

# How to change your password – a guide for students



Access the QLearn sign in screen <https://qlearn.eq.edu.au/>

Type your user name (MIS) and the generic password given to you by the teacher.

The generic password will automatically prompt the **change password** screen to appear.



Queensland Government

Department of Education

## Sign in

Username

Password

I accept the conditions of use

[Forgot password?](#)

[Change password](#)

## Conditions of use

The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.

Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies.

**Students** - please refer to the Student Code of Conduct for your obligations and the consequences of non-compliance, or ask your teacher for more information.

**Staff** - you must comply with the Code of Conduct, Standard of Practice and department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in you being charged with an offence, e.g. under section 408E of the Criminal Code (Qld), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).

Once you are in the Change Password screen complete the following:

1. In Current Password – Enter your current password or the password the Teacher has given you
2. New Password – Enter the new password you wish to now use
3. Confirm Password – Type in the same password exactly as you did in the New Password field.

## Change Password

**Your password must be reset before you can log on.  
Please change your password and try again or  
contact the Service Centre.**

Current Password

New Password

Confirm Password

## Password requirements

Your new password must meet the following minimum password requirements:

- Be at least eight characters in length
- Not contain all or part of the username
- Not be a previously used password
- Contain characters from three of the following categories:
  - Lowercase English letters (a - z)
  - Uppercase English letters (A - Z)
  - Numbers (0 - 9)
  - Special Characters (e.g. !, @, #, \$)

Your screen should look like this:

Note: You should see your username instead of the small dark grey box (being used for demonstration purposes only).

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Then click on the Change Password button.

The next screen will be confirmation that your password has successfully been changed.

## Change Password

Congratulations! You have successfully changed your password.

[Continue](#)

You will then be redirected to the initial Sign In screen where you can sign in with your new password.

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