

For students – Off Campus

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

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

For the new term 2010-11 you will have been allocated a **unique Learner number** (see College I.D. card) you will use the same number for your **Student life** at College.

Your unique Learner number enables you to take advantage of the following College I.T. & ILT resources:-

- **Bradford College I.T./ILT systems account, username and password**
- **Bradford College e-mail address** i.e. 12345678@bradfordcollege.ac.uk
- New [Live@edu](#) Windows Live I.D. account – **25gb Web storage & 10gb E-Mail**
- *Students Intranet* for useful *info, links, what's happening and advice.*
- ILT Learning Resources, PC's, Mac's, Print account, libraries and online research systems, the latest applications, Office 2010 etc.
- **Moodle** the **College's VLE** (Virtual Learning Environment) associated with your course/s.

New students only - Activating your Learner I.D. number (first time only)

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

Bradford College

HOME > STUDENT LOGIN

Student Login

Account Options

- Activate Your IT Account (New Students)
- Activate Your IT Account (Returning students)
- Forgotten Your Password

Useful Links

- Campus Live For Students
- Campus Hub (Email, Documents and Files)
- Moodle Users – Click Here for access to your Moodle
- E-Portfolio – e-cordia.co.uk

Novell® Identity Manager

Username: Password:

→ [Forgot Password?](#)

Step 2 - Choose [Activate your I.T. Account](#) (New Students) to access the **Novell Identity Manager** login page which will open in another window – see tabs

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

Step 4 - Work out and enter your activation code as a password (**Firstname: initial D.O.B. Lastname: initial**) for example:

- Firstname: initial i.e. **Sarah = s**
- D.O.B. (date of birth) i.e 2nd December, 1991 = **021291**
- Lastname: initial i.e. **Holden = h**

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

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

IDM Challenge Response

These questions can be used to verify your identity if you forget your password. For all Admin-Defined Questions, provide a response, and responses.

Admin Defined Challenge Questions

Question: What is your favourite place? Response:

Question: What is your favourite band? Response:

Question: Please choose a memorable year. Response:

Question: What is your favourite colour? Response:

Question: What is your favourite food? Response:

Simply provide a response to each question and keep them safe, as the responses you give will assist you if you **forget your password** during the year.

Click to complete the process.

Step 6) Enter your activation code i.e **s021291h** in the **Old password** field:
A new unique personal password (see screen for instructions) in the **New:** and **Retype password** fields:

Click to complete the process.

Novell Identity Manager

Welcome live test Identity Self-Service

Password Management

Change Password

Change Password

Your password must have the following properties:

- Minimum number of characters in password: 6

You may use numbers in your password.

- Minimum number of numeric characters in password: 1

You may use special characters in your password.

You must use a unique password.

Old password:

New password:

Retype password:

Novell Identity Manager

Welcome live test Identity Self-Service

Password Management

Change Password

Change Password

Change Password

Change Again

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

Step 8) Close the window or tab – return to the College Student page.

Step 9) On the [Student page](#) in the **Useful links** section - chose **Campus Hub** to access Windows Live login page for your 10gb Webmail and 25gb storage plus other services.

Useful Links

- [Campus Live For Students](#)
- [Campus Hub \(Email, Documents and Files\)](#)
- [Moodle Users](#) – Click Here for access to your Moodle course material but activate your account first.
- [E-Portfolio - ecordia.co.uk](#)

Note: - **Please use your Bradford College E-mail address and new password to log in to the above services.**

Please contact your course tutor for further assistance.