

# My login details on Housing Online

### Help resource

To change your Housing Online login details including email, password, secret question and memorable date click **My login details** from the dashboard.

|                     | Housing Online |              | 🕒 Log Out              |
|---------------------|----------------|--------------|------------------------|
| sages               | My repairs     | My tenancies | My housing application |
| mond<br>ails are up | to date.       |              |                        |
|                     |                | ⇒            |                        |
|                     | My log         | in details   |                        |
|                     |                |              |                        |

If you change your email address on Housing Online, this information will be updated in our system records.

Remember to use this updated email address next time you login to Housing Online. If you change your password, you need to enter your current password and your new password twice for validation.



You can also change your secret question and your memorable date. Choose from the list of options for your secret question.

| celett your secret question nom the drop down ist.                                                                                                                                                                                                                                                                                                                                                       | Salact                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Where were you born?                                                                                                                                                                                                                                                                                                                                                                                     | Question                                                    |
| Secret answer                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| Perth                                                                                                                                                                                                                                                                                                                                                                                                    |                                                             |
| Memorable date                                                                                                                                                                                                                                                                                                                                                                                           |                                                             |
| 01/01/20                                                                                                                                                                                                                                                                                                                                                                                                 |                                                             |
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| Update Cancel                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| our our                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                          | Click                                                       |
| If you update your login details on this screen, you will nee                                                                                                                                                                                                                                                                                                                                            | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee                                                                                                                                                                                                                                                                                                                                            | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni                                                                                                                                                                                                                                                  | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni<br>about your housing assistance requests.                                                                                                                                                                                                       | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni<br>about your housing assistance requests.<br>How to change your preference                                                                                                                                                                      | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni<br>about your housing assistance requests.<br>How to change your preference<br>You can unsubscribe from this service at any time. You ca                                                                                                         | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni<br>about your housing assistance requests.<br>How to change your preference<br>You can unsubscribe from this service at any time. You can<br>by contacting us at housingonline@communities.wa.gov.a                                              | ed to use the new details next time you use Housing Online. |
| If you update your login details on this screen, you will nee<br>Electronic communications<br>You are now automatically subscribed to receive electroni<br>about your housing assistance requests.<br>How to change your preference<br>You can unsubscribe from this service at any time. You ca<br>by contacting us at housingonline@communities.wa.gov.a<br>What to do if you get an incorrect message | ed to use the new details next time you use Housing Online. |

### **Frequently asked questions**

#### I only want to change my login email address, what do I do?

You can change your email address by using My login details of My contact details page. Once you click Update, your email address will be updated in our records, and you need to use the updated email address next time you use our online services.

#### I only want to change my password. What do I do?

If you only want to change your password, enter your current and new password in the relevant fields and click Update.

#### I have forgotten my login details. What do I do?

If you can't remember your email address, contact support at <u>housingonline@communities.wa.gov.au</u>.

If you've forgotten your password, click the forgot password link on the login page.

You'll be prompted to enter your email address and answer the secret question you have previously chosen.

Once this has been answered correctly, you'll receive an email with a link and instructions to reset your password.

#### I cannot remember the answer to my secret question. What do I do?

You have three attempts to answer your secret question. If you can't remember after three attempts, please contact support at <u>housingonline@communities.wa.gov.au</u>.

You will be contacted by a Housing officer who will need to confirm some details before they reset your account.

#### I did not receive an email to recover my password. What do I do?

Try to refresh your email inbox or check your spam/junk folder and check that there are no internet connection issues or network delays in your area.

If you have checked for these issues and haven't received the email within 10 minutes, please contact support at <u>housingonline@communities.wa.gov.au</u>.

## I cannot access Housing Online because my email address or password is not valid. What do I do?

Check that you have entered the email and password correctly and try to enter your details again. If this doesn't work contact support at <u>housingonline@communities.wa.gov.au</u>.

# I was able to login previously but now it does not allow me to log back in. What do I do?

Something may have changed on your account since the last time you logged in or your email and password are entered incorrectly. Try to enter your details again. If this does not work, contact support at <u>housingonline@communities.wa.gov.au</u>.

#### How do I know if I have logged out of Housing Online?

After you click the Logout button, a new screen will display confirming that you logged out successfully.

#### What if I forget to logout?

We strongly recommend that you log out after you use Housing Online services. If you forget, the system will automatically log you out after 10 minutes.