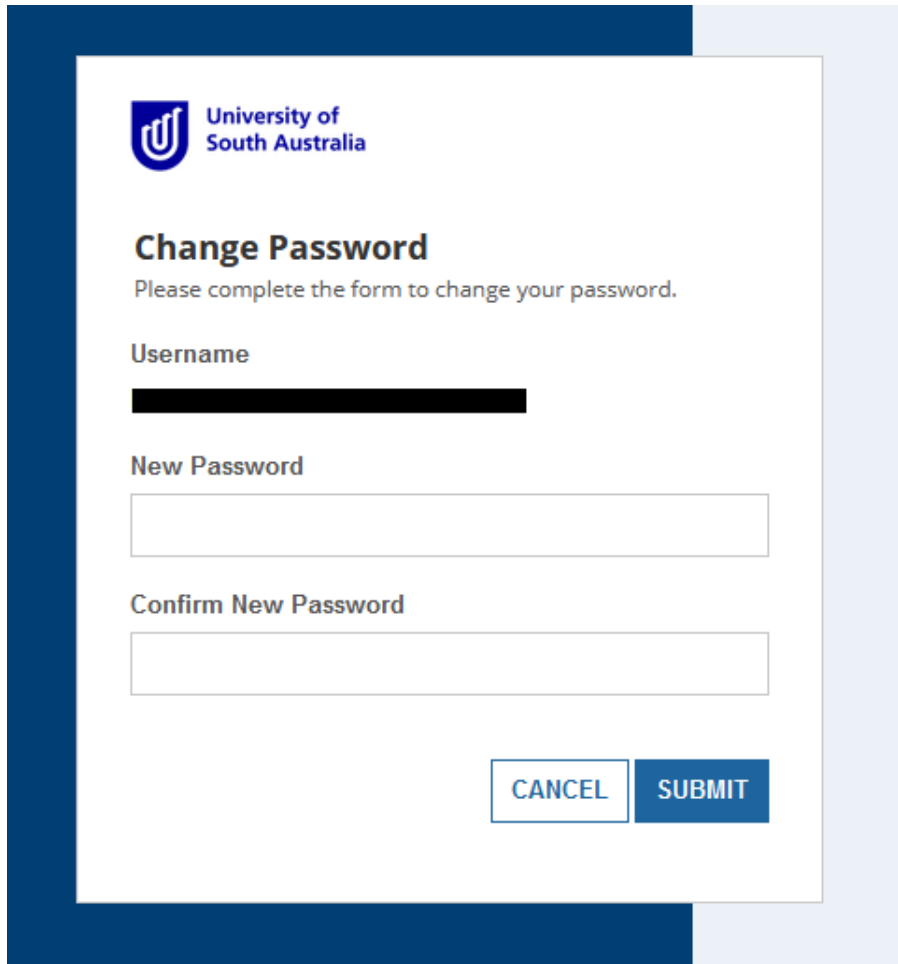| 6.	Receive an email with a reset password link. Click on the link.
	Appian for University of South Australia (DEV) Password Reset Inbox ×
	Appian for University of South Australia (DEV) <admin@bpi-dev.unisa.edu.au> 15:12 (0 minutes ago) ☆ to me ▾ Dear ▮▮▮▮▮▮▮ We recently received a request to reset your password. If you would still like to reset your password, please follow the link below: https://bpi-dev.unisa.edu.au/suite/forgotpassword/?token=jA0EAwMCFtHngNHMuMkB0qMBS1bUypRYcKabXySupAAOQUIUwm4SJtpz8__K5D9jxVgxeCiXdMtjFAHTbcsF5VrMCvlqdJ4venEF46EJARx0R-6dte_t6qR2rfBMrQY4B7ZMes4YCGk1pUXiBoE2ED4ewEvLJCnajc19VPmq0YgSAQy2VHU1eJHPaZZpDzsoo-KcbHjZueMlsITFvEYNT465C3lPn_2Dc2TO219OBoMjTOr2 This link expires in 1,440 minutes. If you did not request for your password to be reset, please contact your administrator. Your password will not be reset unless you follow the above link and complete the password reset form. Thank you, Appian for University of South Australia (DEV)
7.	Create a new password. Click Submit.
	University of South Australia **Change Password** Please complete the form to change your password. **Username** ▮▮▮▮▮▮▮▮▮▮ **New Password** [ ] **Confirm New Password** [ ] CANCEL SUBMIT
8.	Arrive at the External Users landing page where you can now select an action or service.

Submit a request for UniSA Services – non-UniSA staff or students