

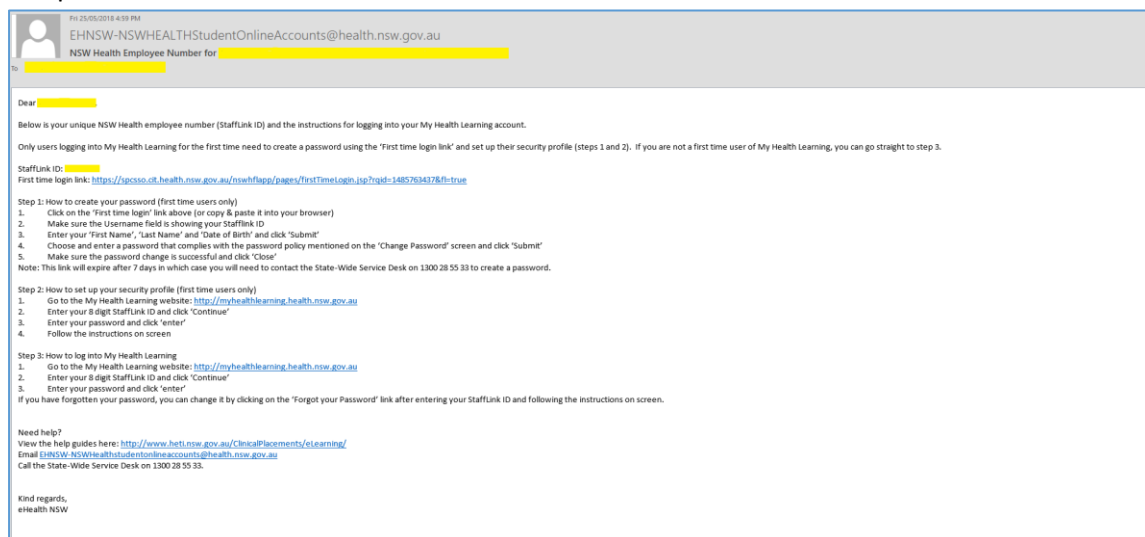
## [Create your password using the First time login link](#)

This guide provides step by step instructions for creating your NSW Health password using the **First time login link**.

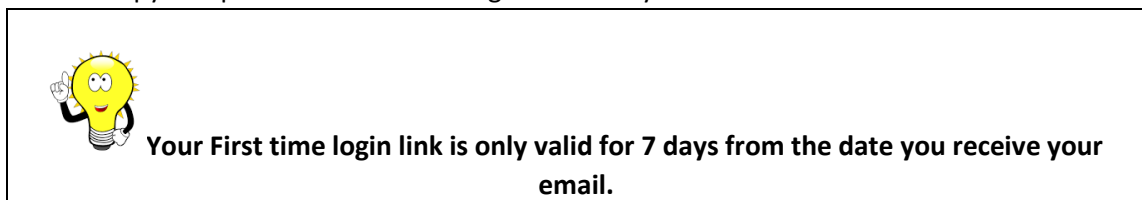
If you are due to commence additional placements in NSW Health, you will receive a similar email without the First time login link. If you have forgotten your password, you will need to reset it via the **Forgot Your Password** link after entering your StaffLink ID when logging into **My Health Learning**.

- 1) You will (or have already received) an automated email with Stafflink ID, First time login link and the instructions to create the password.

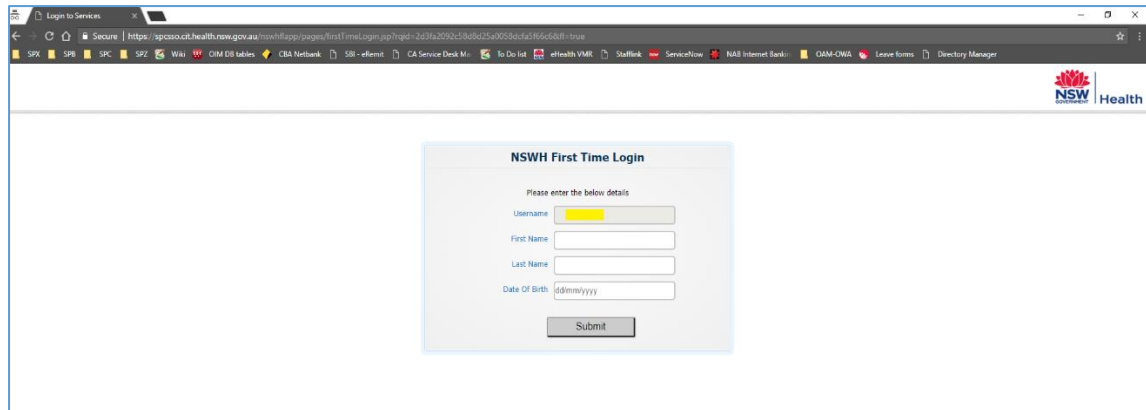
Sample email notification shown below



- 2) Click on or copy and paste the 'First time login link' into your browser



3) Make sure your 8 digit Stafflink ID is pre-populated in the Username field



4) Now enter your First Name, Last Name and Date Of Birth and click 'Submit'

