LOG-IN INSTRUCTIONS FOR STUDENTS

How to log in to College systems

To log in to any College system you will need your Student ID Number. All students are given a student ID number when they enrol onto their course. Your student ID number is also included in your **Important information: Logging in to Edinburgh College email**. This will be ec followed by seven numbers e.g. ecXXXXXXX.

> **Your username is your student ID number and should look like this:**
>
> **ecXXXXXXX**

A temporary password has been set for your account, which is in the format – changemeDDMMYYYY – this is the words 'changeme' followed by your date of birth. So, for example if your date of birth is the 1st March 2002, your password will be changeme01032002.

If you are a 2019/20 student returning to College this semester, your password will not have been reset and will be the same password you have used to access Edinburgh College systems previously. If you have problems with your password please click here.

Throughout this guide we will be using a fake student account with an EC number of ec1300029 and a Date of Birth of 1st March 2002. Please use your own details when you are logging in.

> **Your password is the phrase 'changeme'**
>
> **followed by your date of birth and should look like this:**
>
> **changeme01032002**

Information on how to change your password is set later in this guide.

Accessing Moodle

Moodle is the College's Virtual Learning Environment, where you will find all of the information you need for your course.

It is available anywhere you have internet access by searching Edinburgh College Moodle online or by using the following link:
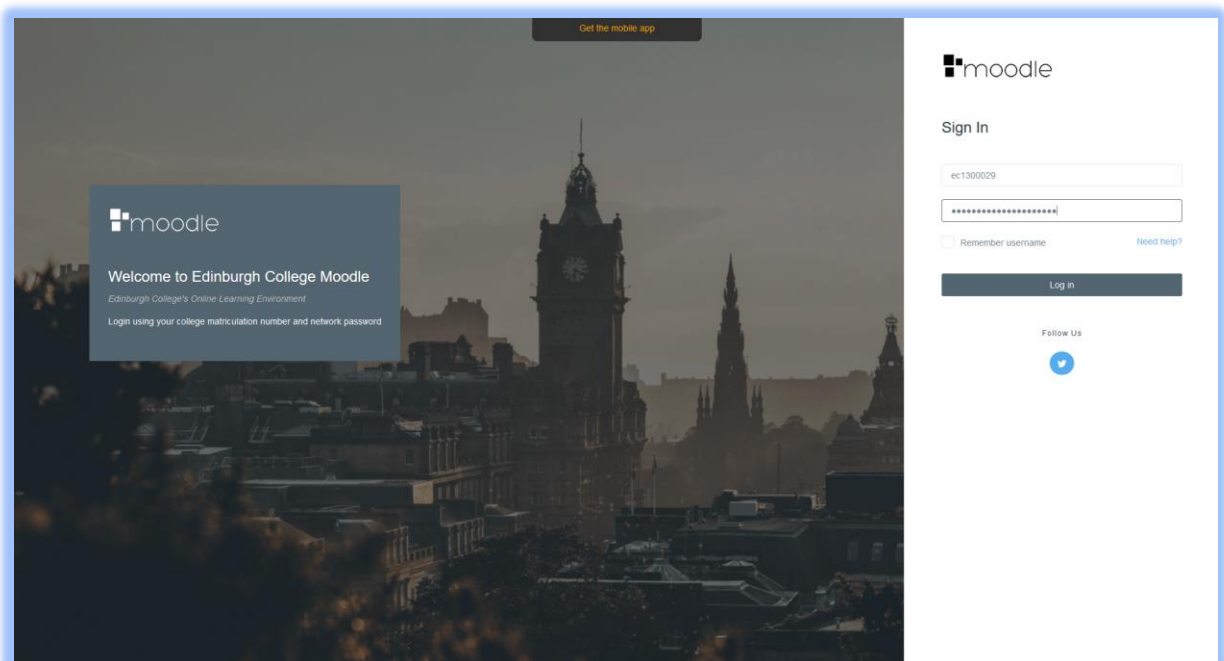
https://moodle.edinburghcollege.ac.uk/

> **You can access Moodle anywhere with an internet connection using this link:**
>
> https://moodle.edinburghcollege.ac.uk/

Logging in to Moodle

The Moodle sign in page is shown below:

The Sign in page shown above is with Student ec1300029 having entered their log in credentials in the fields supplied.

USERNAME: ec1300029   (Replace with your own)
PASSWORD: changeme01032002   (Replace with your own)

To log into Moodle:

- For 'username' please enter your student ID number
- Your password is temporary and you will be able to create your own password after logging in for the first time.
- For 'password' please enter: the phrase "changeme" (one word) followed by your date of birth in the following format: DDMMYYYY so: changemeDDMMYYYY

Accessing Office 365/Web Mail

Microsoft Office 365 contains all the applications needed to help you with your studies including: Word, Outlook, Excel, PowerPoint and Teams. Microsoft Teams will be the main application used to deliver your online lecturers. Teams and Moodle will be integrated so that you can access all of the information you need for your course in one place.

