

For New Students – Off Campus

Activate your I.T. Account and become part of the student community...

Congratulations on becoming a student of **Bradford College**

You will have been allocated a **unique Learner number** (see College I.D. card). You will use the same number for your **Student life** here at the College.

Bradford College new services

Your unique Learner number is your gateway into our services:

- Your **Bradford College systems account, username and password**
- Your **Bradford College e-mail address** i.e. 12345678@bradfordcollege.ac.uk
- Your new [Live@edu](#) Windows Live I.D. account – **25gb Web storage & 10gb E-Mail**
- Your **Bradford College Live Portal** for useful *info, links, what's happening and advice*.
- Your Learning Resources, PCs, Macs, Print account, libraries and online research systems and the latest Microsoft applications
- Your **Moodle** the **College's VLE** (Virtual Learning Environment) associated with your course/s.

Activating your Learner I.D. number (one time only)

Step1 - Go to www.bradfordcollege.ac.uk and click on the Students link (top banner)



Bradford College

Step 2 - Choose [Activate your I.T. Account](#) (the Identity Manager page will appear in the bottom portion of the screen)

Step 3 - Enter your (8 digit) **Learner I.D. number** (on your College card or correspondence) in the **Username:** field.

Step 4 - Work out and enter your activation code as a password (**First letter of your first name, your date of birth in this format 021291 and the first letter of your last name. E.g.**

- Firstname = Sarah, so first letter = **s**
- Date of birth = 2nd December, 1991, so = **021291**
- Lastname = Holden, so first letter = **h**

In this example, the password = **s021291h**

I.D.

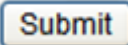
Step 5 - Enter **5 Challenge Response** questions, see below:

Provide an answer that you will remember to each question as the answers you give will assist you if you **forget your password** during the year.

Click  when you've added all your answers

Step 6 - Enter your activation code i.e **s021291h** in the Old password field:

Enter a new unique personal password (see screen for instructions) **in the New password field:** and then **re-type your new password in the Retype password field:**

Click  when you've filled in this section.



Step 7) Click the  option (top right-hand side) to exit.

That's it – all done. You can now use your account. Your unique learner number on your ID card is your username. The new unique password that you just entered is your password.


Some notes about changing your password and what to do if you forget it.

Personal security – resetting your password

To keep your **College Student I.D., e-mail and Windows Live I.D. accounts** secure, we recommend that you change your password at regular intervals during the year. To do this whenever you want to do it follow these steps:

Step 1 - Click [Here](#) to access The **Novell Identity Manager page** which will appear in the bottom portion of the screen.

Step 2 - Login with you current **Bradford College I.T./ILT systems account, username and password.**

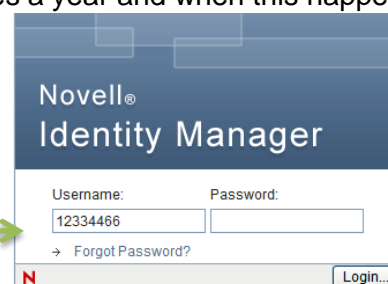
Step 3 - Click  and follow the instructions on the screen, entering your old and new passwords.

Step 4 - Click  to complete the process.

You will see a system prompt to change your password at least 3 times a year and when this happens, just follow the prompts and set yourself a new secure password.

What to do if you forget your password

Click [Here](#) to access the **Novell Identity Manager page** which will appear in the bottom portion of the screen click on [Forgot Password?](#)



Answer 3 of your Challenge Response questions correctly, enter/re-enter a new personal password and you now ready again to log onto your College resources and your **Live@Edu** Windows Live I.D. account.

If you need assistance please contact your course tutor