

New Student Quick Start Guide for 2021/2022

Welcome to WQE College, IT Services have created a computer user account for you to use during your time at WQE. All students at the college are provided with a unique ID number, these are issued by the Student Records team. You should have received yours in a letter from the college.

This document shows you how to logon to the college's various onsite and remote IT systems and shows you how to change your password.

Your computer username is the same as your college ID number e.g. **123456** and your password has been set to match your date of birth in the format ddMmmyyyy. So, for example, if your date of birth is 17th January 1987, your password would be **17Jan1987**.

Your birth date provides the first two characters of the password e.g. 01, 02, 03, 31. Followed by the first 3 characters of your birth month with the first letter being capital and the other two being lowercase, followed by your birth year.

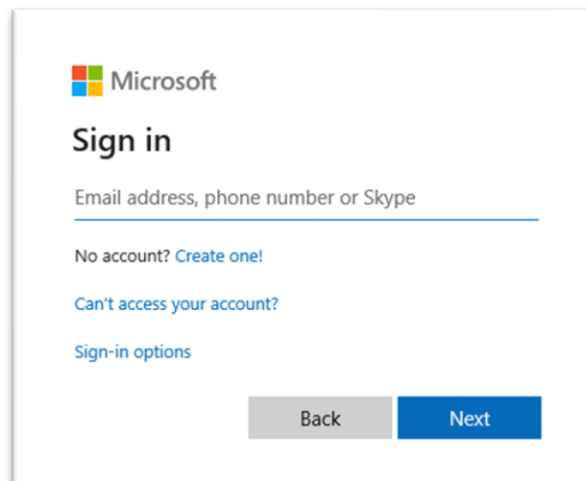
If your birthday is...	Your initial password is...
17 th January 1987	17Jan1987
26 th March 1988	16Mar1988
1 st November 2002	01Nov2002

Once logged on you are advised to change your password, this is straightforward but to ensure a password is created that is difficult to crack, your new password must adhere to 3 of the following 4 rules

- Contain English uppercase letters
- Contain English lowercase letters
- Contain numbers
- Contain symbols (e.g.! % ? Or + etc.)
- Contain a minimum of 8 characters long
- Do **NOT** use your first name or surname

These would be suitable	These would not be suitable
Apples77	Economics
Gr33nGr4ss!	bankdraft22
!*Mathstest	!*knowledge

To logon to Office O365:



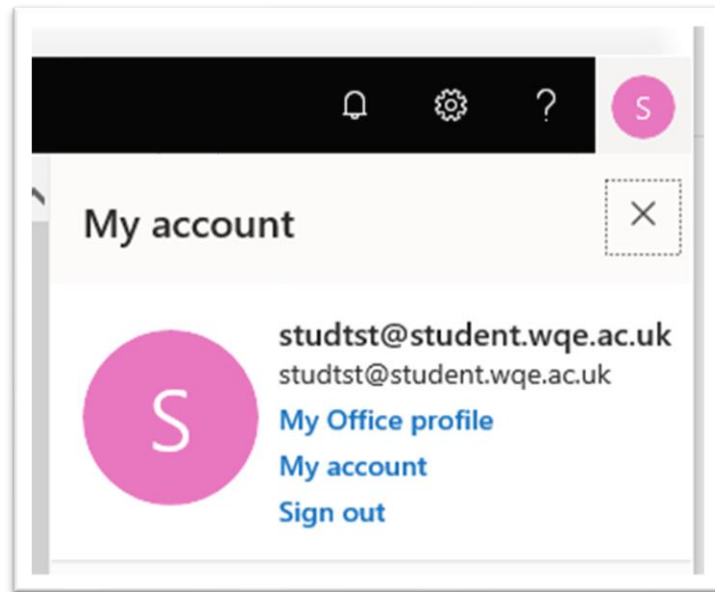
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

Type: 'your student number'@student.wqe.ac.uk an example is shown below:

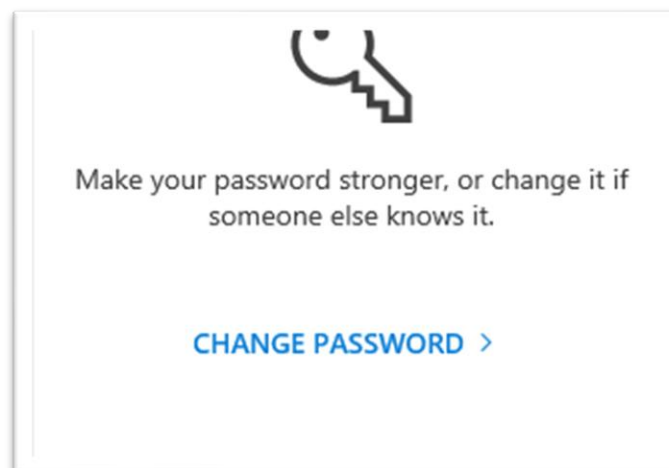


The image shows a Microsoft sign-in page, similar to the one above, but with an example email address entered in the input field: "555555@student.wqe.ac.uk". The rest of the page, including the Microsoft logo, "Sign in" heading, links, and "Back" and "Next" buttons, is identical to the previous image.

Once logged on you are advised to change your password to do this click on your profile icon at top right corner:



And then click my account, in the next screen scroll down and click on **change password**:



If you are at college then follow the procedure below to change the password

Once logged on you are advised to change your password, to do this press **Ctrl/Alt/Delete** keys together and select change password.

You can find further guides and college policies and procedures on WQE Online under Support Departments and IT Services.

You can setup your college email on your smartphone or tablet by following the steps outlined in the guides written for you in the IT Services section of WQE Online.

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