



# ARK User Guide Change Password

## ARK User Guide For Students and Staff Reset or Change University of Divinity Account Password

Version 2  
Effective from 4 Feb 2015

This document shows students and staff how to:

1. Reset their password – If the password has been forgotten, a new password is generated and sent to their email box
2. Change their password – allows the user to set their own password

About the University of Divinity account:

- Each user receives a University of Divinity account which allows them to access the following systems using the same username and password.
  - TAMS (Student Management System) [mcd.edu.net.au](http://mcd.edu.net.au)
  - ARK (Learning Management System) [ark.divinity.edu.au](http://ark.divinity.edu.au)
  - Discovery Layer (electronic library subscriptions) [mcd.worldcat.org](http://mcd.worldcat.org)

NOTE: ALL PASSWORDS ARE RESET IN TAMS (Theological Academic Management System – the University’s database)

The University of Divinity account consists of:

Username	A student’s email address, registered at the time of enrolment. The username can only be changed by a college registrar. Staff email accounts are setup by College and OVC <sup>1</sup> Staff.
Password	Student passwords, by default, are a combination of date of birth and student number, in the form DD/MM<last three digits of your student number> (do not include “<” and “>”) Staff passwords are initially set by OVC staff. Users, whether student or staff, can change their password in TAMS. A password, when changed, is updated immediately in all systems.

<sup>1</sup> OVC – Office of the Vice-Chancellor

# 1. Reset Password

(scroll down for the Change Password section)

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 <http://ark.divinity.edu.au> login page, click on the “Forgotten your username or password link?” link.




 YOU ARE NOT LOGGED IN.

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HOME > LOGIN TO THE SITE

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Login here using your username and password  
(Cookies must be enabled in your browser) 

USERNAME

PASSWORD

**LOGIN**

Remember username

**Forgotten your username or password?**

1. You'll be directed to the TAMS forgot password link.
2. Enter your University of Divinity username, which should be the email address you supplied in your enrolment.
3. Enter your Date of Birth in the required format
4. Press on the "Reset User Password" button

### USER DETAILS

Fields marked with a \* are compulsory

*User Login Id/Student Number/Email Address:	<input type="text" value="testing12@test.com"/>
*Date of Birth (dd/mm/yyyy)	<input type="text" value="29/08/1978"/>
<input type="button" value="Reset User Password"/>	

- The next screen will confirm if a new password has been sent to your email address.
- If you receive an error at this point, contact your college registrar.

**Your password has been sent to the email address: testing12@test.com.**

### USER DETAILS

Fields marked with a \* are compulsory

*User Login Id/Student Number/Email Address:	<input type="text" value="testing12@test.com"/>
*Date of Birth (dd/mm/yyyy)	<input type="text" value="29/08/1978"/>
<input type="button" value="Reset User Password"/>	

- Check your email box for an email from the University of Divinity. It will contain your new password.
- You may use this password to log into University of Divinity systems, including:
  - TAMS (Student Management System) mcd.edu.net.au
  - ARK (Learning Management System) ark.divinity.edu.au
  - Discovery Layer (electronic library subscriptions) mcd.worldcat.org

## 2. Change Password

To change your University of Divinity password, visit the TAMS website:

<http://mcd.edu.net.au>

1. Enter your University of Divinity username (email address)
2. Enter your password
3. Press "Login now"

If you get an error at this point, either reset your password (instructions above) or contact your registrar

### STUDENTS WILL SEE THIS SCREEN

(STAFF Need to select the CONTACTS tab. See below.)

#### APPLICATION LOGIN

Welcome! Please identify yourself with a username and a password:  
Please Note: That usernames and passwords are case sensitive.

Username/Email Address:

Password:

#### GET MY PASSWORD

If you are an existing student/user get a new password and enable your user account:

[Reset Password Here](#)

From the left hand menu, select "My Login" (For Staff, this is simply called "Login")

**Student**

**SUCCESS:** Student

**STUDENT DETAILS**

Name:

DOB:

Phone:

Address:

Billing Address:

Email:

Status:

Home College:

Advisors:

[View Student Details](#)

4. Enter your new password in the “New Password” field
5. Re enter your new password in the “New Password Verify” field
6. Press the “Update User Password” button

Student
Wizard[off] Logout[20141

**ASSIGNED SECURITY FOR USER LOGIN**

Login Id	Security Group	From Date	Thru Date
201418072	STUDENT	13/02/2014 11:38:01	

**EDIT USER LOGIN DETAILS**

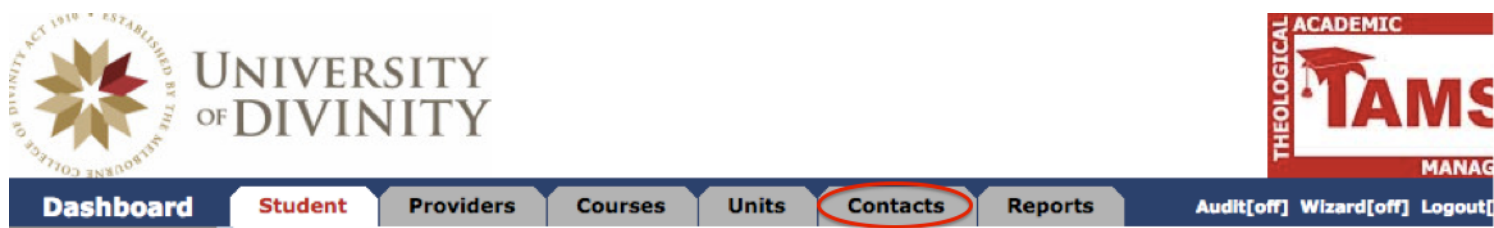
<b>User Login Id:</b>	201418072		
<b>Current Password</b>	<input type="password"/>		
<b>New Password</b>	<input type="password"/>		
<b>New Password Verify</b>	<input type="password"/>		
<b>Password Hint:</b>	Your date of birth in the form dd/mm plus the last three chars of your password dd/m		
<b>Enabled:</b>	<input type="text" value="user_login_enabled"/>		
<b>Disabled Date:</b>	<input type="text" value="13/02/2014 23:11:45"/>	<b>Successive Failed Logins:</b>	<input type="text" value="0"/>

You'll be automatically logged out of TAMS.

At this point, your password has been changed in all University of Divinity Systems, including:

- TAMS (Student Management System) mcd.edu.net.au
- ARK (Learning Management System) ark.divinity.edu.au
- Discovery Layer (electronic library subscriptions) mcd.worldcat.org

**STAFF** Need to select the **CONTACTS** tab.



Follow the procedure set out above.