

How to reset your myLife Password

Your myUnisa password should allow you access to the myLife system.

What to do if the password is not active on myLife / O365?

Passwords for both the myUnisa and myLife systems can only be reset from the **myUnisa portal** at <https://my.unisa.ac.za>.

It may be necessary to reset the myUnisa password to synchronise it with the myLife service.

Follow these steps:

1. Login to myUnisa and navigate to the "**myAdmin**" section.
2. Click on the link for "**Change Password**"
3. Complete the form to update your password.
This new password will now be active on both the myUnisa and myLife services.

IMPORTANT. During peak periods, it could take **approximately 30 minutes** for the new password to become active on the myLife service.