

For Students – Off Campus

re-instating your I.T. Account – personal security

Forgot your password

Step 1 - Go to www.bradfordcollege.ac.uk and click on the **Students** link (top banner)

Step 2 - Choose [Forgotten Your password](#) from the **Account Options** to access the Novell Identity Manager login page which will open in another window – see tabs.

The screenshot shows the Bradford College website navigation menu. Under 'Account Options', the following links are listed:

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

Below this is the 'Useful Links' section:

- 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
- E-Portfolio - ecordia.co.uk

The second screenshot shows the Novell Identity Manager login page with the following fields:

Username: Password:

→ [Forgot Password?](#)

Step 3- Click the [Forgot Password?](#)

Step 4 - Answer 3 of your Challenge Response questions correctly enter/re-enter a new personal password.

Step 5) - Click to complete the process.

Step 6) Click the option (top right-hand side) to exit.

Step 7) Close the window or tab – return to the College Student page.

Step 11) On the [Student login page](#) in the **Useful links** section - chose [Campus Hub](#) to access your Windows Live login page, 10gb Webmail and 25gb storage and 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
- E-Portfolio - ecordia.co.uk

The screenshot shows the 'Change Password' page in Novell Identity Manager. The requirements listed are:

- 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.

At the bottom is the login form:

Username: Password:

→ [Forgot Password?](#)

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.