Your College email can also be accessed through the Outlook application within Microsoft Office 365.

As an Edinburgh College student, you have free access to Office 365 apps and can choose to access these via your web browser or download the apps directly to your laptop, tablet or phone. You can access Microsoft Office 365 here: https://login.microsoftonline.com/?whr=edinburghcollege.ac.uk

> **You can also access Microsoft Office 365 and your College email (Outlook) here:**
>
> www.office.com

Logging in to Microsoft Office 365

Your username when accessing 365 is different to the one you use for Moodle. Usernames in 365 need to have '@edinburghcollege.ac.uk' added to your student number.

For example, a student with the student number ec1300029 becomes ec1300029@edinburghcollege.ac.uk.

Your password is the same as your Moodle log in: changemeDDMMYYY (with your own date of birth).

> **Your Microsoft Office 365 username and password should look like this:**
>
> [username] ec1300029@edinburghcollege.ac.uk
>
> **[password] changeme01032002**

When you sign in to Office 365 you will be asked to set up Microsoft Authenticator. The College requires you to do this to prove who you are.

You can set this up by downloading the Microsoft Authenticator app or using your personal email address or phone number.

Select what method you would like to use and follow the steps on screen.
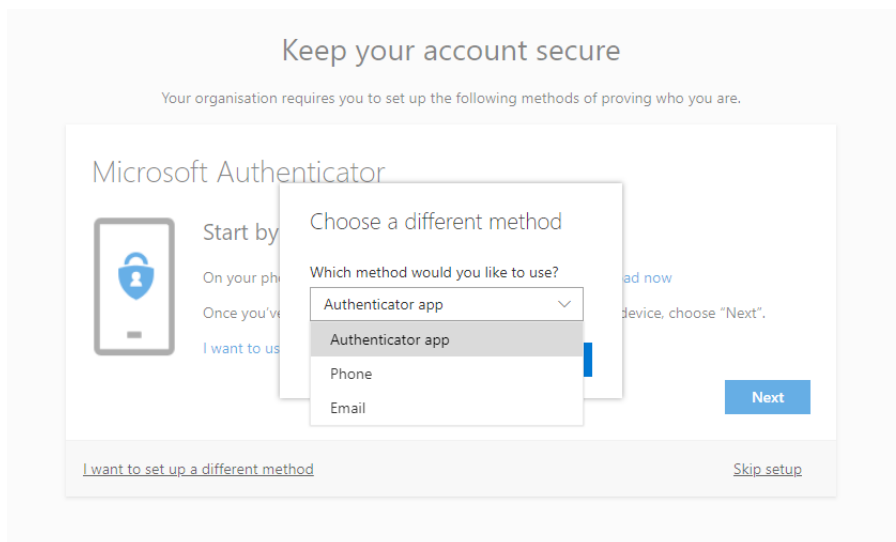
Switching between Microsoft accounts

If you're already signed in to a Microsoft account and you want to sign in with a different account instead, or vice versa, you should:

- Sign out of the account you're signed in with, and then sign in with the other account.
  - OR –
- Use a different browser. For example, if already signed in with Edge, open and use Chrome for the other account.
  - OR –
- Open a private session in your web browser. For example, in Edge, use InPrivate; in Chrome, use the incognito window; or in Firefox, use New Private Window.

The best way to avoid these conflicts is to NOT opt to 'Stay signed in' when logging in. Sign in each time or use a password manager to keep your accounts apart. There are several third-party applications that store your passwords for free.
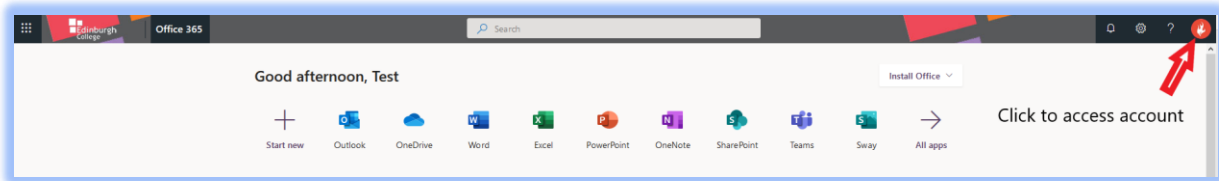
Changing your password

- Your password should be a minimum of 15 characters in length
- There are currently two ways of changing your password:

