**1. Computer Login**

|  |  |
| --- | --- |
| Account | **<<<account>>>** |
| Password | **<<<password>>>** |

**i. How to change computer login password?**

Click **Ctrl+Alt+Delete** at the same time, then choose **Change a Password**, after you change the computer login password, your school email password will automatically change to the same one (One Hour Later).

**ii. The Password Policy:**

|  |  |
| --- | --- |
| Password Complexity | i. Large letters + Small letters + Numbers + Sysmbols (At least 3 conditions)  ii. Words cannot contain your name |
| Password Length | 8 |
| Password Age (Days) | 180 |

**2. Email Login**

|  |  |
| --- | --- |
| Account | **<<<email>>>** |
| Password | **<<<password>>>** |

**3. Request IT Support**

|  |  |
| --- | --- |
| Email | Service@wellingtoncollege.cn |
| Phone | 0571-82396300-6666 |
| IT Office Room | CG139 |