

# Accessing Your New Student Account

Welcome to Glasgow Clyde College! Follow these steps to activate and log into your student account.

## Step 1: Wait for Your Account to Be Created

After you enrol, your student account may take up to 24 hours to be set up. Don't worry if you can't log in straight away—just try again later

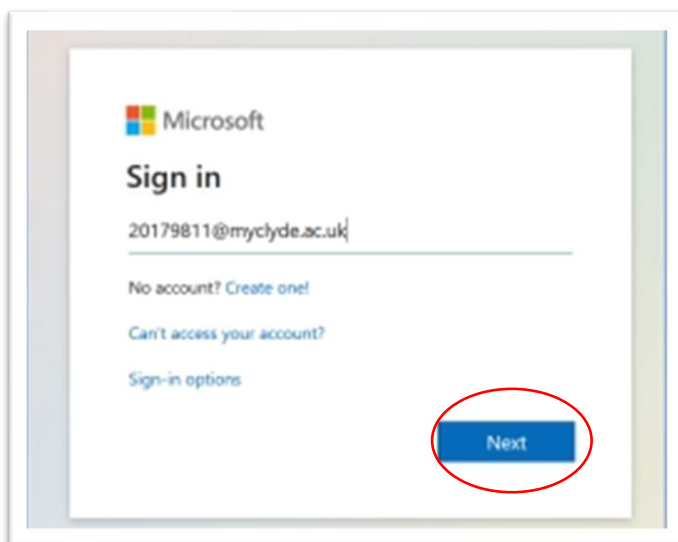
## Step 2: Go to the Office 365 Login Page

1. Open your internet browser (e.g., Chrome, Safari, or Edge).
2. In the address bar, type: [portal.office.com](https://portal.office.com) or, click this link: [portal.office.com](https://portal.office.com)
3. This will take you to the Microsoft log in page as shown below.

## Step 3: Enter Your Username

Type in your Username: which will be your **Student ID** followed by **@myclyde.ac.uk**

E.g. 20179811@myclyde.ac.uk



Click '**Next**' to be taken to the password window.

## Step 4: Enter Your Password

Your new temporary password is your Date of Birth in the following format:



**DD-mmm-YYYY**

**-DD → two digits for the day**

**-mmm → three-letter lowercase month abbreviation (e.g., jan, feb, mar)**

**-YYYY → four digits for the year**

**-The password includes the dashes.**

**Example: '02-jan-2000'**

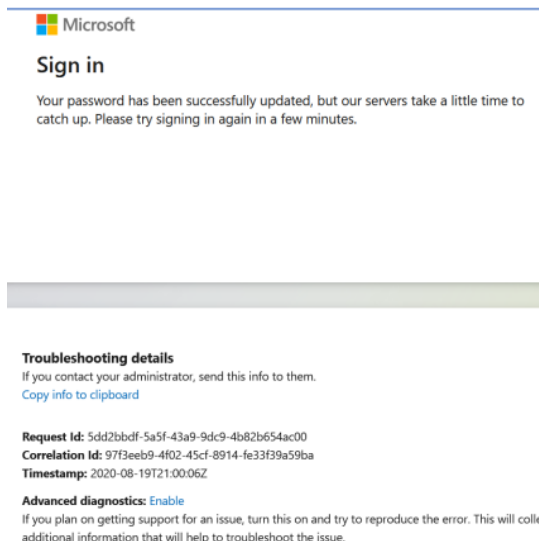
The first login will require you to complete the Microsoft Password Reset system.

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

- **Current Password** is the password you just entered.
- **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.



