

## For Returning Students – Off Campus

*Reset your I.T. Account and activate your Windows Live, webmail and web-storage, plus other services*

Welcome back all returners to **Bradford College** – please reset your password to take advantage of the following College I.T. & ILT resources for 2010-11:-

- **Bradford College I.T./ILT systems account, username and password**
- **Bradford College e-mail address** i.e. [12345678@bradfordcollege.ac.uk](mailto:12345678@bradfordcollege.ac.uk)
- New [Live@edu](mailto:Live@edu) Windows Live I.D. account – **25gb Web storage & 10gb E-Mail**
- *Students* portal 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.

### *Reset your password*

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

**Step 2** - Choose [Activate Your IT Account \(Returning students\)](#)

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) in the **Username:** field.

**Step 4** – Enter the password you used last year.

**Step 5** – Choose **Change Password**

**Step 6) - Enter your last year's password in the **Old password** field:**

**Step 7) - A new unique personal password (see screen for instructions) in the **New:** and **Retype password** fields:**

**Step 8) - Click  to complete the process.**

**Step 9) Click the  option (top right-hand side) to exit.**

**Step 10) Close the window or tab – return to the College Student page.**

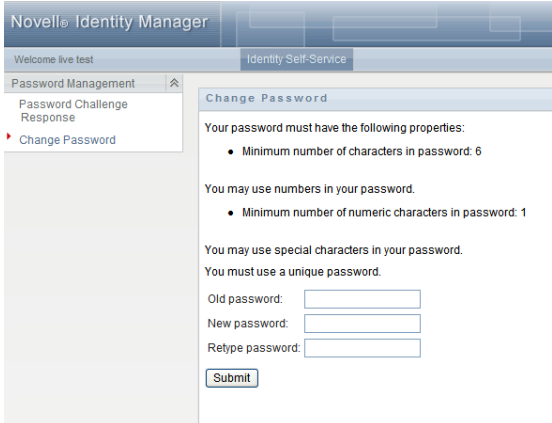
**Step 11) On the [Student page](#) in the **Useful links** section - chose **Campus Hub** to access your Windows Live, login page, 10gb Webmail and 25gb storage and other services.**

### 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 first.
- [E-Portfolio - ecordia.co.uk](#)

**Note: - 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.**



Novell® Identity Manager

Welcome live test Identity Self-Service

Password Management

- Password Challenge Response
- 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: