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

Congratulations on becoming a Bradford College student and welcome back all returners!

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Returning Students
Your user I.D. number and password is the same as last year, your SkyDrive storage is still active, but you will be offered the new SkyDrive Pro once launched in October (more details to follow).

New Students
Your unique Learner number is printed on your College I.D. card and you will need this number for your Student life here at the College.

Activate New IT Account
At a student PC, follow these 4 easy steps:
Step 1 - Press the ‘CTRL’, ‘ALT’ and ‘DEL’ keys on the keyboard one after another keeping them all pressed together, once the pc has booted up.

Step 2 - At the Windows login screen (a screen similar to this for Windows7) click into the Username: field and enter your (8 digit) Learner I.D. number (printed on your College I.D. card)
Step 3 – Using the instructions below, work out and enter the password to 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

Please Note: You can only use this first activation password once.

Ensure the log on to: is set to ‘teaching’, click OK to proceed.

If the option for (Logon to: Teaching) isn’t available, please type

username including domain. EG (teaching\12345678)

Step 4 – Set a unique personal 6 character long password, with at least 1 number, in lowercase without spaces. Example, ‘helloyou’ could be ‘he11oyou’.

Activation issues or Forgotten your password?
No problem, all you will need to do is visit an IT Services Student Helpdesk within the David Hockney Building to have your account activated/password reset.

- David Hockney Building 1st & 4th Floor IT Pod

The desks are open from 08:30-17:00 Monday – Thursday, and 08:30 – 16:30 on Friday. You can visit any of the desks between these hours.

Other Uses for Bradford College IT Account
Take advantage of the following Bradford College I.T. and ILT resources:-

- Bradford College systems account, username and password
- Bradford College E-Mail address i.e. 12345678@bradfordcollege.ac.uk
- SkyDrive and SkyDrive Pro – 7gb of Web storage coming October 2013
- Office 365 account – web e-mail and Calendar, 25gb storage and online Apps, Word, Excel, PowerPoint etc.
- College Students Intranet for useful info, links, what’s happening & advice.
- College web site student portal http://www.bradfordcollege.ac.uk/student-portal for quick links to web e-mail, Moodle etc.
- Learning Resource Centres - PCs, Macs, Print account, library and online research and resources systems and the latest Microsoft and Adobe etc applications.
- Moodle – the College’s VLE (Virtual Learning Environment) a wealth of information associated with your course.

Personal security
To keep your College Student login, E-mail and SkyDrive (Pro) I.D. accounts safe, we recommend that you change your password at regular intervals during the academic year. To change your password, press the ‘CTRL’, ‘ALT’ and ‘DEL’ keys on the keyboard once logged in and choose the ‘change password’ option. The College are constantly looking at ways to improve security on all accounts across college and could put other procedures in place at any time.