

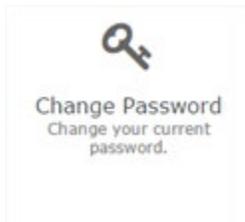
Staff - How do I change my password?

UFS employees must change their passwords every 90 days. You will receive an e-mail notification informing you that your password is about to expire. You may also choose to change your password regularly for security reasons.

To change your password, navigate to the following website on your web browser: <https://selfservice.ufs.ac.za>.

Sign in by typing your UFS username and current password and click on Sign in.

Click on Change Password



Type a new password in the New Password and Confirm Password Text boxes and click on Change Password. Note that previously used passwords are not allowed.

Your password must be between 7 and 32 characters long and must contain at least 1 numeral, 1 capital letter and 1 special character.

Please be patient as the password is changed. Once the change is complete, you will see the following:



Please Wait
Self Service Password Reset

Your password is being changed. This process may take several minutes, please be patient.



Once complete, please close your web browser. You have completed the password change process.

Here is the video link: <https://medial.ufs.ac.za/Player/e9h5hDH2>