How to Log in and reset your default password

Your **username** is your student ID

Your **password** is your capital first initial, lowercase second initial followed by your 8 digit date of birth.

e.g. for Melvyn Bloggs born on 6th March 1995 the password would be Mb06031995

For security please reset your password as soon as possible. You can only do this on a College PC.

To reset your password login to a student PC then press **CTRL-ALT-DEL** and select **change a password**.

Password Criteria

Passwords must be at least 8 characters long and contain at least 3 of the following:

UPPERCASE CHARACTERS
lowercase characters
Numbers (1, 2, 3 etc)
Symbols (£, *, & etc)

It must not include your 1st name, surname or student ID.