

## Activating your account

1. Press Ctrl, Alt and Delete on login screen
2. Enter in these details
  - a. Username: **newaccount**
  - b. Password: **Password1** (capital P)
3. Click OK or GO button to login
4. Once you are logged in, a screen will come up like the one below. You need to read the terms and conditions and then tick the 'I accept the terms and conditions' box to continue. Once you have ticked this box, press submit.

**Step 1: Computer Account Registration**

Please read below before continuing

This is an automated system for Students to create their own student logon, allowing access to protected College systems and resources. You will need your student number and Date of Birth to register on the college network. You will be asked for these details during the validation process. At the end of the process, the system will display your Username, Email Address and Initial Password. You should make a careful note of these and keep them safe.

Your account will be ready to use within one hour of completing the registration process. Should you experience any problems with this system, please contact Computing Services.

In requesting an account on the Stratford College Network, you agree to be bound by the [Stratford College Acceptable Use Policy](#).

If you have read, understood and agree to the terms and conditions set in the Acceptable Use Policy, check the 'I Agree' button below and click Submit.

I accept the terms & conditions

5. You will then go to Step 2 which is activating your account. You will need to enter your student number (provided by enrolment) and your date of birth in the indicated boxes. Then press the Submit button to go to Step 3.

**Step 2: Activate Your Student Account**

Please fill in the following details and click on the submit button

Student Number:

Date of Birth:  /  /

6. Next is Step 3 this is where you can chose which username and email address you wish to use. Your details are situated at the top of this page; please make sure these are correct before continuing. You will be given some options in a list and you simply select which one you want to have and then press submit.

**Step 3: Please choose a username & email from the following options**

**Your Details:**

Student Number: 03002248  
Surname: Blake  
Forename: Thomas  
Date of Birth: Sep 5 1985 12:00AM

If the details above are incorrect, please contact the CIS department

Username: thomas.blake -> Email: thomas.blake@stratford.ac.uk  
 Username: t.blake -> Email: t.blake@stratford.ac.uk  
 Username: thomas.b -> Email: thomas.b@stratford.ac.uk

7. Your account will now be in the process of being activated. On the final page you will be given your username, your password and your email address. **Please make a note of these.** You will then need to log off the machine (instructions on page) and your account will be created in **ONE HOUR.**