

Aka Toi Login Guide

How to reset your Aka Toi password



The key aspects of a strong password are length (the longer the better); a mix of letters (upper and lower case), numbers and symbols, no ties to your personal information and no dictionary words.

How to reset your Aka Toi password:

1. In the Login section, click the 'Password reset?' link

A screenshot of the Aka Toi login interface. It features a dark grey header with the word 'LOGIN' in white. Below the header, there are two input fields: 'Username' and 'Password', each with a small grey icon to its left. A 'Remember username' checkbox is checked. A 'Log in' button is positioned below the password field. At the bottom left of the form, there is a link labeled 'Password reset?'.

NOTE: If you are using your own computer or device, we recommend ticking the 'Remember username' field so that the next time you login you will only need to enter in your password.

2. Enter either, your username or email address, do not enter both. Then, click the 'Search' button

A screenshot of the 'Let's find your account' form. The title is underlined. Below the title, there is a paragraph of text: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' There are two sections: 'Username' and 'Email address'. Each section has a text input field with a small grey icon to its right and a 'Search' button below it.

3. If you are found in our database, you should receive an email from no-reply@akatoi.careerforce.org.nz with a link to reset your password. It contains easy instructions to proceed and complete this password change. If you continue to have difficulty, please contact the site administrator at learning.ops@careerforce.org.nz

NOTE: If you haven't received an email from Aka Toi, it might be in your Junk or Spam inbox.