



Hello! This is your Domain Password Reset Sheet

This document is to be accompanied by Business letterhead and is required by DCSI to reset any usernames and passwords related to your website. First, write your website address below. Eg: www.mywebsite.com.au

Domain Name / Website Name:	
-----------------------------	--

Your website is held on DCSI's web-hosting platform, known as Plesk. Plesk allows you to manage aspects of your website such as email accounts, web stats, and other details. To access Plesk, you require an Administrative username and password. You can access Plesk by using your web browser to go to <https://www.mywebsite.com.au:8443/> where "mywebsite.com.au" is replaced by your website address.

Fill in the boxes below with your preferred Administrative Username and Password.

:NOTE: In the interests of security, DCSI requires passwords to have at least 6 characters and 1 number. Eg: mypassword1

Please do not change my Administrative Username and Password

Please change my Administrative Username and Password to...

Administrative Username:	
Administrative Password:	

To upload files to your website, you require an FTP username and password. This username and password is entered into your FTP software so that files can be transported directly to our server. For FTP software, we recommend **WS_FTP** as it is small and simple to use. It can be downloaded from:

<http://www.dcsi.net.au/support/downloads.php?itemid=7>

Your FTP software will require you to enter an FTP host. This is your website address. You can use the same username and password for your FTP details as the details you have chosen for your Administrative username and password.

Please do not change my FTP Username and Password

Please use the same Username and Password for my FTP details as my Administrative details.

Please change my FTP Username and Password to...

FTP Username:	
FTP Password:	



Email Addresses

Your domain can have a number of email addresses attached to it. For example;
info@mywebsite.com.au.

If you would like to change the password on any of these email addresses, you can do this, by logging into Plesk using the Administrative Username and Password. If you would prefer DCSI to change these details for you, then fill in the details below.

Email Address:	
Email Password:	

Email Address:	
Email Password:	

Email Address:	
Email Password:	

Email Address:	
Email Password:	

Email Address:	
Email Password:	

Finally, if you would like to authorise your web developer to make changes to your domain account and passwords on your behalf, please specify their name and contact details below.

I would like to authorise my web developer to make changes to my account on my behalf.

Web Developer Name:	
Email Address:	
Phone Number:	

DCSI requires this document to make any changes to Usernames and Passwords on domains. This is because, for security purposes, DCSI do not have access to Passwords associated with domains. This ensures that our domain customers have the highest level of security we are able to provide. This also ensures that DCSI cannot accidentally give Domain Access details to the wrong person.