

Student Password Change

Password Requirements:

Your old password will be either your password that has expired, or if you are seeing this for the first time, your date of birth in the format **DobDDMMYY**, e.g. Dob051299.

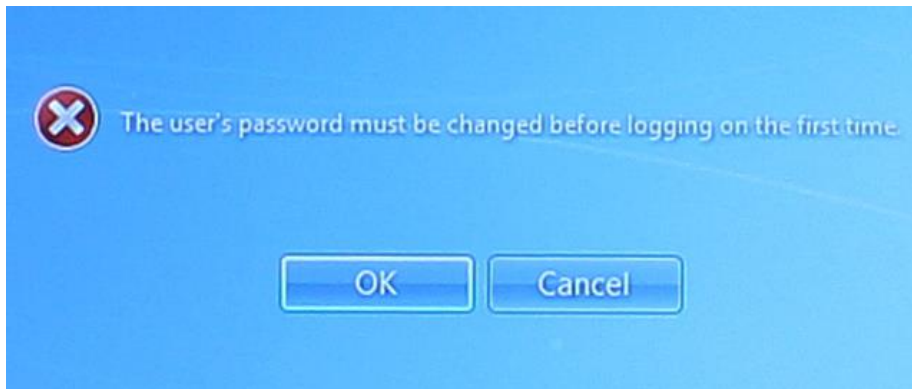
Please note: All passwords are reset to your date of birth at the start of each academic year.

When you choose a new password, it must meet these minimum requirements:

- It is at least eight characters long
- It contains at least one number
- It contains at least one Upper case character
- It contains at least one Lower case character

To Change Password either:

1. **Login to a College PC** with your student number and password
 - a. **If you password has expired** you will be prompted to change it



Click "OK" then enter a new password twice



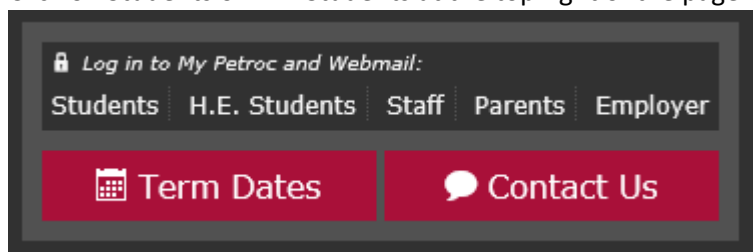
If your password has not expired, but you want to change in press the “CTRL ALT DEL” keys together and choose “Change Password”.

You will need to enter your old password and a new password twice.

NOTE: you cannot change your password if you have changed it within the last 5 days.

2. Visit the College Website

Click on Students or H.E. Students at the top right of the page



Click on



on the right hand side of the page

This will take you to the website (<https://fs.petroc.ac.uk/adfs/portal/updatepassword/>)

Update Password

- Enter your College email address (studentid@petroc.ac.uk e.g. 31516271@petroc.ac.uk)
- Enter your Old Password.
- Then enter a new password twice

Click “Submit”

If successful you will get this message:

