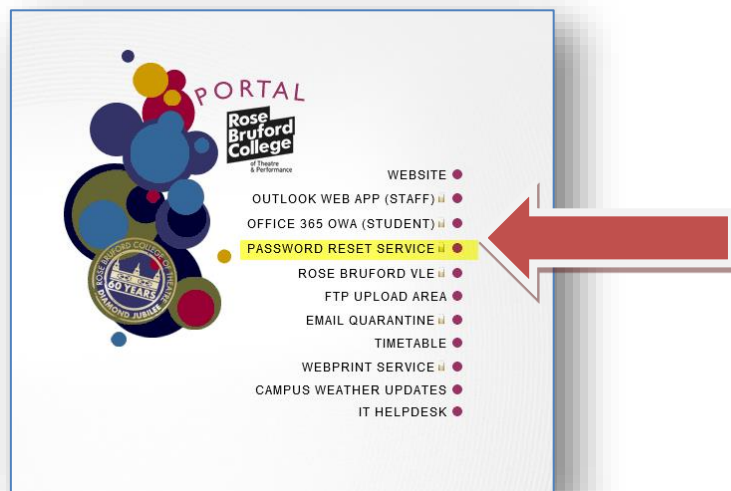


Self-service Password Reset facility

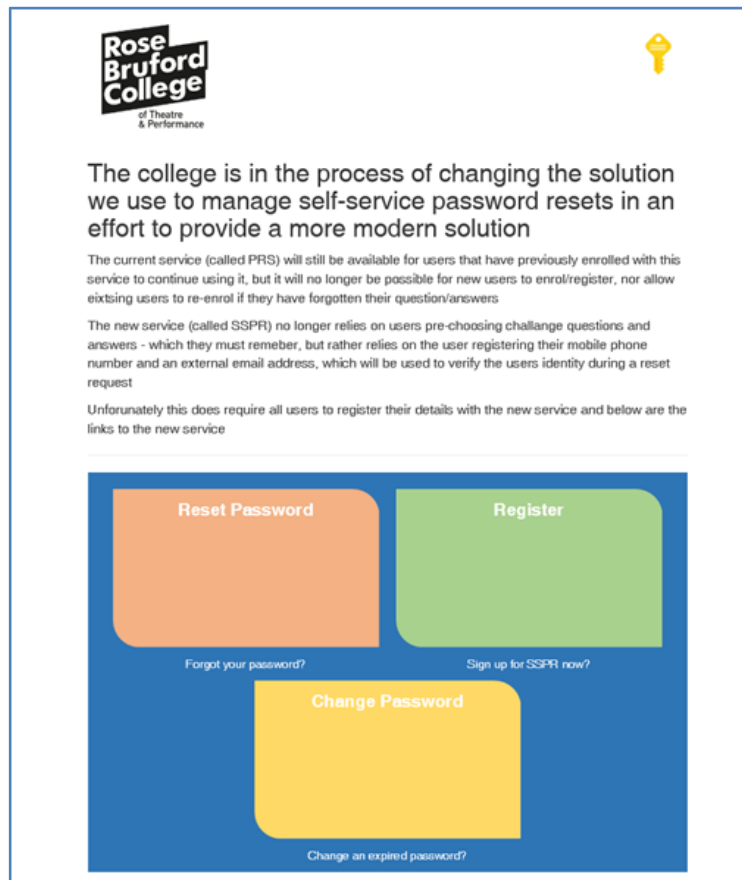
How to change a known, expired or temporary password

To use this service off-campus, go to the College's external website <https://www.bruford.ac.uk> and then click on the 'Portal Login' link, and then click on the 'Password Reset' link



