How to Reset Student Passwords via EMU – Educational Management Utility

Available from:
http://staff.det.nsw.edu.au

EMU allows staff to reset student passwords individually OR for groups of students (bulk re-set).

1. **Log on** to the DEC Portal http://staff.det.nsw.edu.au

   **NOTE:** For access requests to EMU, please log a service desk incident at [MySupport](http://staff.det.nsw.edu.au)

2. Enter your **DEC User ID** and **Password** eg john.citizen1.

3. Your **DEC Insight** home screen will display. Click on the **My Applications** tab.
4. Then click on **EMU – Educational Management Utility**.

**NOTE** – **click on +Add to my Essentials to add a shortcut to EMU on your DEC Insight home page**

5. **Click on EMU shortcut**

6. **EMU allows staff to reset student passwords individually, or for groups of students (bulk reset).**

   6.1 **To search for an individual select the location name.**

   6.2 **Click on Search.**
6.3 To search for a group, select a group name Eg: First Aid 024 from the Scholastic Groups column.

6.4 Click on the group name

7. The results are listed alphabetically by last name

8. To reset a single student password, click on the Actions tab and select the Reset Password.

9. To change multiple student passwords, select the Bulk Reset Password tab.

For bulk password reset, you will be taken to another screen.
10. To change **multiple student passwords**, choose a password and confirm the password.

**Bulk Reset Password**

The password policy for ~024TS0069 states:

- Password must consist of at least 6 characters

<table>
<thead>
<tr>
<th>Students:</th>
<th>Alina McCullagh</th>
<th>Bailey McKenney</th>
<th>Gregory Johnson</th>
<th>Kathleen Avery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kim Newburn</td>
<td>Sandra Dargan</td>
<td>Seth Gabriel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Password:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Password:</td>
<td></td>
</tr>
</tbody>
</table>

Please confirm the password by entering it a second time.

Then select **Reset**.

11. **Sorting the Students**

You can click the **Last Name** or **First Name** options in the table to sort the students on the information in that column. Click once to sort the information in ascending order; click again to sort the information in descending order.

Showing 1 to 7 of 7 entries

<table>
<thead>
<tr>
<th>DEC User ID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

**Password Policy:**

- **Passwords must be a minimum of 6 characters – numbers not essential**
- **Special keyboard characters are allowed EXCEPT for double quotation marks, ”, and the 'at' symbol, @**
- **Do not include spaces**
- **Remember that passwords are case sensitive. Students will need to enter their password in exactly the same case in which you enter the new password**

12. When the process is complete, a message will display “**password changed successfully**”

For detailed information about the DET Portal and other applications go to: