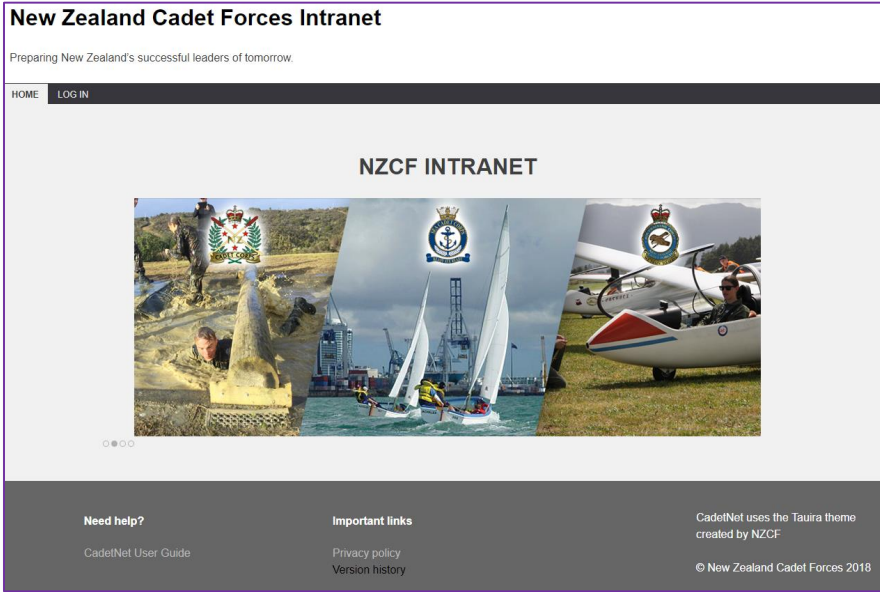
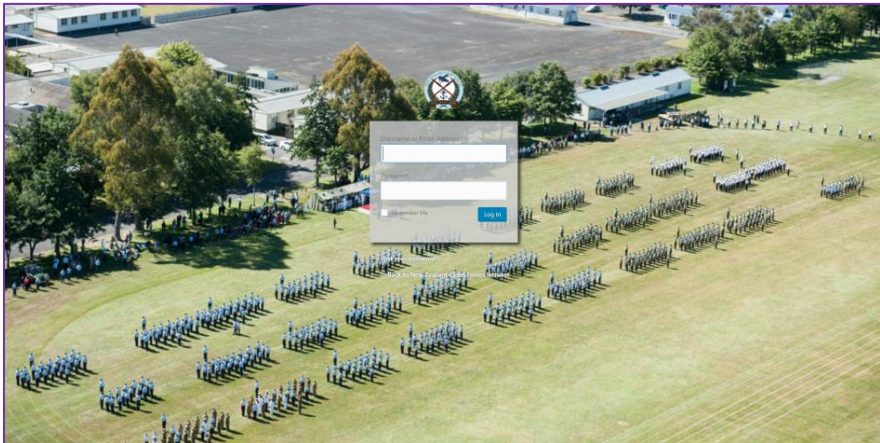
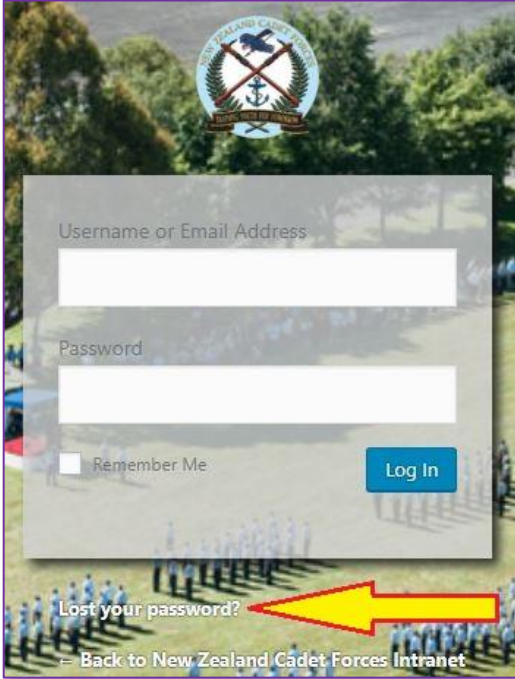
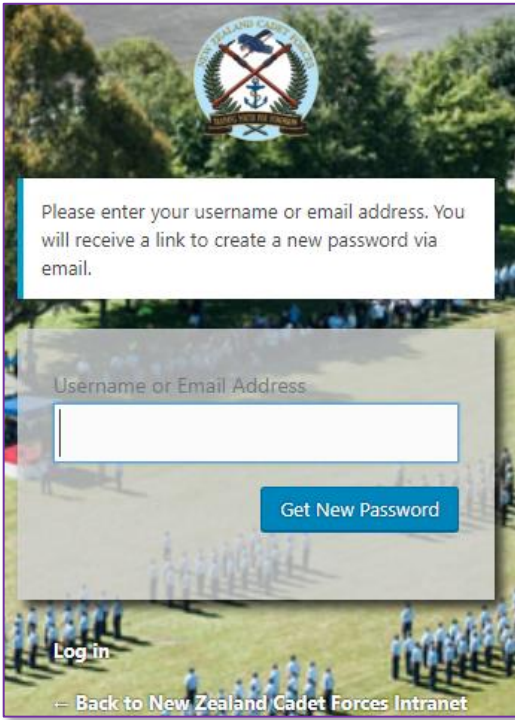
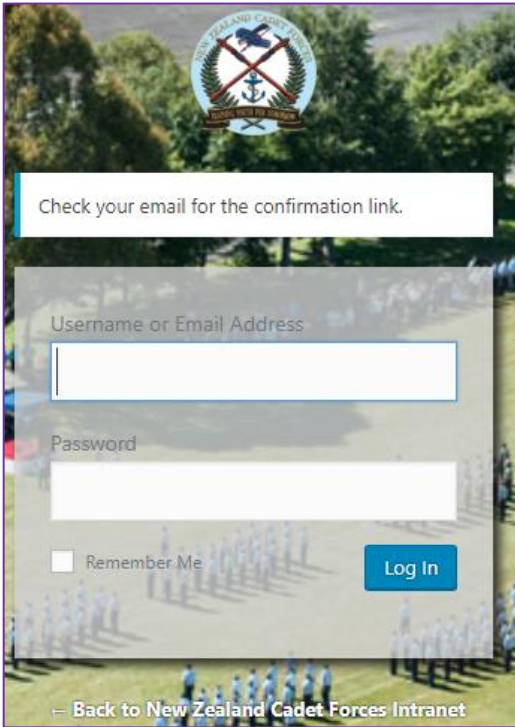
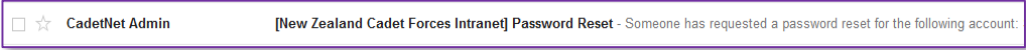
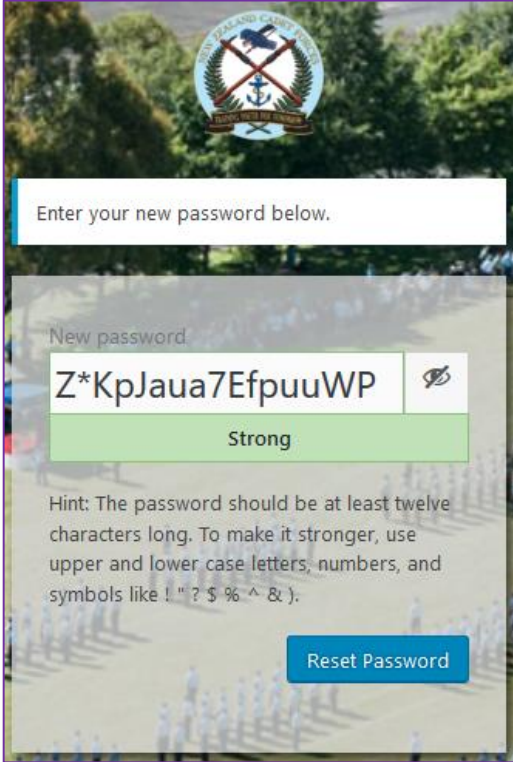
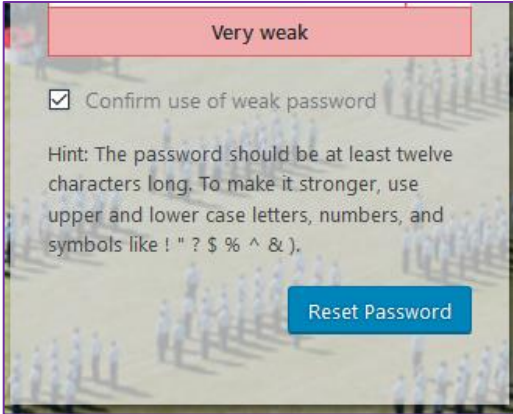

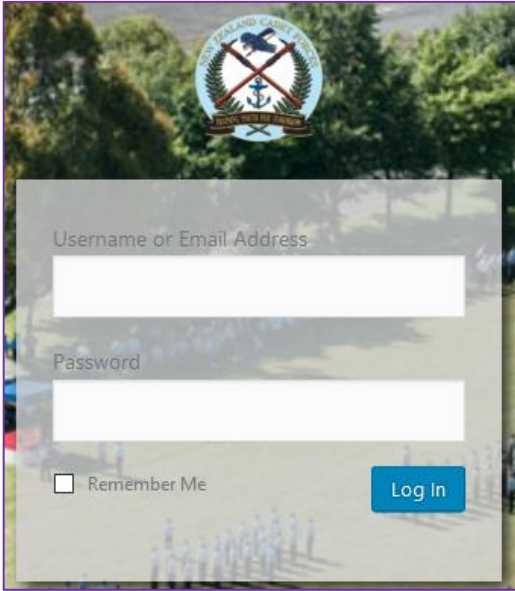


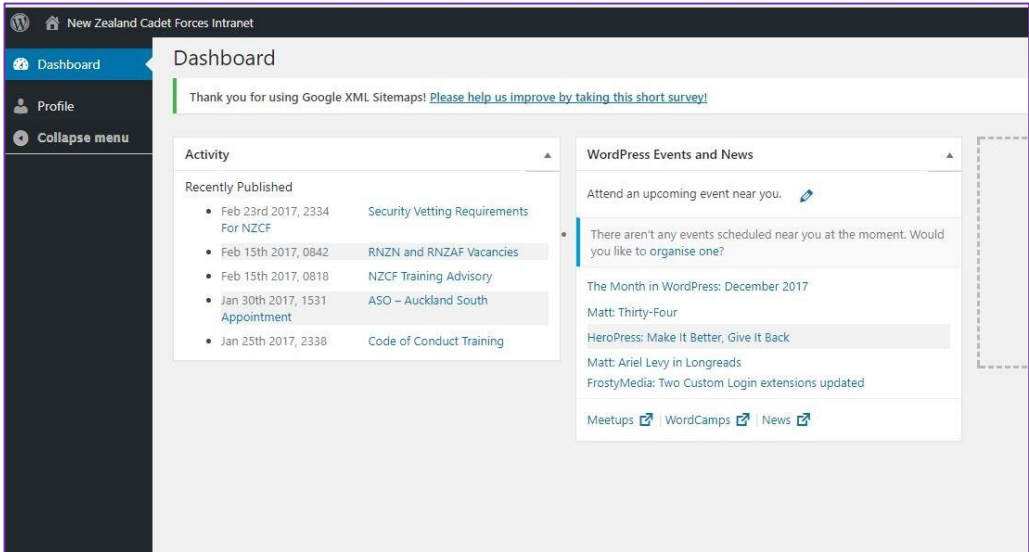
Step	Action
1	<p>From your Web Browser (we recommend using Google Chrome), go to the following URL:  <a href="https://www.cadetnet.org.nz">https://www.cadetnet.org.nz</a></p>
2	<p>You will be presented with the following screen:</p> 
3	<p>Click on the 'LOG IN' menu option.</p>
4	<p>You will be presented with the following screen:</p> 

Step	Action
5	<p>Now click on the 'Lost your password?' link just under the login box.</p>  <p>The screenshot shows the New Zealand Cadet Forces Intranet login page. At the top is the organization's crest. Below it is a login form with fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. A yellow arrow points to the 'Lost your password?' link located below the login form. At the bottom of the page, there is a link to 'Back to New Zealand Cadet Forces Intranet'.</p>
6	<p>You will be presented with the following screen:</p>  <p>The screenshot shows the 'Forgot Password' screen. At the top is the organization's crest. Below it is a text box that reads: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below the text box is a form with a 'Username or Email Address' label and an input field. A 'Get New Password' button is positioned to the right of the input field. At the bottom of the page, there is a 'Log In' link and a link to 'Back to New Zealand Cadet Forces Intranet'.</p>
7	<p>Enter your email address or the one you have been assigned and click on the <b>Get New Password</b> button.</p>

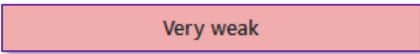
Step	Action
8	<p>You will see the following screen:</p> 
9	<p>If you have your own email account, then open your email and there should be an email line that looks like:</p> 
10	
11	Click on the link.

Step	Action
12	<p>You will be presented with the following screen and a suggested password.</p> 
13	<p>Unless you have a very good memory or use a password safe we strongly suggest that you change the password to something you will remember and the click <a href="#">Reset Password</a>.</p> <p><b>Note:</b> You may be presented with the following screen if CadetNet determines that you have a weak password.</p>  <p>Just 'check' the 'Confirm use if weak password' check-box and then press the <a href="#">Reset Password</a> button.</p>

Step	Action
14	<p>You will be presented with the following screen:</p>  <p>Click on the <a href="#">Log in</a> link.</p>
15	<p>You will be presented with the following screen:</p>  <p>Enter your email address and the password you have just set and click the <a href="#">Log In</a> button.            For those with a <a href="mailto:cucdr.[unit]+yourfirstname.yoursurname@cadetforces.org.nz">cucdr.[unit]+yourfirstname.yoursurname@cadetforces.org.nz</a> email then it will be the password your Unit Commander has set for you.</p>

Step	Action
16	<p>You will be presented with the following screen:</p> 
17	Hover your mouse over the 'House' icon and click on <b>Visit Site</b> .
18	You will be directed to the main Intranet home page.

If you need to change your password from what your Unit Commander gave you then do the following:

17a	Click on the <b>Profile</b> menu option.
18a	Scroll down to the bottom of the page and select the <b>Generate Password</b> button.
19a	You will be present with a suggested password which you can use if you want to, but you may find it hard to remember so type your new password in.
20a	<p><b>Note:</b> You may be presented with the following screen if CadetNet determines that you have a week password.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Just 'check' the 'Confirm use if weak password' check-box and then press the <b>Update Profile</b> button.</p>
21a	Now return to Step 17 above to continue.