If using a college computer you can find the link on the intranet home page

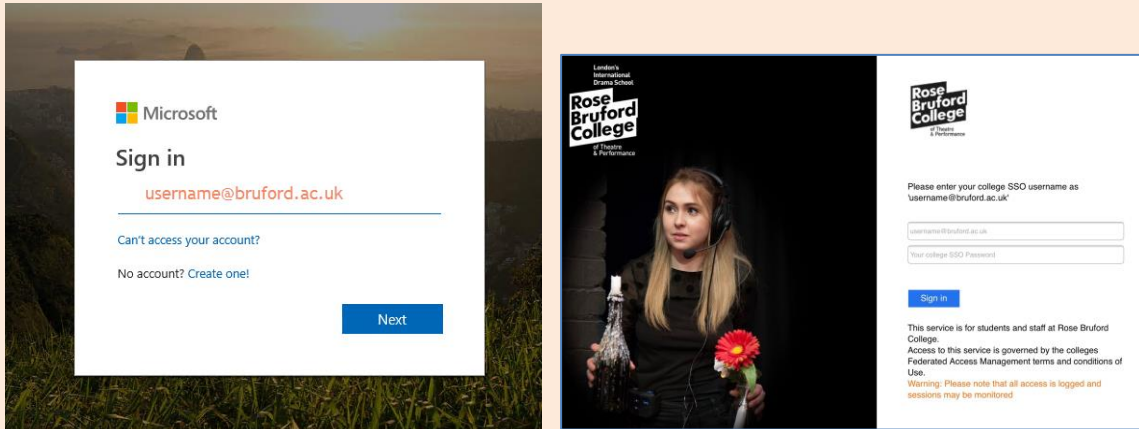
There are three options available to you as shown below



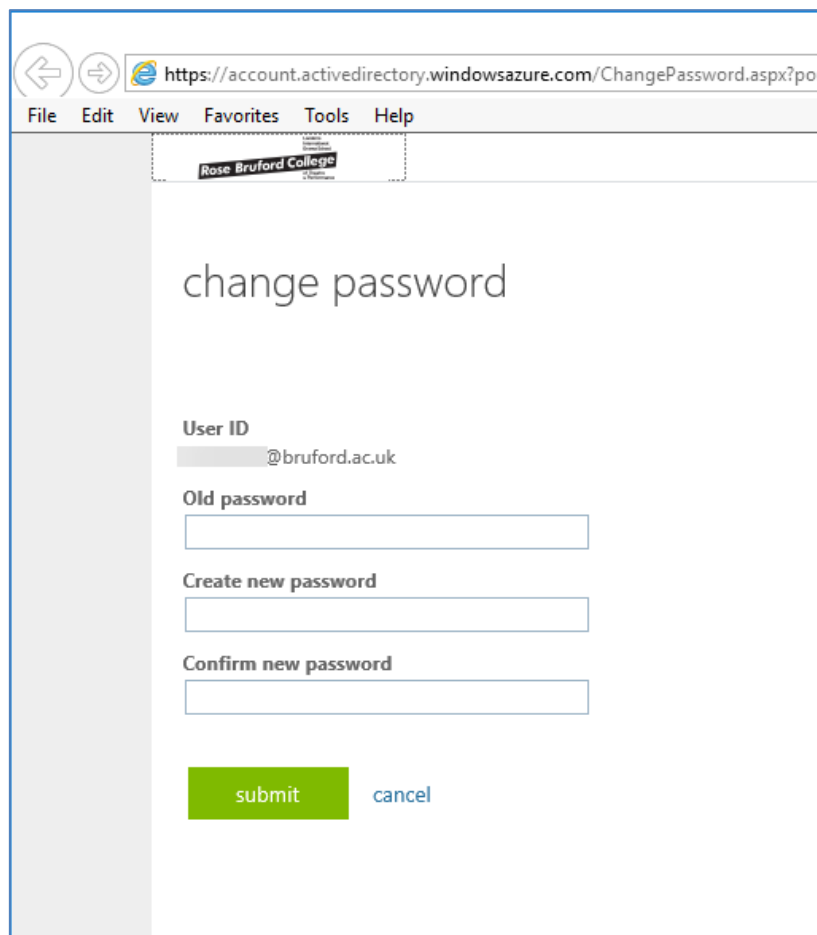
Select the third yellow option 'Change Password'

NB

If you are using a personal you maybe be prompted to login using your college full **UPN** and password.



