

Contractor: How to change password in Assetic

Summary

This work instruction outlines the steps to change password in the Assetic.

Purpose

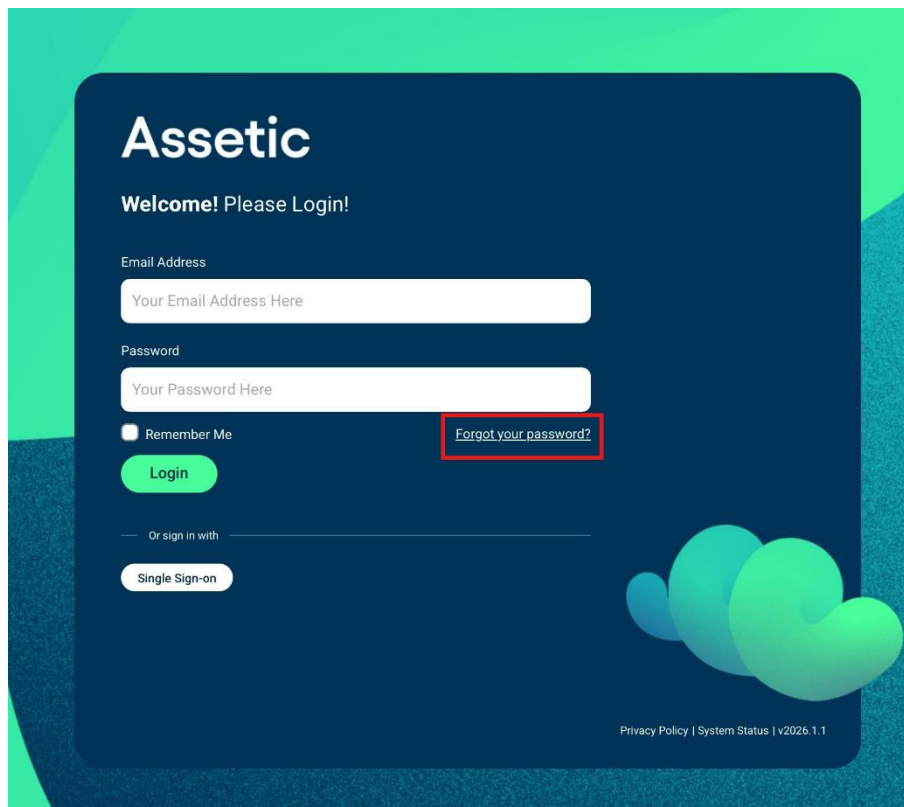
To gain an understanding of how to change password in Assetic.

Stakeholders

Redland City Council (RCC) Contractors
RCC Contractor Managers
Asset Management Learning and Capability Adviser
Service Manager Asset Management

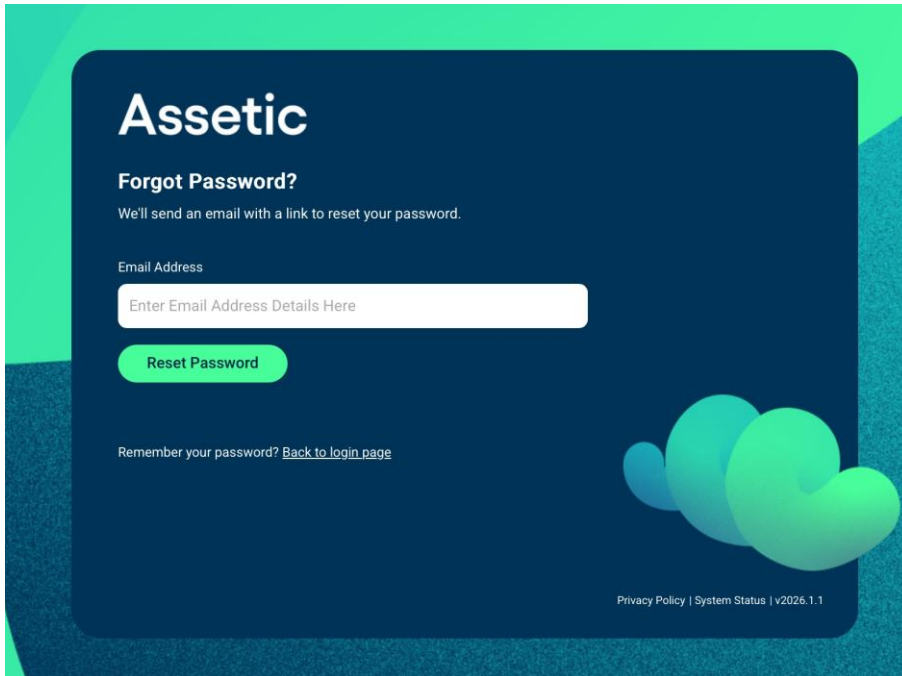
Work Instruction Steps

1. Log in to Assetic in a web browser, using domain: redland.assetic.net in the address bar.
Select **Forgot your password** option.

