

## ForceNet Password expiry

Cyber threats evolve daily and protection starts with password maintenance. To protect your data ForceNet has implemented the ongoing requirement for regular password updates.

**Note:** Throughout this guidance reference to ADF/APS members also includes sponsored Defence contractors.

**Passwords to access ForceNet must be changed every 90 days.** All users will receive an email reminder 2 weeks and 1 week prior to their password's expiry date. Where no action is taken by the user following these emails, the account will be locked and require additional user action to verify and unlock.

*Why are you emailing my personal email address? When you registered on ForceNet, your details were provided through the PMKeyS interface, which uses your alternate personal email address for contact.*

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### Email advice 1 & 2 – password will expire shortly

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#### First email reminder

Received two weeks prior to expiry date



#### Second email reminder

Received one week prior to expiry date



To reset your password, click the **Reset password** button on the email to display the *Reset Password - Self-Service Reset Password* screen, enter the required details and click the **Confirm password reset** button.

**RESET PASSWORD**

**SELF-SERVICE RESET PASSWORD**

Please use this form to update your current ForceNet account password.

Your password must contain a minimum of 8 characters, including at least 1 lowercase letter, 1 uppercase letter, 1 number and 1 symbol.

Your new password will be valid for 90 days.

Required Fields

Username \*

Current password \*

New password \*

Confirm password \*

**Confirm password reset**

If you do not know your username or password, click 'Forgot login details' and follow the prompts.

[Back to ForceNet home](#)

**Note:** If you do not remember your password, click the **Forgot login details** button and follow the prompts to verify your account and reset your details.

Once your password has been successfully reset via the *Reset Password - Self-Service Reset Password* screen, you will be presented with an on-screen confirmation.

**UATV1** Government Online

**RESET PASSWORD**

✓ **RESET PASSWORD SUCCESSFUL**

Please log in with your new password.

**Log in to ForceNet**

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You can now **log in to ForceNet** via the ForceNet homepage using your updated password.

**LOG IN** Username Password **Log in** → Apply to join Forgot login details? Reset Password

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***Email advice 3 – Password has expired and must be reset***

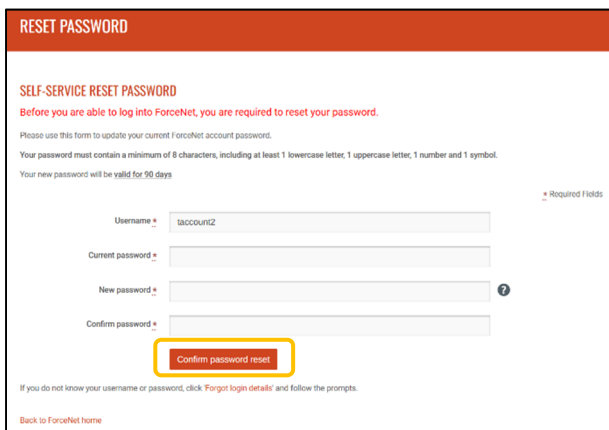
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**Email 3** – Your ForceNet password has expired and must be reset to maintain continued access. Links contained within previous email reminders have now expired.

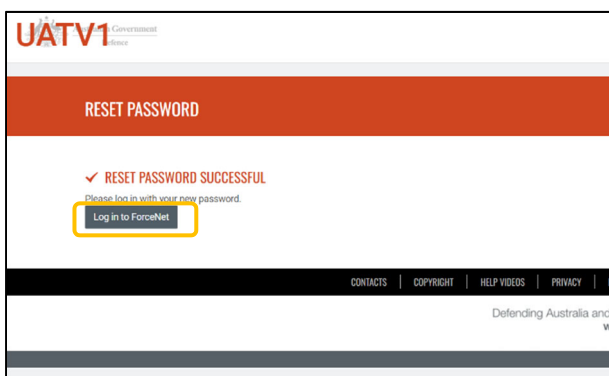


To reset your password, click the **Reset password** button on the email to display the *Reset Password - Self-Service Reset Password* screen, enter the required details and click the **Confirm password reset** button.

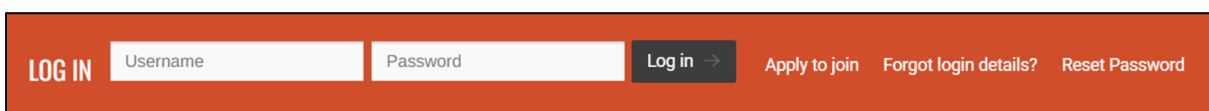
**Note:** as your password has expired, you must reset your password to maintain continued access.



Once your password has been successfully reset, you will be presented with an on-screen confirmation.



You can now **log in to ForceNet** via the ForceNet homepage using your updated password.



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*Email advice 4 – account is locked, no action was taken to update password*

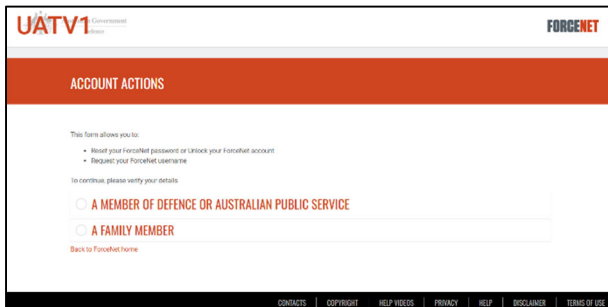
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**Email 4** - Your ForceNet account is now locked. You are required to unlock your account and reset your password before you can log in.



To unlock your account, your details will need to be verified before any password reset action can be undertaken.

To verify your details click the **Unlock Account** button on the email to display the *Account Actions* screen and make the relevant selection (ADF/APS or Family member). Enter your details and click the **Reset password or Unlock Account** button.



**ADF/APS members will see this screen -** complete your details and click the **Reset password or Unlock account** button.

**A family member will see this screen -** complete your details and click the **Reset password or Unlock account** button.

Once your account has been successfully verified, you will be presented with an on-screen confirmation and advice that instructions on how to reset your password have been emailed to you.

Following successful verification of your account, you will receive the below email with a link to Reset password/Unlock account.

When clicking the above **Reset password/Unlock account** button you will be taken to one of the following screen dependant on your user selection ADF/APS or family member.

**ADF/APS members will see this screen -**  
complete the details and click **Set password**.

**A family member will see this screen -**  
complete the details and click **Submit**.

Both ADF/APS and family members will receive the below on screen confirmation once they have completed the above password reset form

You can now **log in to ForceNet** via the ForceNet homepage using your updated password.