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

## Step 5: Adding More Information

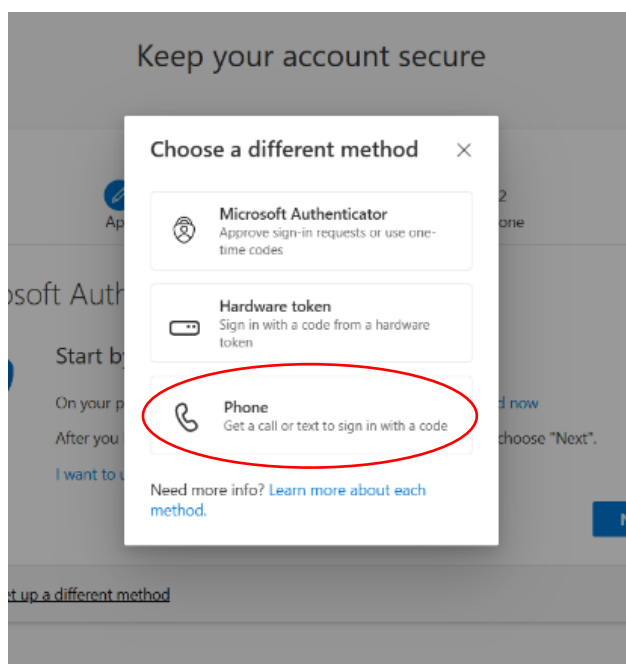
Once you are logged in you will get a prompt saying 'More information required' this is to allow for password reset in the future should they be required.



The screenshot shows a web page with the Glasgow Clyde College logo at the top left. Below the logo, the email address '20179811@myclyde.ac.uk' is displayed. The main heading is 'More information required' with a small text box containing '20179811@'. Below this, the text reads 'Your organisation needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue button labeled 'Next' is circled in red. At the bottom, a footer states 'This is the sign in page for Glasgow Clyde College.'

Click '**Next**' to add account recovery options.

You can choose any **2** options for account recovery. We would recommend phone number and email address.



The screenshot shows a dialog box titled 'Choose a different method' with a close button (X) in the top right corner. Inside the dialog, there are three options, each with an icon and a description: 'Microsoft Authenticator' (with a key icon), 'Hardware token' (with a token icon), and 'Phone' (with a phone icon). The 'Phone' option is circled in red. Below the options, there is a link that says 'Need more info? Learn more about each method.' The background of the page is slightly blurred, showing the same 'Keep your account secure' heading as the previous screenshot.

## Adding a phone number for account recovery

Select 'Phone' from the list of the options.

Method 1 of 2: Phone

Phone 2 App

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Country code United Kingdom (+44) Phone number 742

Choose how to verify

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

**Next**

[I want to set up a different method](#)

Select the United Kingdom country code (+44).

Enter your phone number.

Select either:

- Receive a code

- Call me

Keep your account secure

Method 1 of 2: Phone

Phone 2 App

Phone

We just sent a 6 digit code to +44 74 240220 Enter the code below.

[Resend code](#)

[Back](#) **Next**

[I want to set up a different method](#)

Enter the code you received and click **'Next'**.

You have now added your phone as an account recovery method.

Keep your account secure

Method 2 of 2: App

Phone App

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

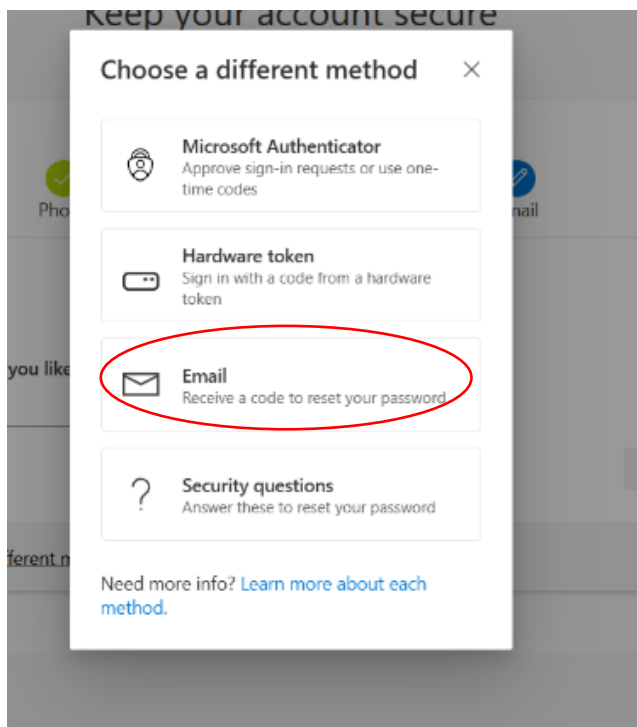
[I want to use a different authenticator app](#)

**Next**

[I want to set up a different method](#)

You can now add the authenticator app as a second recovery method, or you can select 'I want to set up a different method' in the bottom left corner.

