Username and Password Information

This guide covers the following topics:

- ***Your default username and password***
- ***How to change your password on first login***
- ***How to change your password***
- ***Logging in while on campus***
- ***Logging in on your own device***

Your default username and password
When you enroll onto a course, you will be given a college email, username and password.

Username
Your username is:
The initial of your first name
Followed by a full stop
Followed by your surname
e.g., j.bloggs

Note: Your name may also require a number afterwards if it is a common name, e.g., j.bloggs4

Password
Your password is:
Your date of birth in an 8-digit format DDMMYYYY
e.g., 07061982
Followed by AWc!
e.g., 07061982AWc!

Changing your password on first login
When you log on for the first time, you **MUST** change your password to one of your own choosing. Your password must:

- Be at least 12 characters long
- Contain at least one capital letter
- Contain at least one number
- Not include your name
- Not be too similar to (or the same as), your previous 11 passwords

If you don't meet all of the requirements above, then you will just get a message saying your new password does not meet the system requirements. So please try again with a different password.

Please note: your Password will NOT expire. However, if you think that somebody knows your password and can access your account, then you should change it straight away - and of course it's good practice to change your password regularly and to not use the same password that you might use for other logins.

Changing your password – Internally on a College campus

- On any college PC, press Ctrl + Alt + Delete
- Choose the 'Change your password' option from the menu

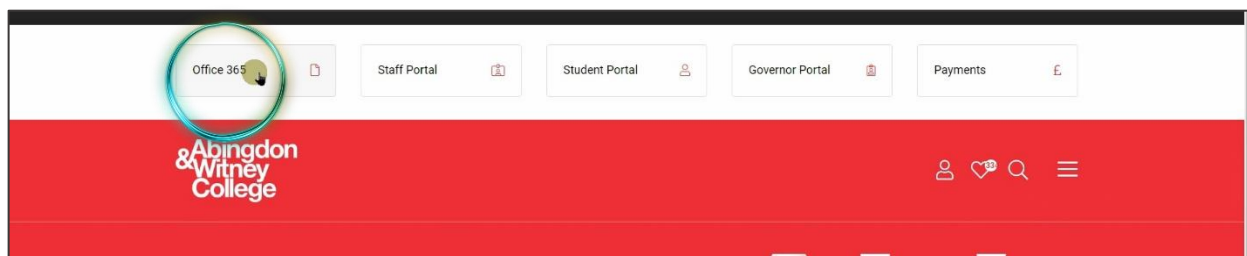# Changing your password - Externally from outside of College

Go to the following web address in your browser:
www.abingdon-witney.ac.uk

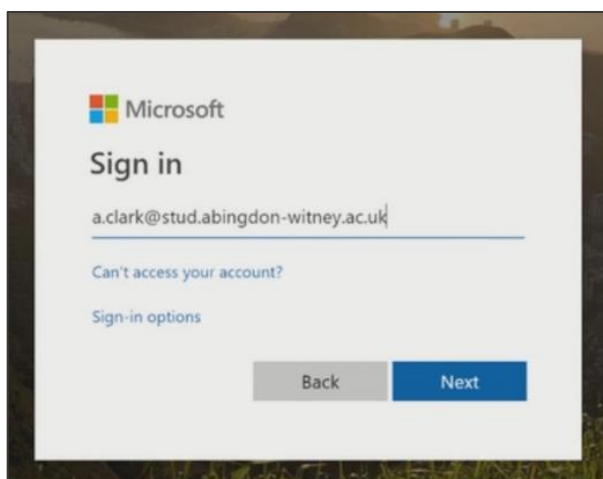**Click on the 'person' icon towards the top right of the window:**

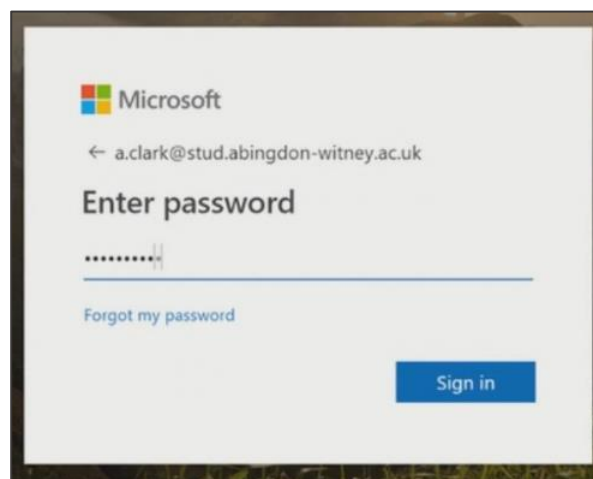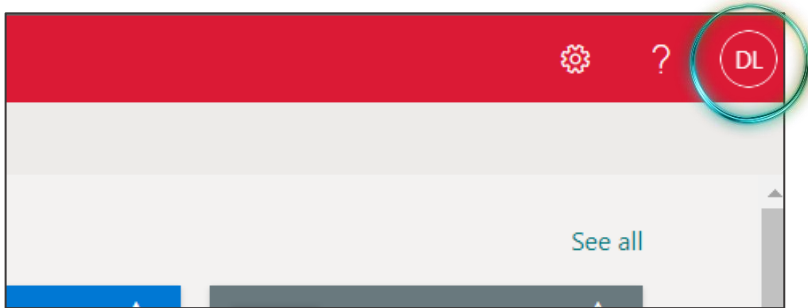
Then click on 'Office 365'

You will be asked to sign in.