You will then be asked to enter your **current/old/temporary** password and choose a new password (entered twice) in the boxes



https://account.activedirectory.windowsazure.com/ChangePassword.aspx?por

File Edit View Favorites Tools Help

Rose Bruford College

change password

User ID
@bruford.ac.uk

Old password

Create new password

Confirm new password

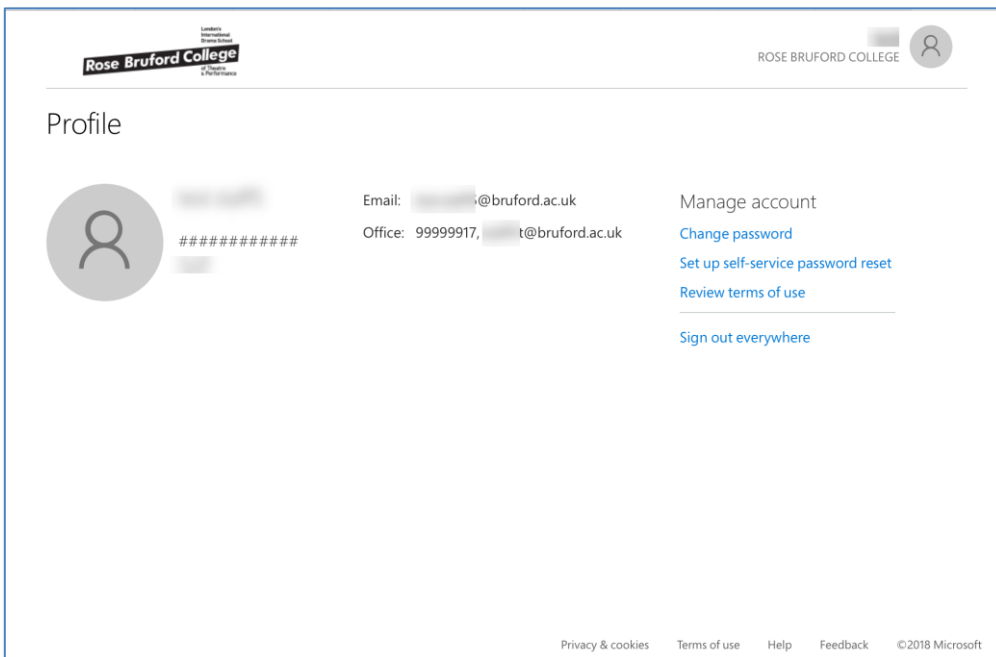
submit cancel

Remember your new password must meet the college's minimum password requirements

Your new password must:

- not match one of your last 3 passwords
- not be similar to your name
- not be a common password
- not be similar to a common password
- contain at least 3 of these character types:
 - upper alpha
 - lower alpha
 - numeric
 - special
- contain at least 8 characters

Then click on **'submit'**



The screenshot shows a user profile page for Rose Bruford College. The page header includes the college logo and name. The main content area is titled 'Profile' and features a circular profile picture placeholder. To the right of the profile picture, the user's email and office information are displayed. A list of account management links is provided on the right side of the page. At the bottom, there are links for 'Privacy & cookies', 'Terms of use', 'Help', 'Feedback', and a copyright notice for Microsoft.

Rose Bruford College
London Metropolitan
University
of Applied
Performance

ROSE BRUFORD COLLEGE

Profile

#####

Email: #####@bruford.ac.uk
Office: 99999917, #####t@bruford.ac.uk

Manage account
[Change password](#)
[Set up self-service password reset](#)
[Review terms of use](#)
[Sign out everywhere](#)

Privacy & cookies Terms of use Help Feedback ©2018 Microsoft

You can now login to college resources using your new password

END