

Accessing your NEW Student account

Log into your new account.

Please Note: Your account can take up to 24hrs to be created after you have enrolled.

To enable your account you can log into Office 365 from any computer or onto a college computer at any Glasgow Clyde College campus.

Logging into Office 365:

Type into the address bar of your internet browser:

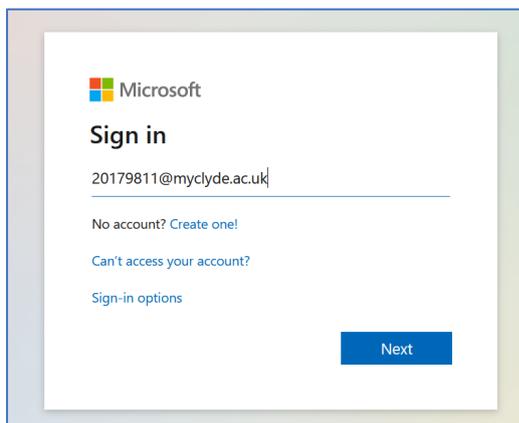
portal.office365.com (Or click there as a link)

Then hit enter on your keyboard. You will then get the following pages:

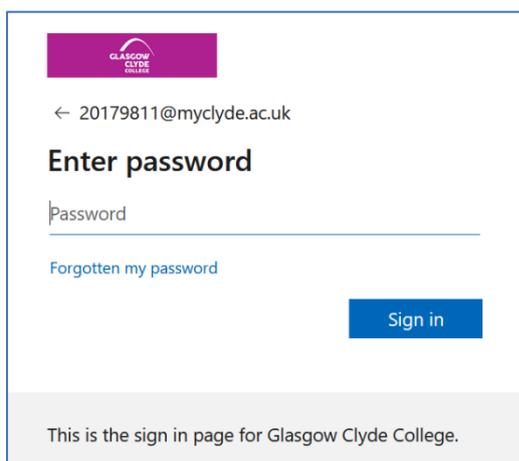
Below is the standard Microsoft login page

Type in your Username **Student ID number** followed by **@myclyde.ac.uk**

Example: 20179811@myclyde.ac.uk



You then get the password window (next page)



Type your password (which has recently been set by ICT)

Your new temporary password is your **Date of Birth** in this format:

DD-MMM-YYYY

where **DD** and **YYYY** are digits

and **MMM** are a three

letter (lowercase) abbreviation of month.

Password includes the dashes.

For example, '02-aug-1999'

The first login will require you to complete the Microsoft Password Reset system.

On the next screen you'll be asked to update the password, to one of your choosing.

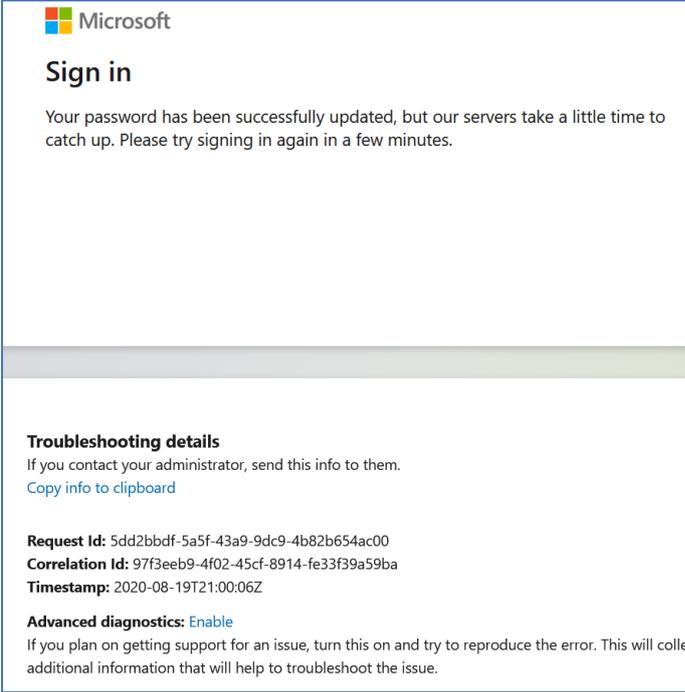
Current Password is the password you just typed

New Password is what you are changing it to.

Confirm Password is to be sure you have typed in your new password correctly.

Once you have completed the fields click **Sign In**.

You may get a message like below. If you do just wait 5 minutes then try logging back in.



