

Student Login Details

To login to Office 365 for the 1st time:

Username: Student Matriculation Number@west-lothian.ac.uk

e.g. 12345678@west-lothian.ac.uk

Password: You will have been sent a text with a unique password before your course starts

If you didn't get a text, please contact the Learning Centre who will give you a temporary password. Students will then be prompted to set security questions for password resets and to create their own new personal password.

Your personal password should contain the following:

A Number, a Capital letter and a Special Character such as a ! or ? It should contain 12 characters or more but must not include the student's name.

The Learning Centre runs short sessions to help students get their accounts set up and can also help with password resets when required.

To use College Wifi:

Select: WLC-Student or Eduroam

Username: Student Email Address e.g 12345678@west-lothian.ac.uk

Password: The password you have created for your Office 365 account

Moodle Login:

Open the College Web page and Click on Moodle (at the top of the screen)

Username: Student Email Address e.g., 12345678@west-lothian.ac.uk

Password: You should have been sent a password via your student email account. If not, please contact the Learning Centre who will provide a temporary password to allow access. You will then be asked to create a personal password using the same format as above.

Alternatively, you can click on Forgotten Password. You will then be sent an email (to your college email) with a link that allows you to reset your password. **Remember to take a note of your passwords or save them on your phone as you will need them every day.**