

Change Your Password

You will be asked to change your password every 90 days to keep your account secure, but you can change your password at any time if you're worried that someone else might know it.

You can only follow the instructions in this guide if you know what your password is. If you have forgotten your password, or if it's not working, please follow the instructions in our **Reset Your Password** guide.

Step 1:

Open an internet browser, such as Chrome or Edge.

The icon for Chrome looks like:



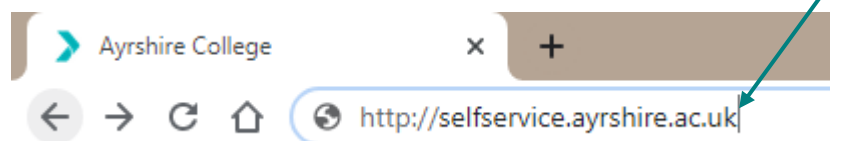
The icon for Edge looks like:



This guide will use Chrome as an example.

Step 2:

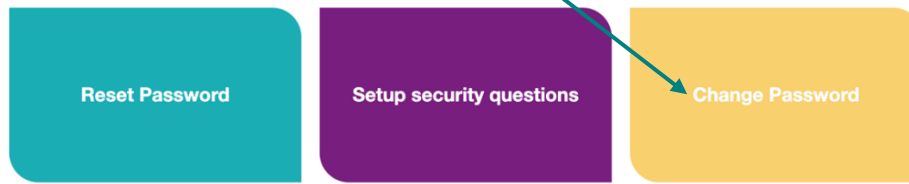
In the browser window type <http://selfservice.ayrshire.ac.uk/> into the address bar at the top of the page.



Press the **Enter** on your keyboard.

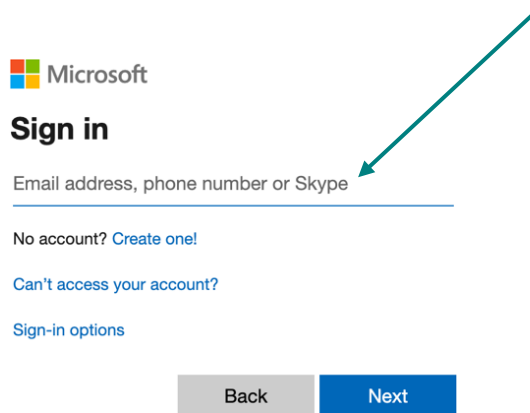
Step 3:

Click on **Change Password**



Step 4:

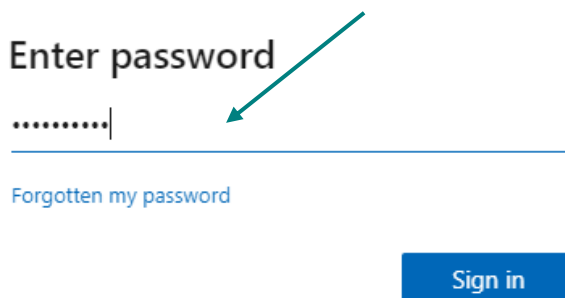
Enter your college email address. This is your student number, followed by @ayrshire.ac.uk, for example: **A0012345@ayrshire.ac.uk**.



Click **Next**.

Step 5:

Type in your **current** password



Click **Sign in**

Step 6:

Enter your current password into the **Old password** box.

Enter a new, different password into the **Create new password** box.

This must:

- Be between 8-12 characters long
- Must include a number and a capital letter (it may also contain a symbol)
- It can't be your own name or date of birth
- It can't be the same as a password you have used before

Type your new password in again to the **Confirm new password** box.

Old password

Create new password

Confirm new password

submit

cancel

Click **Submit**

The password you have set is now your password to log in to college emails, My Learning (Moodle), online resources and a computer in the college.