

How to use the GISS self service

The GISS self service allows you to change your password without having direct access to the GISS network. This is especially useful for BYO students, staff/students not in school but required to change their password and staff/students with an expired password.

How to sign in to self service

1. Start your preferred web-browser and open the web address <https://selfservice.giss.com.au>
This website is accessible from outside and inside the school.
2. Enter your GISS username and password → click on 'Sign in'
Your username usually consists of your first name and surname in one word.
e.g. scottlyons (staff usually have a dot between first name and surname)

How to change your password

1. Click on 'Change Password'
2. Enter your current password and click on 'Continue'
3. Enter and confirm your new password. Make sure you meet the listed requirements.

Note: If your password has already expired you are still able to change it. Immediately after you sign in it will ask you to change your password.

How to check your password expiration time

1. Click on 'My Account'
2. Check the field 'Password Expiration Time'