

# eCentre and My Computer Account

## Transcript

- 0:00 eCentre at Charles Darwin University. eCentre and my computer account.
- 0:06 This video will show you how to view the status of your computer account.
- 0:11 Change your password, Update your security questions and view the Information and Communication Technology policy.
- 0:19 eCentre can be found from the CDU home page by clicking the "Staff" tab and scrolling down to "Staff computer account / eCentre".
- 0:29 You login into eCentre using your CDU username and password.
- 0:42 Click the "About Me" tab.
- 0:45 You can view information regarding your computer account by clicking the "My Computer Account" item.
- 0:51 You can see the following information from here, the status, changing passwords, security questions and the ICT policy.
- 1:10 The Status shows your current status of your computer account.
- 1:16 The green ticks signify all is okay with that item.
- 1:21 A red cross indicates you do not have access to that item.
- 1:25 To the right of the ticks and cross are explanations of what each one means.
- 1:32 A red cross does not necessarily mean that there is something wrong only that you do not have access to that service.
- 1:38 In this case there is a red cross next to "LDAP – Staff on line" which is okay because this account is not a CDU staff member.
- 1:47 If I wanted to change the password I would click "My Computer Account" > "Change Password".
- 1:54 The change password page allows you to change your computers password.
- 1:58 The rules for the password are detailed on the page.
- 2:02 You need to enter your new password twice and click "Change Password".
- 2:10 The security questions are those that you provided to the system to allow you to reset your own password.
- 2:18 You have to provide at least four answers. A tip here is to answer all of them because if you only answer four and forget one of your answers.
- 2:28 The system can only have a pool of four questions it can ask you.
- 2:33 If you answer 12 and forget one there is a good chance that the system won't ask you the one that you forgot.
- 2:41 Because it's choosing from 12 questions instead of four.
- 2:44 The last thing on "My Computer Account" is the "ICT policy".
- 2:49 Here you can read the policy that you agreed to when you activated your account.
- 2:53 This page has a print button to allow you to print out the policy.
- 3:03 Finish