



Your IT Account

Your Student Account

To access your student account, you will need your password and student number.

Your username to access SRUC systems is the same as your student number and your password will have been emailed to you previously.

Resetting your password

There are several different ways you can reset your password which are detailed below.

Office 365 self-service password reset enables you to reset your password at any time from anywhere without having to contact IT or be on campus. Before you can reset your password this way, you need to register:

1. To register, go to www.office.com
2. Enter your **Office365 username** which is your student number followed by **@sruc.ac.uk** (for example S123456@sruc.ac.uk) and your **password**
3. You will be asked to provide some security information

Once you have registered, you can go to Office.com and click "Forgot my password". You will be asked to enter some security details and it will provide you with a new password.

Below are some alternative ways you can reset your password:

Student Desktop

If you are logged onto Student Desktop press **Ctrl, Alt** and **End** keys on the keyboard and select **Change a Password**.

Please see the Working off campus document for more information on the student desktop.

On Campus

If you are on a SRUC campus you can change your password on any SRUC PC by pressing **Ctrl, Alt** and **Delete** keys on the keyboard and select **Change Password**.

SID SSD

Alternatively, you can contact Shared Service Delivery on 0131 535 4444. For security reasons we need to call you back.

Password Management

Your password will expire every 12 months.

Your password must be 12 characters in length and contain at least one number.

We recommend you using a combination of random phrases in your password as that is more secure and also something you are more likely to remember. For example, MonkeySpider75.

You cannot use your first name, last name or username in the password.

If you have reset your password you must remember to change it on Wifi.

Remember:

- Never give your password to anyone else
- Never write it down where it can easily be seen or stolen
- Always lock your machine

Be secure

We have a responsibility with our own actions to keep ourselves safe online and also protect personal and SRUC systems.

You must read our [Acceptable Use Policy](#)

- Do not access or transmit pornographic or indecent material.
- Do not attempt to access computer systems or applications that you are not authorised to use (known as hacking) or attempt to use other people's accounts.
- Respect the copyright of others and do not infringe this through the illegal downloading or use of software, music, video etc.
- Do not send emails or participate in forums etc. that harass or defame others.
- Do not make commitments on behalf of the College that you are not authorised to make.
- Be careful not to misrepresent the College on blogs, wikis etc.
- Use social networking sites with care. They are no different from any other form of publication and you could be legally accountable for any content.

Phishing

What is Phishing?

Phishing is when criminals use fake emails or web links to obtain personal information such as passwords and bank details. These links and emails appear genuine, but they are designed that way to trick people into giving away personal details.

You can follow these tips to avoid being a victim

- Do not click on links from unknown sources
- Do not open attachments in emails from unknown sources
- Any requests for personal information should be treated as caution
- Be wary of a request for "urgent action"

For information you can look at this link provided by police Scotland

[Get safe online](#) provides free expert advice on staying safe online.

Staying Safe online

Today's internet is full of risks for everyone, from business owners to students. Your information is valuable and saleable on the black market, and therefore whether for mischief, to make money or to disrupt lives, hacking is becoming ever more prevalent and sophisticated. Below are a few tips on how you can become much safer online in the modern cyber world!

Don't get caught unaware

- Learn to recognise phishing emails, treat all email as suspicious
- Learn to recognise dodgy website, be careful when typing out the names of websites, misspellings will most likely lead you somewhere unexpected!
- Beware of sharing too much information on social media, lock those security settings down tight!

Keep devices up to date and secure

- Have antivirus on your PC and make sure your PCs and phones are up to date with all security patches.
- Keep your phone and other mobile devices encrypted, so that if you lose them, they cannot be used to steal your identity.
- Keep your phone and PC locked when not in use

Passwords

- Use strong passwords (long passphrases e.g. SpidersPaypalMars2020) something you will be able to remember!
- Use a different password on every online service you use.

- Never write your password down and leave it lying around for others to find!
- Consider using a password manager (see below)
- Consider using two factor authentication (use your mobile phone to get you logged in) – the set up of this is different for each service.

Check yourself out

- Check your emails on <https://haveibeenpwned.com> – this will tell you if any of your email addresses have appeared in major database breaches (e.g. Adobe, dropbox, etc). If they have, consider re-securing your passwords
- Check your passwords on <https://haveibeenpwned.com/Passwords> – this will tell you if the password you have lovingly crafted appears on any databases out there, i.e. is inherently insecure.

Other useful links

- <https://takefive-stopfraud.org.uk>
- <https://www.getsafeonline.org>
- <http://www.cyberaware.gov.uk>

Password managers

- <https://keepass.info>
- <https://pwsafe.org>
- <https://www.lastpass.com>



SRUC

At the heart of the natural economy

SRUC is a charitable company limited by guarantee, Scottish Charity Number: SC003712. Registered in Scotland, Company Number: SC01033046. Registered Office: Peter Wilson Building, King's Buildings, West Mains Road, Edinburgh EH9 3JG. SAC Commercial Limited. An SRUC Company. Registered in Scotland, Company Number SC148684. Registered Office: Peter Wilson Building, King's Buildings, West Mains Road, Edinburgh, EH9 2JG.