

How to set or re-set your password.

The screenshot shows the ADF Library website. At the top left is the ADF logo and 'Alcohol and Drug Foundation'. At the top right is a red bar with 'DRUG INFO & ADVICE LINE: 1300 85 85 84'. Below this are links for 'HELP & SUPPORT SERVICES', 'SEARCH', 'COVID-19', 'INSIGHTS', 'PROGRAMS', and 'ABOUT'. A black navigation bar contains 'TALKING ABOUT DRUGS', 'REDUCING RISK', 'DRUG FACTS', and 'RESOURCES'. On the right side, there is a 'PRINT' button and a sidebar with a 'BACK TO RESOURCES' button and a list of links: 'DrugInfo', 'Text the Effects', 'Publications', 'Drug Information Directory', and 'Glossary'. On the left, the 'ADF Library' section has a description and two buttons: 'Sign in to the ADF Library' and 'Join the ADF Library'.

You will receive a welcome email with your username. When you first use the ADF Library, you will be asked to read the [Privacy Policy](#) and agree to it. You will also be invited to create your own password using the username in the welcome email.


1. To set your password, open the [ADF Library WorldCat discovery service](#).
2. Click on the [Sign In](#) button in the top-right of the screen.

This screenshot shows the top of the ADF Library website. The ADF logo and 'Alcohol and Drug Foundation' are on the left. On the right, there is a 'Hello' greeting and a 'Sign in for the full experience. [Sign In](#)' button. Below the navigation bar, there are links for 'Advanced Search' and 'Resources'.

3. The login screen for your personalised library account will display. Select [SET/RESET PASSWORD](#).

The screenshot shows the login screen for the ADF Library. At the top is the ADF logo and 'Alcohol and Drug Foundation'. Below this is a message: 'If you don't know your User Name please complete the [Join the ADF Library form](#). First time users, click SET/RESET PASSWORD, then enter your User Name below which was sent to you in [... More](#)'. The screen features a 'SIGN IN' heading, a text input field for 'User Name*' containing 'adf1234', a button labeled 'Click Reset below for PW*', a blue 'SIGN IN' button, and a 'SET/RESET PASSWORD' button.

4. Enter your Username sent in your welcome email and select REQUEST NEW PASSWORD.



Request New Password

To reset your password, enter your user name below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted. If you have a challenge, email library@adf.org.au

User Name*
ADF1234

REQUEST NEW PASSWORD

5. A confirmation notice informs you that an email will be sent to the email address you included in your Join the ADF Library form.



Email Sent To User Email


Thank you! You will receive an email with instructions for creating a new password.

6. An email will be automatically generated and sent to your preferred email address.
- Subject = Request to manage library password
 - Sender = Library Password Management notices@e2.worldcat.org

It may go to your spam, junk, or other email box. Depending on what is happening with the system, it may arrive within a few minutes or take an hour or so for your email to arrive. If you do not receive an email, or no longer have access to your preferred email account, **email the library** your new email address and a library staff member will update your contact details. The library staff member is unable to set or change your password for you.

Select the Use this link to manage your password link in the email.

Request to manage library password

Library Password Management <notices@e2.worldcat.org>
To ○ ADF Library

↩ Reply ↩ Reply All → Forw

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You have submitted a request to change or create a password for your library account.

Use this link to manage your password:
<https://adf.authn.worldcat.org/login/manageduser-ui/cmnd/selfmgt/validatekey?key=6tMw4bbUIU8bdgNeTy%2F9m0Qk%2FE0tUQXkGkqyLspt%2FRo%3D>

Please note: this link will expire within 24 hours of being sent.

If you believe you received this message in error, contact your library support services.

7. Add your username and new password to the Change Password screen.

Please note the required password formation requirement:

Your password will be case-sensitive, and must be nine characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

Select **Change Password** to complete the set up or resetting of your password.

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Change Password

Your password will be case-sensitive, and must be nine characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name*
ADF1234

New Password*
.....

Confirm New Password*
.....

CHANGE PASSWORD

8. A confirmation of your password change will display.

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Change Password

Your password has been changed.

9. Unable to reset your password?

Contact the [library](#) and a library staff member will check/update your contact details. Please note that Library staff cannot view, set, or re-set your library account password details.