Digital Induction

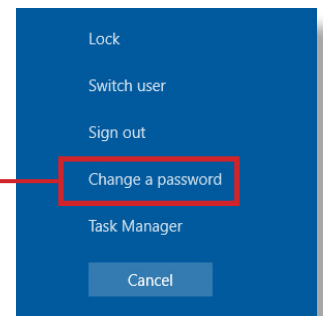## Logging in to the college computers

1 On the login screen:

- **Username** = Student Number (found on your badge) and

Brighton MET/Northbrook/Worthing (new students) = Student number only

Chichester and Brinsbury = First three letter of your surname + student number

Crawley = S + student number

Haywards Heath = H + student number

Worthing 24/25 returning students = W + student number

- **Password** = Your tutor will give you the format for your first password. You can also find out this information from Library, LRC and IT Services.
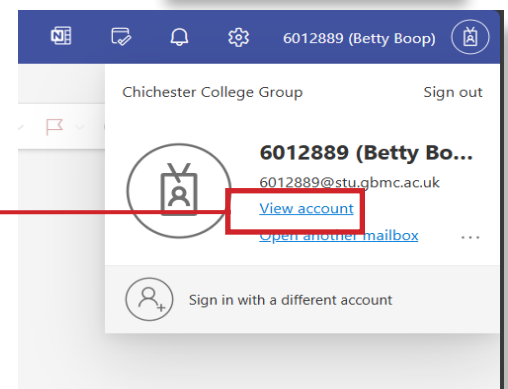

Changing your password on a PC

Ctrl	Alt	Delete

2
- On the Keyboard, press the **Ctrl**, **Alt**, **Delete** keys all together.
- Choose "**Change Password**" option.
- Type your **current password** and then **create a new password**.
- Your **password** must be **12 characters or longer**.

Lock
Switch user
Sign out
Change a password
Task Manager
Cancel

Changing your password on a Mac

- Go to Outlook
- On the top right, click on your name and **View Account**
- Click **Change Password** and follow the on screen instructions
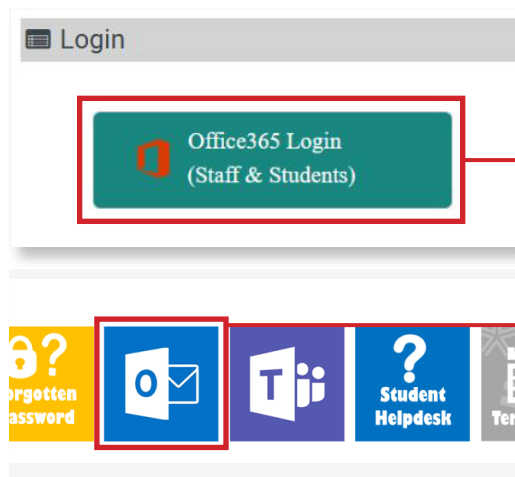- Your **password** must be **12 characters or longer**.

6012889 (Betty Boop)

Chichester College Group   Sign out

6012889 (Betty Bo...
6012889@stu.gbmc.ac.uk
View account
Open another mailbox

Sign in with a different account

Digital Induction

Logging into the College e-mail (Microsoft Outlook)

3 On the PC, open up the **Microsoft Edge Browser** located at the bottom of the screen. This should open **CCG Online**, the Student Landing Page. The browser on a Mac will be Safari or Chrome, and on a Chromebook will be Chrome.

Microsoft Edge Logo

Office365 Login (Staff & Students)

- On the left hand side, click the **Office365 Login** button.

- Type your student email address and your **new password**.

- Once logged in, scroll down the page and look for the **Microsoft Outlook logo** to access your **student email**.

CCG College student e-mail (Username and @stu.your college.ac.uk)

- Brighton MET and Northbrook: **Username** followed by **@stu.gbmc.ac.uk**
  i.e 1234567@stu.gbmc.ac.uk

- Chichester & Brinsbury: **First three letters of your surname**, followed by student number and **@stu.chichester.ac.uk**
  i.e. SMI1234567@stu.chichester.ac.uk

- Crawley: **S** followed by your student number and **@stu.crawley.ac.uk**
  i.e. S1234567@stu.crawley.ac.uk

- Worthing: **Username** followed by **@stu.worthing.ac.uk**
  i.e.1234567@stu.worthing.ac.uk

- Haywards Heath: **H** followed by your student number and **@stu.haywardsheath.ac.uk**
  i.e. H1234567@stu.haywardsheath.ac.uk

Microsoft Teams for Education (Students)

Joining the College Wi-Fi

4

Network: **Eduroam**

User: **Your college email**

Password: **Your college password**

Apple iPhone:
You will need to 'Trust' the certificate.

Android phone:
Check your settings are as follows:
EAP method: **PEAP**
Phase-2 authentication: **MSCHAPV2**
CA certificate: **Do not validate**
Anonymous identity: **Leave blank**
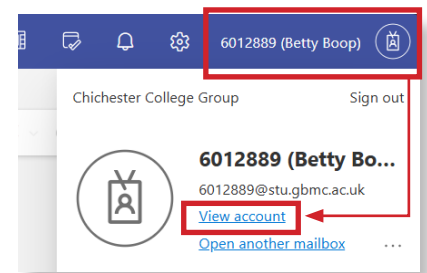
Setting up Microsoft Authenticator

5

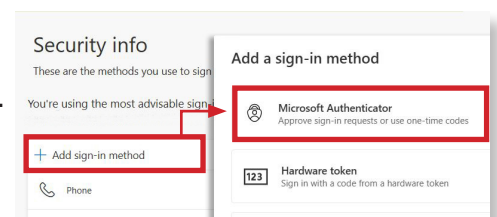- Using your phone go to the **App Store (Apple)** or **Play Store (Android)** and search for and download the **Microsoft Authenticator App**. **Do not open the APP yet**. This is the correct logo.
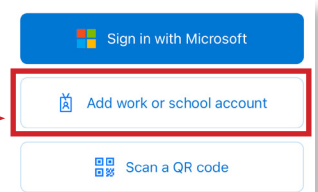
- On your **PC** go to your **student email account**. In the **top right** of the page you will see your **student number and name**. Click this, then in the menu that pops up click "**View Account**".

- Click **UPDATE INFO** in the **Security Info box**.

- Click **+Add sign-in method**.

- Select **Authenticator app** in the drop down menu.

- **Click through the instructions** until you reach the **QR code screen** (see below).

- On your **phone**, **open the Microsoft Authenticator App**. If prompted, allow notifications. Then choose "**Scan a QR Code**" or "**Add work or school account**".

- Your phone will then open its camera to scan a QR Code. **Scan the QR code on the PC screen.**

- **On the PC**, click **Next** on the **QR code window in Microsoft365**.

- Type the **number you see on the PC**, into your **Microsoft Authenticator App on your phone**.