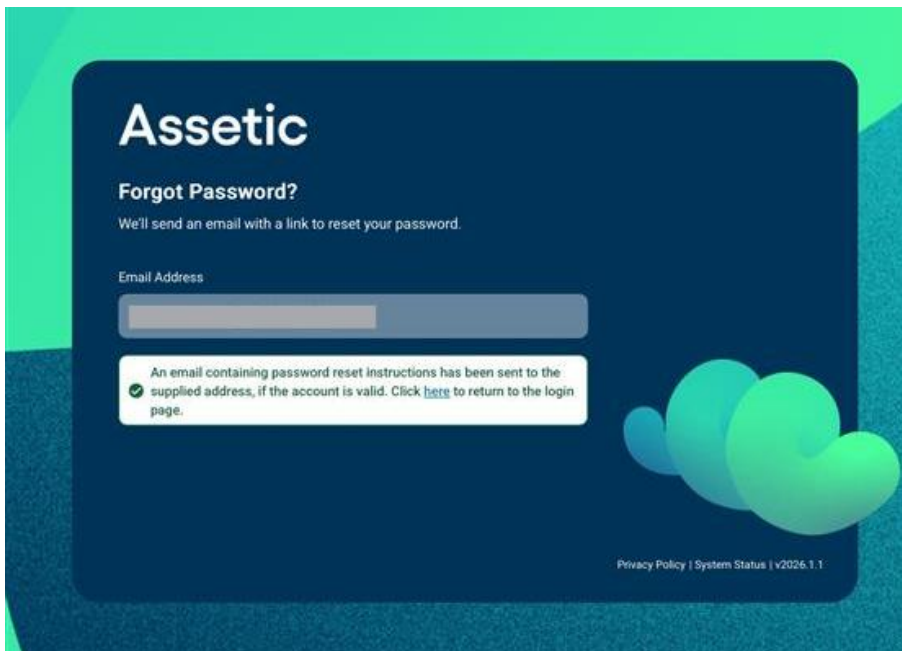


Work Instruction

2. Enter your email address, and tap **Reset Password**.



3. An email notification will be sent to you.



4. Check your email inbox and click the **RESET PASSWORD** link.

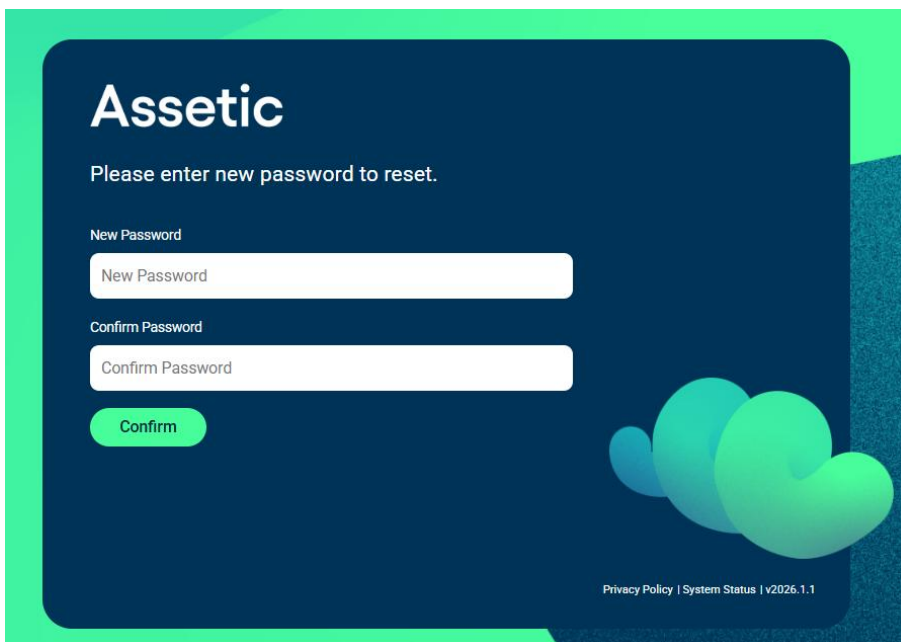
Brightly Assetic

Password Reset has been requested for your Assetic account

A user [REDACTED] has requested to have the password reset. Please click the link below to reset this password.

RESET PASSWORD

5. You can now set your new password.



The screenshot shows the 'Assetic' password reset confirmation page. The page has a dark blue background with a light blue decorative graphic on the right. The title 'Assetic' is at the top left. Below it, the instruction 'Please enter new password to reset.' is displayed. There are two input fields: 'New Password' and 'Confirm Password'. A green 'Confirm' button is located below the second field. At the bottom right, there is a link for 'Privacy Policy | System Status | v2026.1.1'.

Work Instruction

END OF WORK INSTRUCTION

Document Control

Only Service Manager Asset Management and Asset Management Learning Advisor can amend this document.

Version Information

Version Number	Date	Key Changes
1	December 2023	Created work instruction on new template
2	October 2025	Updated summery, purpose, stakeholders and work instruction steps