YOUR USERNAME AND PASSWORD

To enable you to use any of our PCs and online resources you will have to know your username and password - these can be worked out very easily:

**USERNAME:**
- Your 8 digit ID number

**PASSWORD:**
- Your first initial (UPPERCASE)
- Your second initial (lowercase)
- Your 8 digit date of birth

Jane Gallagher-Caulfield was born on the 2nd April 2002. Her username is 20210000 and her password is Jg02042002

Once you have successfully logged in to a College PC you can change your password as follows:

- Press the Ctrl+Alt+Del keys
- Click on the ‘CHANGE A PASSWORD’ option shown on the screen
- Type in your old password
- Press the Tab key and enter your new password
- Your new password must meet the following complexity requirements:
  - MUST contain a minimum of 8 characters including; 1 uppercase, 1 lowercase and 1 number
  - MUST NOT contain your name or your student ID number
- Press the Tab key again and retype your new password in the ‘Confirm New Password‘ box
- Click on the arrow icon

Alternatively, Library staff can reset your password for you at the helpdesk - you will need your ID card

UNLOCKING YOUR STUDENT ACCOUNT

If you enter an incorrect password 3 times, your account will automatically be locked. Library staff can unlock your account for you at the Library helpdesk - you will need your ID card

SETTING UP YOUR STUDENT EMAIL:

- Navigate to Moodle and from the ‘Email’ drop-down menu select ‘Student Email & OneDrive’
- Enter your email address: your ID number@live.blackburn.ac.uk
- Select the correct time zone ‘GMT 00:00, Lisbon, Dublin, Edinburgh, London’
- Select the ‘Mail’ option

Jane Gallagher-Caulfield’s email address is 20210000@live.blackburn.ac.uk