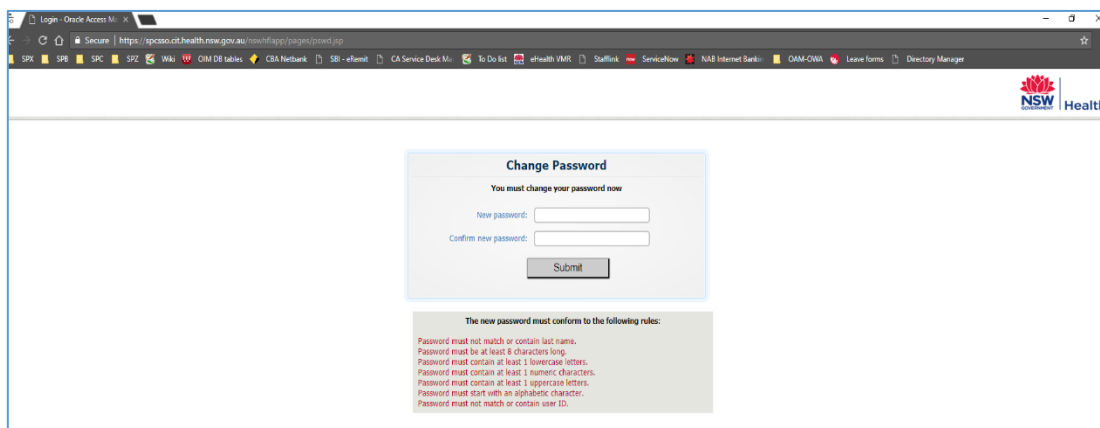
Note: If you have entered incorrect login details or the validity of the first time login link has expired then you will be re-directed to the error page as shown. In such situations, please contact State Wide Service Desk on **1300 28 55 33** for help with setting up your password.



- 5) In the **Change Password** screen, Choose and enter a password that complies with the password policy mentioned on the screen and click 'Submit'

Password policy rules:

- Password must not match or contain last name
- Password must be at least 8 characters long
- Password must contain at least 1 lowercase letters
- Password must contain at least 1 numeric characters
- Password must contain at least 1 uppercase letters
- Password must start with an alphabetic character
- Password must not match or contain user ID



**Change Password**

You must change your password now

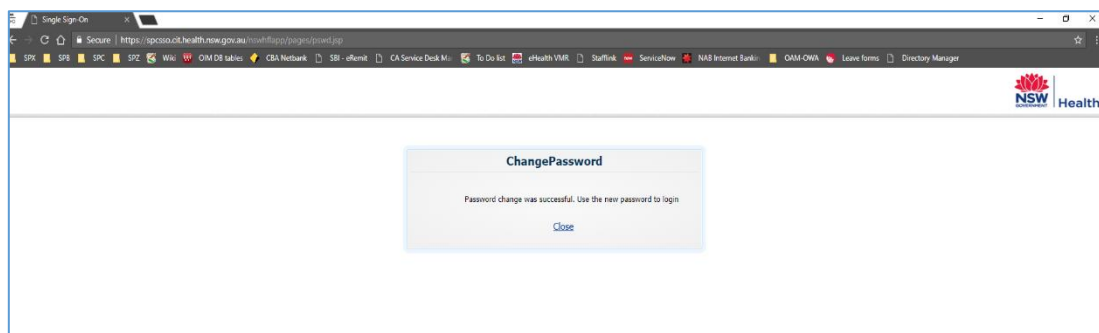
New password:

Confirm new password:

The new password must conform to the following rules:

- Password must not match or contain last name.
- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letters.
- Password must contain at least 1 numeric characters.
- Password must contain at least 1 uppercase letters.
- Password must start with an alphabetic character.
- Password must not match or contain user ID.

- 6) Make sure the password change is successful and click 'Close'



**ChangePassword**

Password change was successful. Use the new password to login

- 7) You can now try logging into My Health Learning <http://myhealthlearning.health.nsw.gov.au>

If you have any further issues, please contact the State-Wide Service Desk on 1300 28 55 33.