1. Browse to the following website:  
   [https://passwordreset.hutchins.tas.edu.au](https://passwordreset.hutchins.tas.edu.au)  

   Enter your username in the box provided.  
   *(This is your ID number)*  

   If you do not have your ID number, please contact accounts accounts@hutchins.tas.edu.au  
   for assistance.  

   Click Next

2. Enter the word *parent* in the box when prompted (this is to confirm that you are a  
   real person).  

   Click Next

   **Do not close this screen.** You will need to come back to this screen to input the security  
   code (see next instruction).

3. Check your email for a message from *svc-fim-service@hutchins.tas.edu.au*  

   Please check your junk mail.  

   Enter the code from the email into the box provided to continue the reset process.  

   Click Next
4. Enter a new password.

**NOTE:** Passwords must be 6 characters or longer and you cannot use your last 6 passwords.

Click Next.

5. Congratulations! You have successfully reset your password.

You are now able to access academic information about your son by going to [https://rory.hutchins.tas.edu.au](https://rory.hutchins.tas.edu.au)