Australian Bird and Bat Banding Scheme (ABBBS) Change my details

The 'Change my details' screen enables a user to change their email address, password and their security question and answer.

This Quick Reference Card outlines how to change those details.

After successfully logging on, the following screen is displayed. The name of the logged on user is displayed at A.

For further help to logon please see the Quick Reference Card for 'Logon'.



Fig 1: Welcome to the ABBBS secure client portal screen

Change my details

This screen does enable the user to change their email, security question and answer and password in one session however it also enables the user to change any of the details separately.

Changing email address details

 Select the 'Change my details' hyperlink (B) from the 'Welcome to the ABBBS secure client portal' screen (Figure 1) and the following screen is displayed:



Fig 2: ABBBS secure client portal – change my details

- The 'Current email address' field is automatically populated with the current users registered email address (C). The user can change the email address by entering a new address in the free text field labeled 'New email address' (D). The 'Security Question' drop-down box defaults to 'Favourite bird?' (E), the other fields on this screen default to blank.
- To change your email address only, manually type in the new email address in the 'New email address' field (F).

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Fig 3: ABBBS secure client portal – change my details

4. To save the new email address click the 'Save changes' button (G) and the following screen will be displayed.

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Fig 4: Welcome to the ABBBS secure client portal

- 5. This screen displays a message that 'Notification that the new details have successfully been changed and an email will be sent' (H).
- 6. You can check your email that your details have been updated otherwise contact the ABBBS.

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Changing security question details

 To change a security question/ANSWER navigate back to the 'Change my details' screen (B) and select either 'Favourite bird?' or 'Favourite bat?' (I) from the drop-down box associated with the 'Security question' field and manually type in the new answer to the selected question (J).



Fig 5: ABBBS secure client portal – change my details

8. To save the new 'Answer to security question' click the 'Save changes' button (K) and the following screen will be displayed.

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- Fig 6: Welcome to the ABBBS secure client portal
- Notification that the new details have successfully been changed and an email will be sent is displayed (L).
- 10. You can check your email that your details have been updated otherwise contact the ABBBS.

Changing password details

11. Select the **'Change my details'** hyperlink (B) from the 'Welcome to the ABBBS secure client portal' screen (Figure 1) and the following screen is displayed:





- 12. To change the password manually type in the new password into the 'New password' field (M) and retype the same password in the 'Re-enter password' field (N).
- 13. To save the new password click the 'Save changes' button (O).
- 14. If the two passwords you have entered do not match you will be asked to re enter the details.
- 15. If your changes are successful a message will be displayed on the screen (Figure 8) notifying you that the details have successfully been changed and an email has been sent (P).

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Fig 8: Welcome to the ABBBS secure client portal

NOTE: The confirmation email will not include your new password for security reasons.

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Logging off

16. When using the web portal you can logoff at anytime. Each screen has a logoff button and it is in the same position on all screens. On the following screen image this position is shown as (Q).



Fig 9: ABBBS secure client portal – data validation service results, showing the location of the logoff button

17. To logoff simply select this button at (V) and follow the prompts.

Further information

 For more information on using the ABBBS web portal see other **Quick Reference Cards** in the series. These can be found at:

http://www.environment.gov.au/biodiversity/science/ab bbs/publications.html