The screenshot shows a Microsoft sign-in page with a message indicating a password update. Below the message is a section for troubleshooting details, including request and correlation IDs, a timestamp, and a link to enable advanced diagnostics.

Microsoft

Sign in

Your password has been successfully updated, but our servers take a little time to catch up. Please try signing in again in a few minutes.

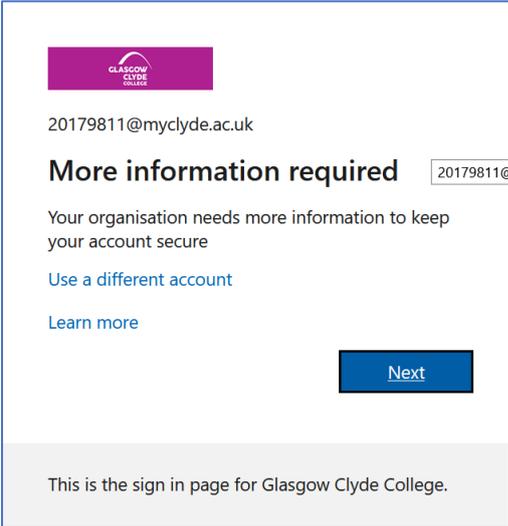
Troubleshooting details
If you contact your administrator, send this info to them.
[Copy info to clipboard](#)

Request Id: 5dd2bbdf-5a5f-43a9-9dc9-4b82b654ac00
Correlation Id: 97f3eeb9-4f02-45cf-8914-fe33f39a59ba
Timestamp: 2020-08-19T21:00:06Z

Advanced diagnostics: [Enable](#)
If you plan on getting support for an issue, turn this on and try to reproduce the error. This will collect additional information that will help to troubleshoot the issue.

Try logging back in using your student Username and your NEW password that you just set.

You then get the below prompt for more info (registering for password reset)



The screenshot shows a prompt from Glasgow Clyde College asking for more information to keep the account secure. It includes a 'Next' button and a footer identifying the page as the sign-in page for Glasgow Clyde College.



20179811@myclyde.ac.uk

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

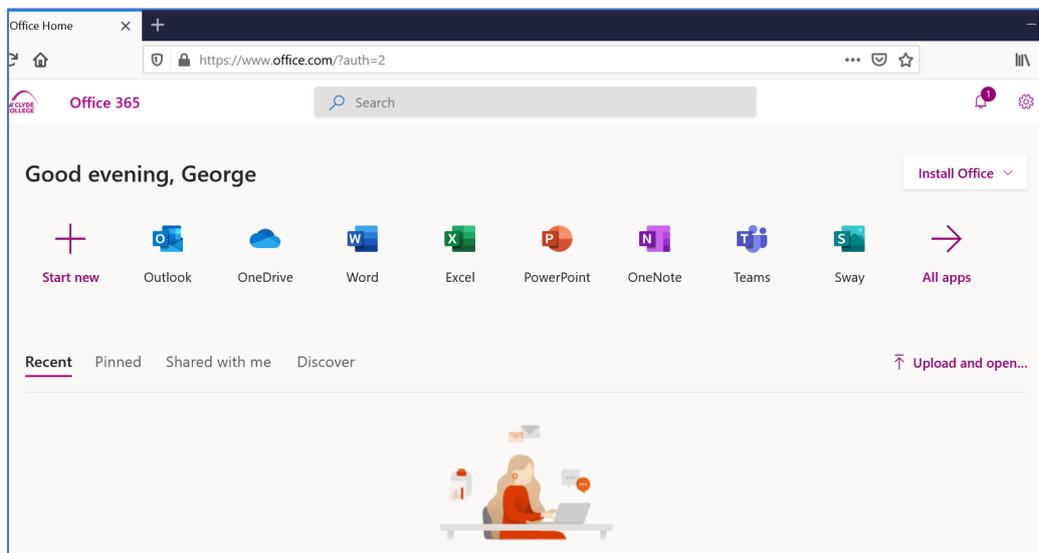
[Learn more](#)

[Next](#)

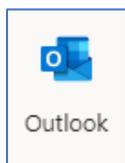
This is the sign in page for Glasgow Clyde College.

Just click **Next** and follow the instructions for you to register for the password reset system to reset your own passwords in future.

After a Welcome message you will get to your Office 365 landing page.



Here you can click **Outlook** for your **emails**



You can click **OneDrive** to save your **files/work**



Once you have set up and accessed your Microsoft accounts and changed your password it would then be this password that will be used to access Computers on campus, **CANVAS**, Printing and other college systems.