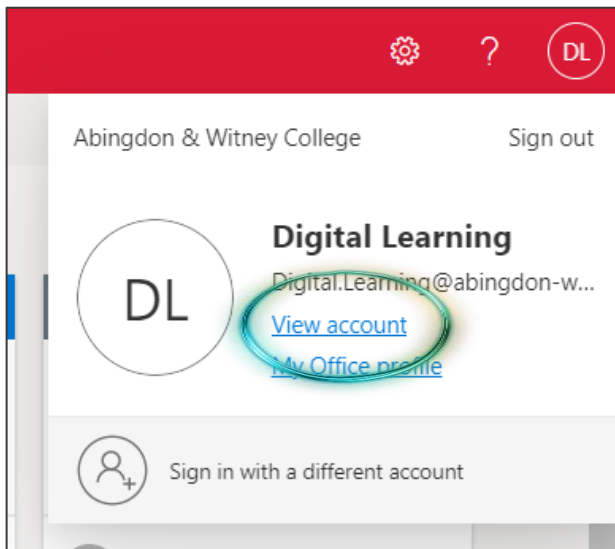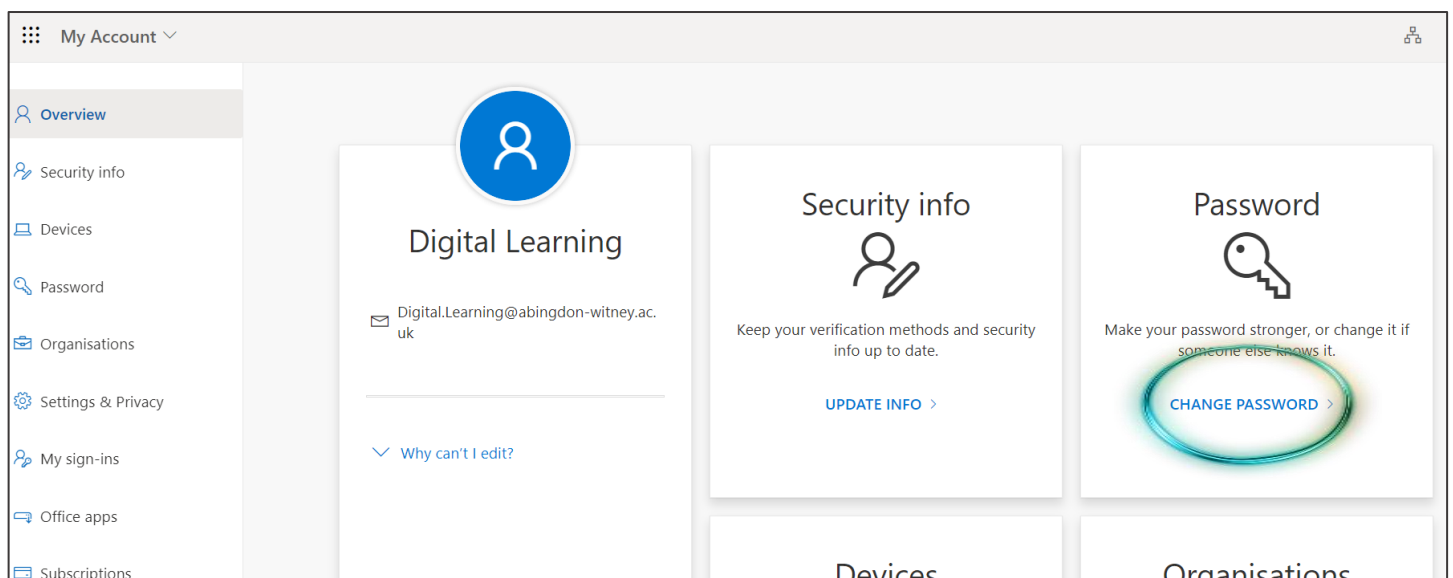| Start by entering your full college email address:	Next, enter your password:

Once you have signed in successfully, click on your picture or initials in the top right hand corner:

Then click on 'View account':

Click to 'Change password':

Input your old password, then add your new password twice

Logging in internally – On a College campus

To log in on any college campus you need to use your AWC username. Your AWC username is:

The initial of your first name, followed by a full stop, followed by your surname:
e.g., j.bloggs

Plus, your chosen password

Logging in externally – From outside of College, or when using your own device in College

To log in from outside of college you need to use your AWC email. Your AWC email is:

Your username followed by @stud.abingdon-witney.ac.uk
e.g., j.bloggs@stud.abingdon-witney.ac.uk

Plus, your chosen password