

PASSWORD RESET

LEARNER DOCUMENTATION

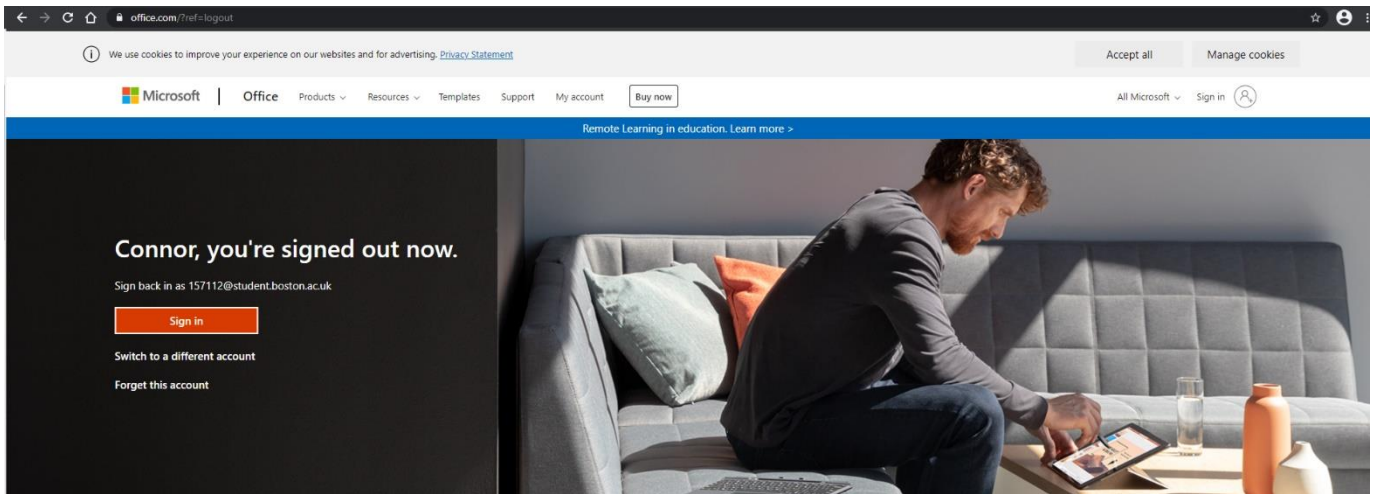
IT DEPARTMENT

BOSTON COLLEGE

ithelpdesk@boston.ac.uk

PASSWORD RESET

- 1) Log into Office.com you can do this either by typing office.com in the search bar in your browser or clicking this link: <https://login.microsoftonline.com/>



- 2) Then sign in with your ID number and your password given to you:

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this, there's a text input field containing the email address "157112@student.boston.ac.uk". Underneath the input field are two links: "Can't access your account?" and "Sign in with a security key?". At the bottom of the form are two buttons: "Back" and "Next". Below the main form is a section titled "Sign-in options" with a key icon.

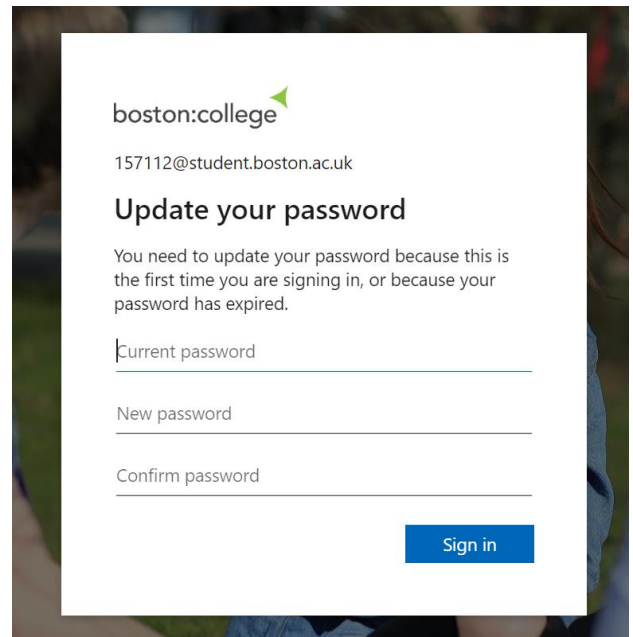
- 3) Enter your password:

A screenshot of a password entry page for "boston:college". The page has a white background with a dark blue border. At the top left is the "boston:college" logo. Below it is the email address "157112@student.boston.ac.uk". The main heading is "Enter password". There is a password input field with a blue underline. Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

4) Once you have entered your password it will ask you to update your password to one of your choice.

