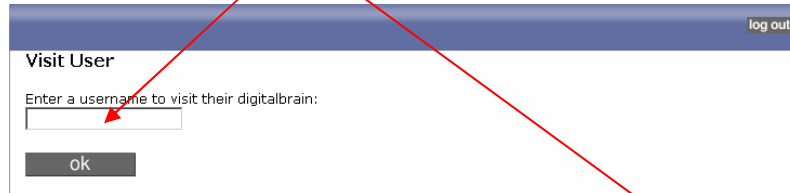


Re-setting student passwords

All staff in the VLE are able to re-set a student's password if they forget it.

1. Once you are logged in go to the student's VLE account by clicking on **visit user** accessed via the **Go to** menu and type in their **username**



This username is their **Student ID number** followed by **.bpc**. Student ID numbers are generated by Information Services when a student enrolls. Students should be encouraged to change their passwords when logging in for the first time. The password they select does not expire (i.e. they do not have to change it again).



2. Go to **Account** on their homepage and type in the new password – always re-set passwords to **college**.

3. Ask the student then to log in – remind them to change their password to something more memorable – but NOT college!