

# Logging In; Student Guide

Produced by the IT Services Team



# Logging in

Your username is your student reference number, the 8 digit number on your membership card starting with the year you started the college e.g.21000000.

You have been issued a password when you accepted a place at HNC, and once you are enrolled as a student you must change this to something secure using on a college device. From 20<sup>th</sup> September you will be prompted to do this before you can continue to use the system.

Your new password must meet the criteria shown on the next slide.

If you forget your password, you need to ask your teacher to request a reset or visit the IT Services Office (Room 524), with your membership card to request a new password.

Please note that use of the college system is subject to the IT acceptable and safe use policy & the HNC Password Policy, both available on Moodle. You will also electronically sign acceptance of this on Cedar.

# New for 2021/2022

**\*\*NEW\*\***

- You can only login to one College windows 10 device at any time; this allows the effective synching of files and settings
- When you first login your new HNC profile will be created - this will take a few minutes as it sets up your account and following this, any subsequent account login should be quick
- Remember to sign out of devices when moving between classes!

# Password Criteria

## Please note:

You must keep your password secret – you could be in trouble if someone else misuses it as all your account activity is monitored & tracked.

If you struggle to pick new passwords, here are some password selection tips:

- Put random words together
- Use a random password generator
- Use numbers, symbols, capital as well as lowercase letters in random order
- Avoid multiple account passwords – use a different password for each online account. Your college account and personal email account should have separate strong passwords that are not in use anywhere else
- Avoid passwords that could be easily picked up information from your online presence and personal information e.g. Sports teams, pets name, family names etc

For further guidance visit the Government Cyber Aware site

<https://www.ncsc.gov.uk/cyberaware/home#action-2>



