

For Students – on Campus**Activate your I.T. Account and become part of the student community...**

Congratulations on becoming a student of **Bradford College** and **welcome back** all returners.

New Students

You will have a **unique Learner number** (printed on your College I.D. card) and you will use the same number for your **Student life** here at the College.

Returning Students

Your I.D. number and password will be the same as last year, but you will be prompted to change it when you log in this will activate your Windows Live I.D. and this years' Moodle account.

New students can activate their I.T. accounts at any PC on campus to take advantage of the following I.T./ILT resources:-

- 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 & advice.*
- Your Learning Resources - PCs, Macs, Print account, library and online research systems and the latest Microsoft applications etc.
- Your Moodle the College's VLE (Virtual Learning Environment) associated with your course/s.

Activating your Learner I.D. number

Go to one of the Learning Resource Centres situated in Grove, McMillan, Lister or Appleton or do this in a class where you are using IT. Your course tutor will advise you where to go and you can always ask one of the Learning Resource Assistants in the Learning Resource Centres. At a student PC, follow these **5 easy steps**:

Step 1 - Press the '**CTRL**', '**ALT**' and '**DEL**' keys on the keyboard one after another keeping them all down together.

Step 2 - On the Novell Client for Windows screen, click into the **Username:** field and enter your (8 digit) **Learner I.D. number** (printed on your College I.D. card).

Step 3 – Work out and enter the **password** that must be entered to make your account live.

This is a combination of the first letter of your first name, followed by your date of birth – with a zero added in front of any numbers below 10 - followed by the first letter of your last name. Here is an example:

First name is Sarah so the **first letter = s**

Date of birth is 2nd December, 1991, so this is = **021291** (putting a zero in front of the 2)

Last name is Holden so the **first letter = h**

In this example, the password that must be entered = **s021291h**

Click  to log on.

You can only use this first activation password once, so now you must set your own unique, personal password. You'll see a prompt that will ask you to do this.

Step 4 – Your unique personal password can be a word or phrase (something you will remember). It must be at least 6 character long and there has to be at least 1 number in there. You can change a letter into a number, like a personalised car number plate E.g. helloyou could be he11oyou

You must type it in lowercase (little letters) and not in capitals, with no spaces or commas etc.

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

Question: What is your favourite place?	Response: <input type="text"/>	Answer each question with an honest answer that you will remember. Your answers will help you if you forget your password during the year, so keep them private.
Question: What is your favourite band?	Response: <input type="text"/>	
Question: Please choose a memorable year.	Response: <input type="text"/>	
Question: What is your favourite colour?	Response: <input type="text"/>	
Question: What is your favourite food?	Response: <input type="text"/>	
<input type="button" value="Submit"/>		

Click when you've typed in your answers

That's it! You now have your own unique username (the number on your ID card) and your own unique password (the one you just set) and you can use these again.

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 Live@Edu Windows - Live I.D. account** safe, we recommend that you change your password at regular intervals during the academic year. You will be asked by a system prompt to do this at least once each term. When this happens you will see a message about password expiration – which means your old password has run out of time and you must set a new one.

Click '**Yes**' to the **Password expiration message** after you have logged on with your existing password and enter/re-enter a new 6 digit mixed letter/number combo password – just like before but using a new word or phrase.

[What to do if you forget your password](#)

Click the '[Did you forget your password?](#)' link on the **Novell Client for Windows Login** box and answer **3** of your **Challenge Response questions** correctly. You will then see an invitation to enter/re-enter a new personal password. This has to be new – not what you used before – and has to have a mix of letters and numbers. Once done, you can log onto your resources and your [Live@Edu](#) Windows Live I.D. account with that new password.

If you need assistance please contact a member of staff in the Learning Centre