

Australian Bird and Bat Banding Scheme (ABBBS) Forgotten password

Accessing the ABBBS site

1. Open a new internet explorer session and navigate to the Australian Bird and Bat Banding Scheme web portal at:

<http://www.environment.gov.au/biodiversity/science/abbbs/>

2. The ABBBS screen is displayed with a link to the 'Secure client portal' displayed.
3. Select the 'Secure client portal' link marked as A on Figure 1.



Fig 1: The Australian Bird and Bat Banding Scheme web portal

4. The ABBBS secure client portal screen is displayed. You can then select the 'Logon' hyperlink (B) as shown in Figure 2.

Fig 2: The Australian Bird and Bat Banding Scheme secure client web portal 'Welcome' screen



5. You will be taken to this screen (Figure 3).
6. If you have an existing account and have forgotten your password you can select the 'Forgotten your password? Click here' hyperlink at (C) from here.



Fig 3: The Australian Bird and Bat Banding Scheme secure client web portal – logon screen

Forgotten your password?

7. The Forgotten password screen is displayed. (Figure 4).



Fig 4: The Australian Bird and Bat Banding Scheme secure client web portal – forgotten password screen

8. You will need to enter details (at D) for

- Authority number
- Surname
- Answer the security question

ensuring they match your registered account details.

9. After you enter the correct details and click on the submit button (E) the screen refreshes.

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10. A message will be displayed on the refreshed page at (F) that will let you know that your password has been re-set and your new password has been emailed to you.



Fig 5: The Australian Bird and Bat Banding Scheme secure client web portal – login screen

Further information

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

<http://www.environment.gov.au/biodiversity/science/abbbs/publications.html>