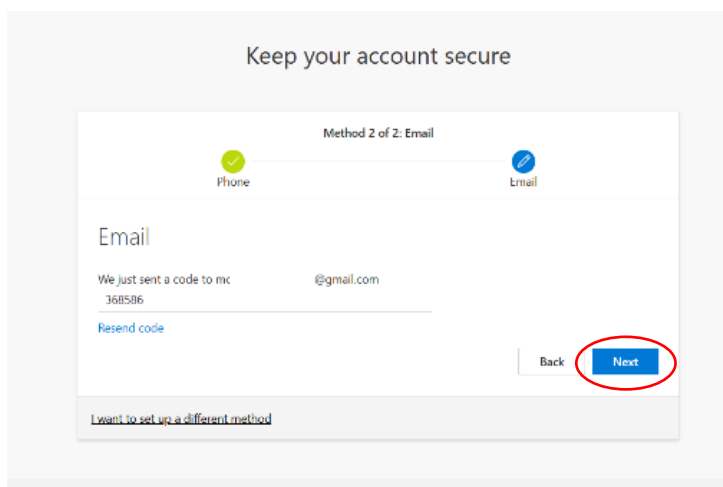
## Adding your email address for account recovery



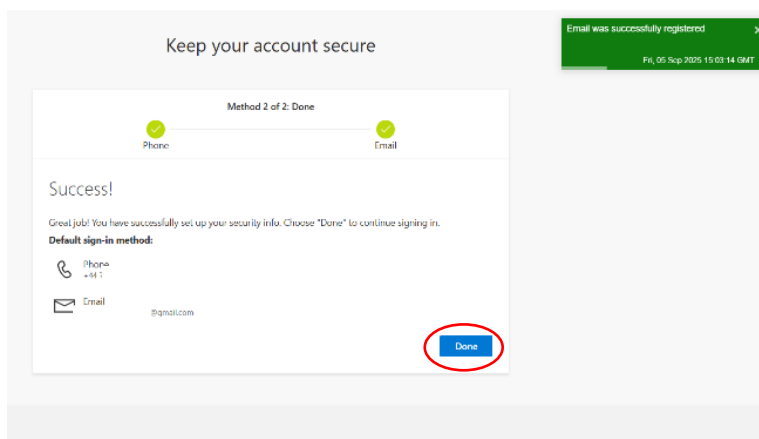
After selecting 'I want to set up a different method' you should then see the following options.

Select 'Email' from the list of options.

Same as before, enter your email address and click 'Next'.

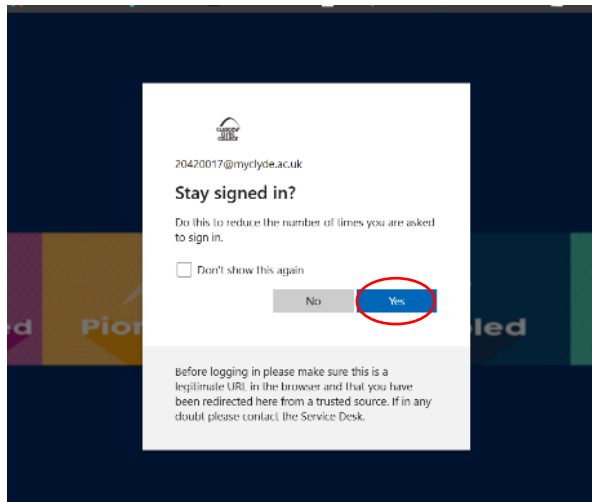


Enter the code received and click 'Next'.



