

YOUR COLLEGE LOGIN ACCESSING COLLEGE SYSTEMS



YOUR COLLEGE ID

To login to any of our College systems you will need to know your Student ID number. This will have been issued to you at enrolment and will be used throughout your time with us.

You can find your ID number on your student ID card or within the emails you received during enrolment. Your student ID will look like this - 747511.

DEFAULT PASSWORDS

When you first join us your password will be set by our ICT Services team. For example the learner below would have the following password:

First name: Joe
Surname: Bloggs
DOB: 23/05/1990



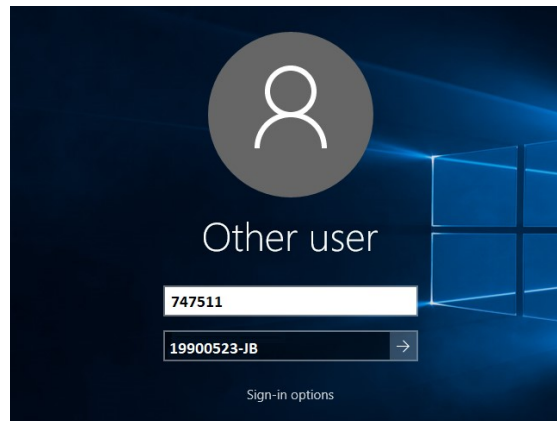
19900523-JB

This is taken from your DOB and your initials of your first and surname.

LOGGING INTO A COLLEGE PC/ LAPTOP

To login to a college machine you will need to use your College ID as your username and then enter your current password.

From the example above Joe Bloggs would login using the following...

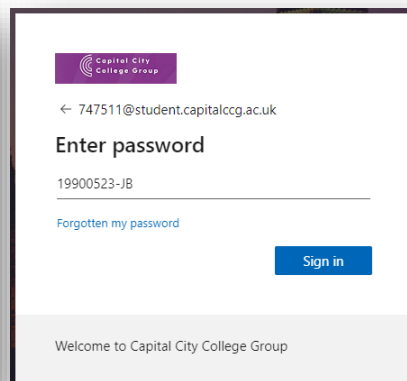
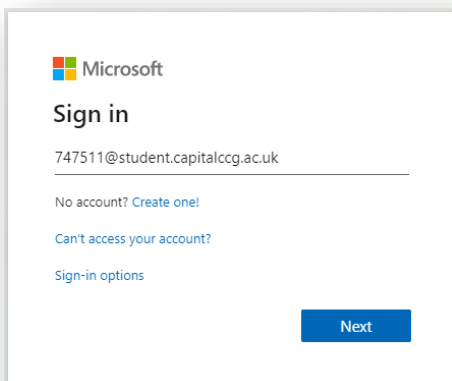


LOGGING INTO MYDAY/MICROSOFT TEAMS

When logging into some of our systems such as MyDay, Microsoft Teams or Office 365 you will need to use your college email address as the username. However your password will be the same.

Your College email address is your student ID followed by **@student.capitalccg.ac.uk**

E.g. 747511@student.capitalccg.ac.uk



FAQs

Q) I have a double barrelled surname, what is my default password?

A) A student with the name “Carl Deane-Boyd” and the DOB 23/05/1990 would be 19900523-CB

Q) What do I do if I forget my password?

A) Your password can be reset by:

- Your teacher
 - Emailing your our ICT team at icthelpdesk@capitalccg.ac.uk
- Make sure you request your password reset also sharing your student ID and your DOB.

Q) Can I change my password?

A) Yes! After you have logged in you can then visit <http://bit.ly/ChangePassword> this will allow you to enter your old password and then set a new password.

Your new password must have:

- 8 characters
- A capital letter
- A lower-case letter
- A number

Q) When do I use my email address to login?

A) When you see the “Microsoft Sign In” you need to use your College email address.