# Logging in for the First Time

This guide will direct you through logging in to your college account for the first time, setting a password and setting security questions.

## Setting Security Questions

The first thing you should do when accessing your account for the first time is set up security questions. Setting questions that only you know the answers to will enable you to reset your password if you forget it or if it stops working.

## 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 www.office.com into the address bar at the top of the page.

New Tab

www.office.com

Press the **Enter** on your keyboard.

A log in page will open.

## Step 3:

On the log in page, type your college email address. This is your student number followed by @ayrshire.ac.uk, for example: **A0123456@ayrshire.ac.uk**.

Click **Sign In** or **Next**.

## Step 4:

Type in your default password. This is your date of birth, followed by Abc*, for example: **010903Abc***.

Do not include any dots or slashes and use only the last two numbers of the year, for example '03', for '2003'. Don't forget the *!

Enter password

•••••••••|

Forgotten my password

Sign in

Click **Sign in**

## Step 5:

You will be asked to provide more information to keep your account secure, click **Next** to set up your security questions.

Ayrshire College

lrckilmtemp4@ayrshire.ac.uk

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

## Step 6:

To set up your security questions, click to **Set them up now**

# don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that your account more secure. You'll need to set up at least 1 of the options below.

🛑 Security Questions have not been configured. Set them up now

## Step 7:

Click on the down arrow in the question box and choose the question you want to answer from the list that appears.

# don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

**Security question 1**

What were the last four digits of your childhood telephone number? ⌄

🛑

Type your answer into the box.

You must choose and answer 5 questions. Your answers must be more than 3 letters long and they cannot be the same.

Once you have answered 5 questions, click **Save answers**. On the next screen click the **Finish** button.

**Important!** Take a note of your security questions & answers and keep this somewhere secure (we suggest on your phone). You will need these if you ever need to reset your password.

## Set Up Your Password

Now that you have set up your security questions you should change your password from the default to one only you know.
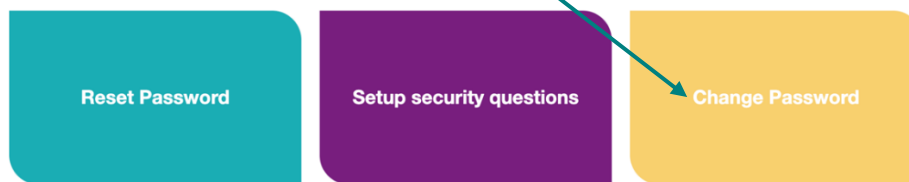
## Step 1:
In the browser window type http://selfservice.ayrshire.ac.uk/ into the address bar at the top of the page**.**
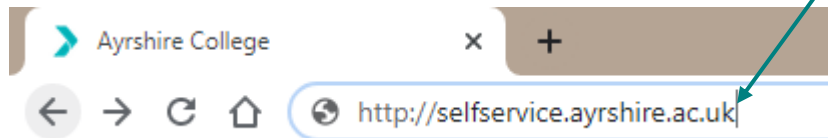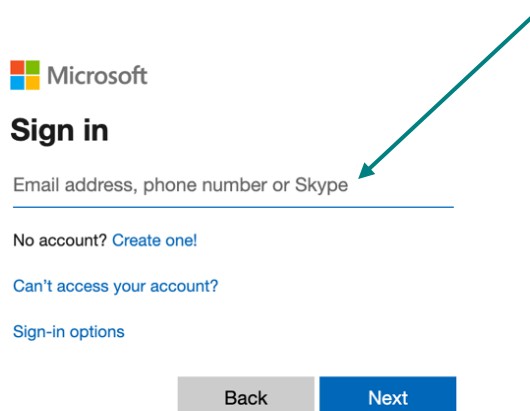


Press the **Enter** on your keyboard.

## Step 2:
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 default password. This is your date of birth, followed by Abc*, for example: **010903Abc\***.

Do not include any dots or slashes and use only the last two numbers of the year, for example '03', for '2003'. Don't forget the *!



Click **Sign in**

## Step 6:
Enter the default password again (date of birth, followed by **Abc\***) into the **Old password** box.

Enter a password of your choice into the **Create new password** box. This must:

- Be between 8-12 characters log
- 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

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



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.