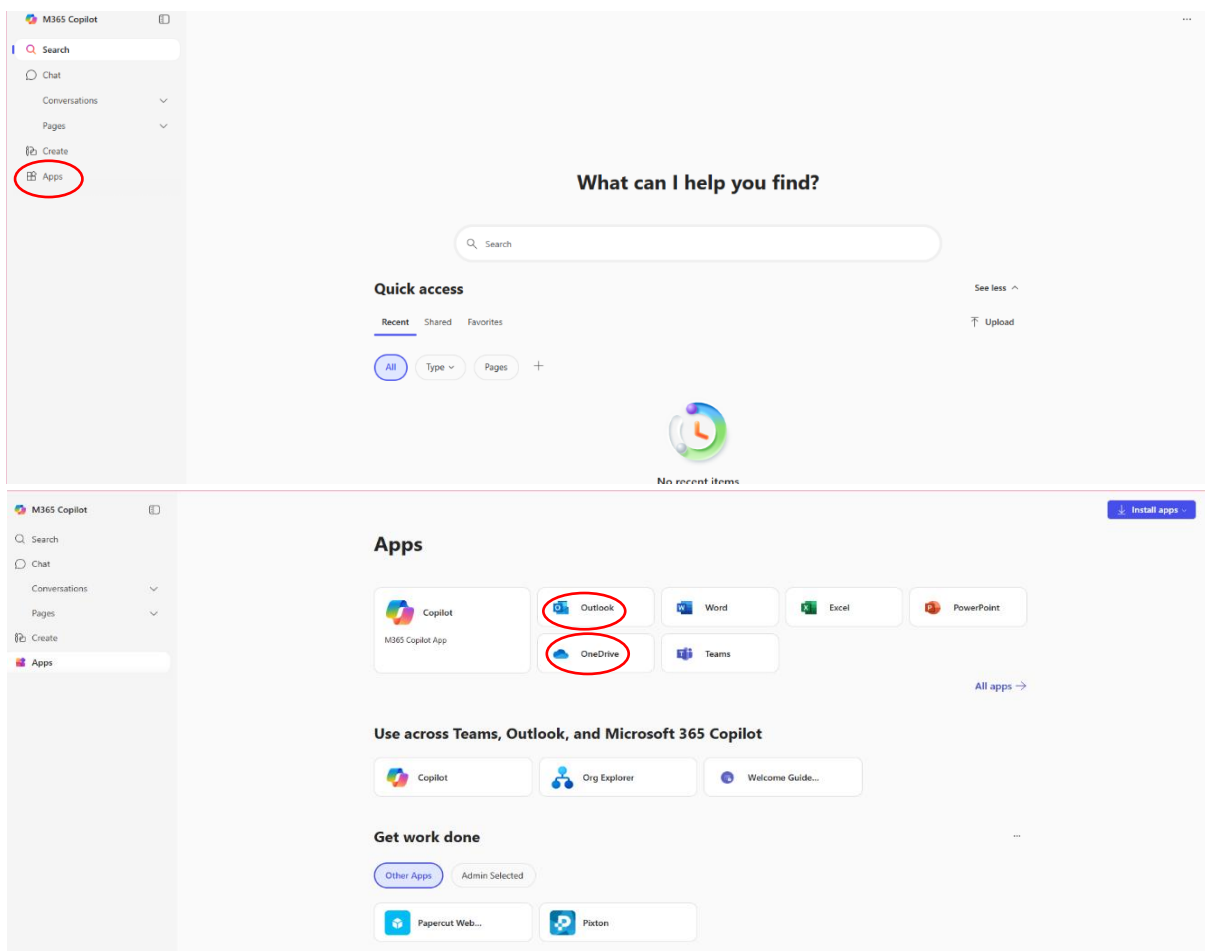
You have now added 2 account recovery option.

## Accessing One Drive and Outlook



Once you have added your account Recovery options and clicked 'Done' you will be sent to this screen. Click 'Yes'.

You will then be redirected to your Office365 account, you can access Outlook (college emails) and OneDrive (files) under the 'Apps' tab.



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