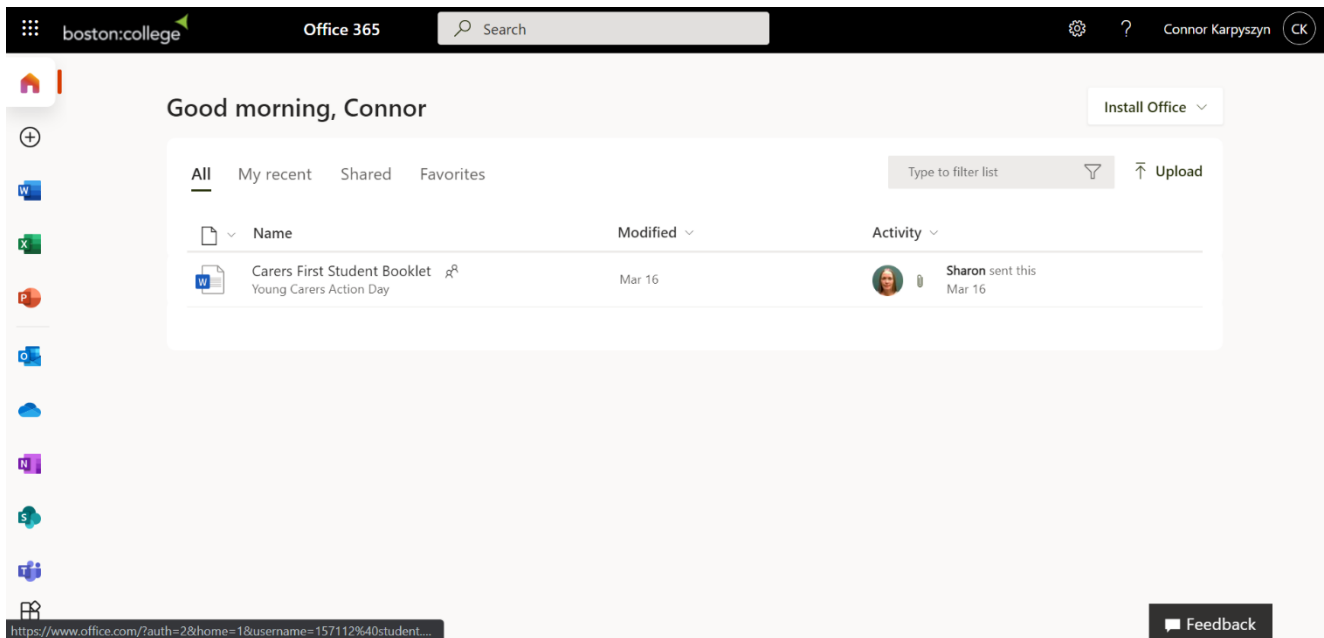
- a. Please make sure you are using a **complex password**, make it at least **8 characters**, containing **numbers** or a **special character** e.g. !?{.
- b. Please **do not** use passwords containing your name, date of birth, or common words in the password such as Password1, Boston19, Stump16.

TIP: Use a combination of 3 words to make a complex password like **pencilaptopbag95!**



The screenshot shows a web page for 'boston:college' with the email address '157112@student.boston.ac.uk'. The main heading is 'Update your password'. Below this, there is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom right of the form.

5) Once the password is changed you will now be logged in:

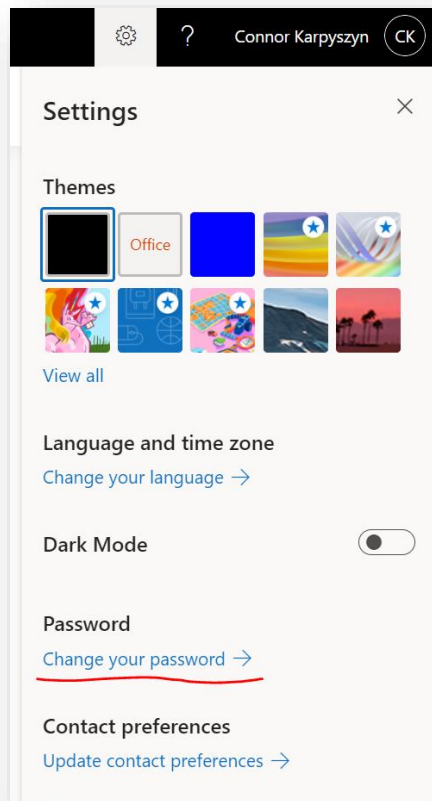


The screenshot shows the Office 365 dashboard for a user named Connor Karpyszyn. The top navigation bar includes the 'boston:college' logo, 'Office 365', a search bar, and the user's name 'Connor Karpyszyn' with a profile icon. The main content area is titled 'Good morning, Connor' and features an 'Install Office' button. Below this, there are tabs for 'All', 'My recent', 'Shared', and 'Favorites'. A table lists recent files, including 'Carers First Student Booklet' and 'Young Carers Action Day', both modified on 'Mar 16'. An activity feed shows a notification from 'Sharon' sent on 'Mar 16'. The bottom of the page shows a URL and a 'Feedback' button.

The password change will change your password for everything in college such as Moodle, Vital, College Computers, Office, Outlook.

CHANGING YOUR OWN PASSWORD

- 1) If you decide you want to change your password again, you can do this by clicking the cog on office.com at the top right:



- 2) Then a menu will open, click the option 'Change your password'.

- 3) From here enter your old password and the new password you would like and then the password will be updated.

A screenshot of the 'change password' dialog box. The title is 'change password'. Below the title, it shows the 'User ID' as '157112@student.boston.ac.uk'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: a green 'submit' button and a grey 'cancel' button.