

How to use our computers



How to use our computers

First you need to be able to log on

To do that you'll need a **username** and a **password**

After you log on you will have to **change your password**

How to use our computers

Your user name is easy to work out...

28 (the year you'll do your GCSEs!)

first letter of **first** name

first **3** letters of **last** name

01 (zero one)

So, Dave Squirrel is **28dsqu01**

How to use our computers

After you log in you will need to change your password

Passwords need to be:

- easy to remember
- hard to guess
- something that you don't tell to anyone else

How to use our computers

Passwords need to have:

- Capital letters
- Be at least 8 characters long
- Have a number
- Not use your name
- Not use really simple words like “password”

How to use our computers

Here's a quick way to choose a good password:

Colour + Animal + House number

Red	Horse	42
Green	Hamster	23
Blue	Cat	3b
Orange	Dog	03
Purple	Pig	748
Brown	Sheep	
Black	Duck	
White	Cow	

How to use our computers

You will need your e-mail address for lots of things

username@cliffparkoa.co.uk