QUICK REFERENCE GUIDE

How to Change or Reset your Password | Desktop | All External Users



This Quick Reference Guide (QRG) will show Subcontractors, External Consultants, and Owners/Tenants how to change or reset their password in iTWOcx using the mobile application.

Change a Password

If your current iTWOcx password is known, however you want to change it.

- 1. Click on the Project Tools **cog** icon.
- 2. Click on Contact Details.

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CONTACT DETAILS							
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- 3. Scroll down until you see the **Password** and **Confirm** fields.
- 4. Enter your **new password** into both fields.
- 5. Click **Save** to apply the changes.

Reset a Password

If you forgotten your password, you can reset it.

- 1. Go to your login page and click on **Forgot Your Password**.
- 2. Enter your **iTWOcx Email Address** and click **Reset Password**.



3. An email will be sent to your Inbox from iTWOcx to reset your password. Click on the **link**.

iTWOcx
Hi Nerfy, We were told that you forgot your Password. Hey, it happens to everyone.
To reset your password, click on the link below. https://AU.itwocx.com/csr/RD_DOC-SAMPLE/Account/Password? useremailtd=4519058ccode=dsb8hj2tTFbNvuuG2UigCVVEnVnYJo398ccodeType=password
If you don't want to change your password, just ignore this email and your password will st
Thanks,
iTWOcx Support Team

- 4. The link is directed to the iTWOcx **Reset Password** screen.
- 5. Enter and Confirm a new password and click **Continue**.



You will be logged straight into the iTWOcx project with the new password.

Steps Complete