1. **Using Office 365**

   Changing your password using Office 365 means you can change your password from anywhere at any time, as long as you have internet connection. To do this you should:
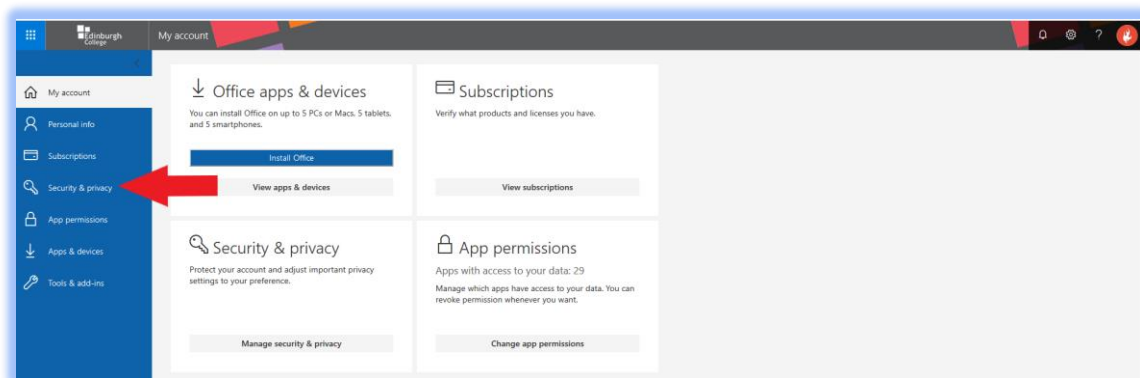
   - Log in to Office 365
   - Click on your account icon – shown on the next page

This will reveal the options shown below – Click on My account.
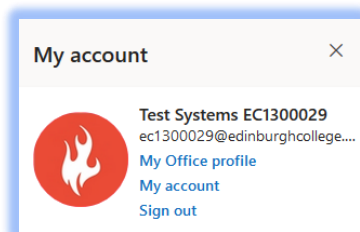
The next page is shown below – click on Security & Privacy on the left hand side of the screen.

Next, click on 'Password – Change your password'

Enter your old/existing password in the 'Old password' field (changemeDDMMYYYY)

Enter your new password (using a minimum of 15 characters) in the next two fields and click 'Submit'.

2. Contacting the College's IT Support

The IT Support Team can change your password for you over the phone. You should only contact them if you have forgotten your password.

IT Support are available between 08:00 and 16:00 Monday to Friday on 0131 297 9090.

You will need to answer some security questions to enable the IT Support Team to reset your password and it will be suggested that you use the above method as soon as possible to change it to something more secure, i.e. that only you know. Click here to contact IT Support.
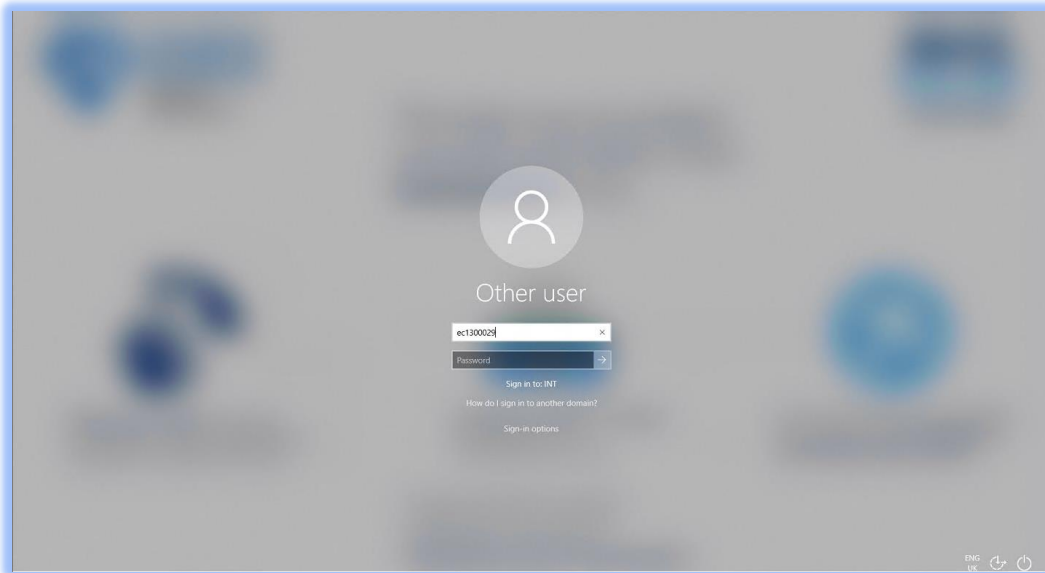
You can contact IT Support on:

0131 297 9090

(Monday to Friday 08:00 – 16:00)

Logging in to a College PC

Although the majority of students will be studying online, your lecturer may instruct you to come into campuses if it is required.

When you log in to a College PC, you will see the Log in page below:

Enter the details below in the appropriate fields.

USERNAME: ec1300029   (Replace with your own)
PASSWORD: changeme01032002   (Replace with your own)

Changing your password using a College PC

When you are logged in to a College PC you change your password in the following way:

- Hold down the [Ctrl] and [Alt] keys, and press [Delete] once.

- Click on the 'Change a password...' option.

- Enter your current password in the second box.

- Enter your new password in the third box.

- Confirm your new password in the fourth box.

- Click on the arrow next to the fourth box, or press enter.

- Your password will now have been updated and can be used on College PCs, Moodle and Office 365.

> **Once logged into a College computer**
>
> **Hold down CTRL, ALT and press DELETE**
>
> **Then click 'Change a password' option**