

# Password Guidance & Instructions

## *Step-by-Step Guide*



These instructions are for both staff and students on how to change their password at College and outside of College.

Passwords must be at least **8** characters long, contain a **capital letter**, a **number**, be **completely different** to any previous passwords and **not** contain any **common words** or **your name**.

When changing your password, we highly recommend you follow the below guidance set out by the National Cyber Security Centre...

A good way to create a strong and memorable password is to use three random words, for example **3Redhousemonkeys27!**

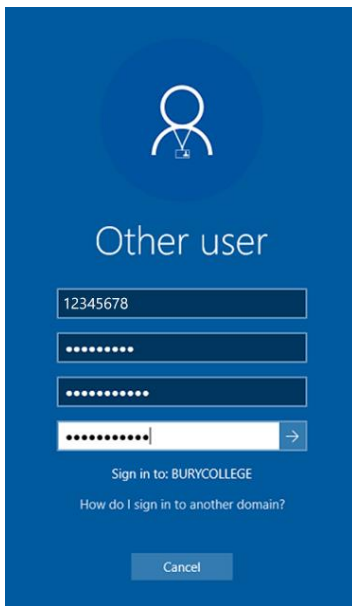
Be creative and use words memorable to you, so that people can't guess your password. Your social media accounts can give away vital clues about yourself so don't use words such as your child's name or favourite sports team which are easy for people to guess.

Cyber criminals are very smart and know many of the simple substitutions we use such as 'Pa55word!' which utilises symbols to replace letters.

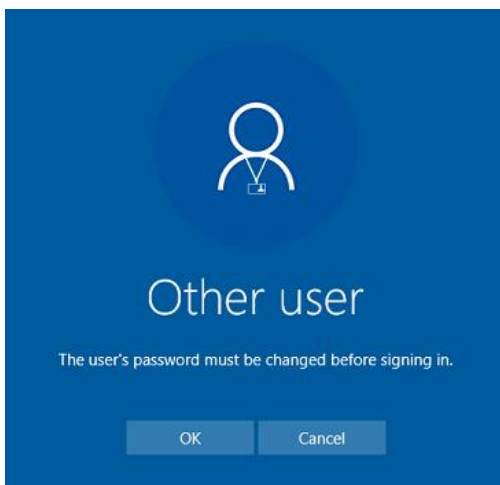
**NEVER** use the following personal details for your password:

- Current partner's name
- Child's name
- Other family members' name
- Pet's name
- Place of birth
- Favourite holiday
- Something related to your favourite sports team

# Changing your password AT College



To change your password on a computer at College, login to a computer and when the desktop screen appears, press **CTRL, ALT** and **DEL** together, and click 'Change a password'. It will then ask for your old password (current password) and then ask you to enter a new password of your choice and then again to confirm it.



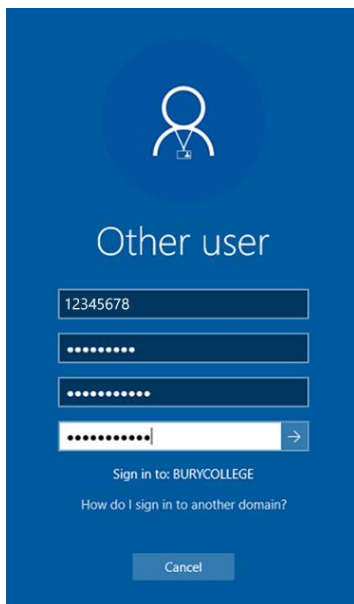
If your password has expired or you've been given a temporary password following a reset, you will be asked to change it before you can sign in. Again, it will ask you for your old password (current password or temporary password) and then ask you to enter a new password of your choice and then again to confirm it.

# Changing your password OUTSIDE of College

To change your password outside of College, there are two ways to do this by using either the Remote Desktop Portal or Office 365.

## Remote Desktop Portal

<https://desktop.burycollege.ac.uk>



To change your password using the **Remote Desktop Portal**, login as normal and when the desktop screen appears, press **CTRL, ALT** and **END** together, and click 'Change a password'. It will then ask for your old password (current password) and then ask you to enter a new password of your choice and then again to confirm it.

User name:

Current password:

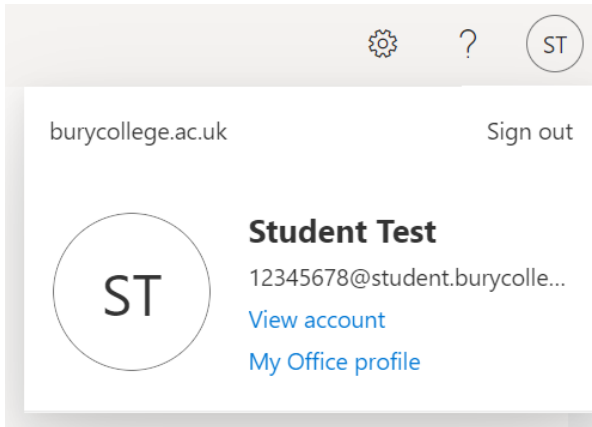
New password:

Confirm new password:

If your password has expired or you've been given a temporary password following a reset, it will tell you that your password has expired and to change it. Again, it will ask you for your old password (current password or temporary password) and then ask you to enter a new password of your choice and then again to confirm it.

# Office 365

<https://login.microsoftonline.com>



To change your password using Office 365, login as normal and when the main homepage appears, click your initials in the top right corner and click 'View account'.

## Password



Make your password stronger, or change it if someone else knows it.

[CHANGE PASSWORD >](#)

In the password section, click 'Change password'.

## change password

### User ID

12345678@student.burycollege.ac.uk

### Old password

### Create new password

### Confirm new password

submit

cancel

It will then ask for your old password (current password) and then ask you to enter a new password of your choice and then again to confirm it.

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

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New password

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Confirm password

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Sign in

Bury College Login Portal

If your password has expired or you've been given a temporary password following a reset, you will be asked to change it before you can sign in. Again, it will ask you for your old password (current password or temporary password) and then ask you to enter a new password of your choice and then again to confirm it.

# Important Information

## Laptops

If you have a College laptop and it is away from College when you change your password, you will need to continue using your **old** password to log in to the laptop until you next bring the laptop into College when it will then connect back to the College network and see that your password has been changed. You will then just use your new password for your laptop.

## Emails & WiFi

If you access your College emails on a personal device (phone/tablet/laptop) using an app, you will need to **update** the password as it will still be using your old password. If this isn't updated, you will find your account will keep getting locked out as the email app will be constantly attempting to log in with your old password and see it as bad attempts.

This also applies to personal devices that are connected to the College WiFi and your password will need updating for this too by either editing the existing connection or by forgetting the connection and re-connecting.

Help and guidance for this can be found at [www.bcwifi.me](http://www.bcwifi.me).