

Griffith College

Activating your S Number User Guide

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Introduction

Griffith College have worked in conjunction with Griffith University to provide all enrolled students with an S number which will greatly enhance the Student Experience at Griffith College. With the S number there will be changes to:

- the way you obtain access to the computers in the computer labs;
- the way you access the library; and
- the way you access the on-campus wireless network.

This guide is intended to outline how to activate your S number. Note that Griffith University refer to the S number as a UserName. The S number always starts with an S.

Email sent to your Gmail account

From: service.desk@Griffith College.qld.edu.au [\[mailto: service.desk@griffithcollege.edu.au\]](mailto:service.desk@griffithcollege.edu.au)

Sent: Monday, 20 February 2012 9:54 AM

To:

Subject: Griffith College Welcome to Griffith

Dear

This email contains important information about the process you need to undertake to obtain your Griffith University UserName which has been allocated to you so you can access:

- the internet within Mount Gravatt or Gold Coast Griffith College computer labs,
- the internet on any Griffith University campus wirelessly via your own personal devices (e.g. laptop),
- electronic library resources (e.g. databases) within Griffith University libraries,
- selected electronic library resources (e.g. databases) off campus (e.g. from your home).

When you click on the link below, you will be required to enter your date of birth, and then prompted to login to a "Welcome to Griffith" site. Once there you will find your UserName and a temporary password.

Please follow all instructions as outlined on each screen.

Please do not share the link below as it is confidential, i.e., for your information ONLY.

[https://app.secure.griffith.edu.au/Griffith College-welcome/email-welcome.php?mykey=XXXXXXXXXXXX](https://app.secure.griffith.edu.au/Griffith%20College-welcome/email-welcome.php?mykey=XXXXXXXXXXXX)

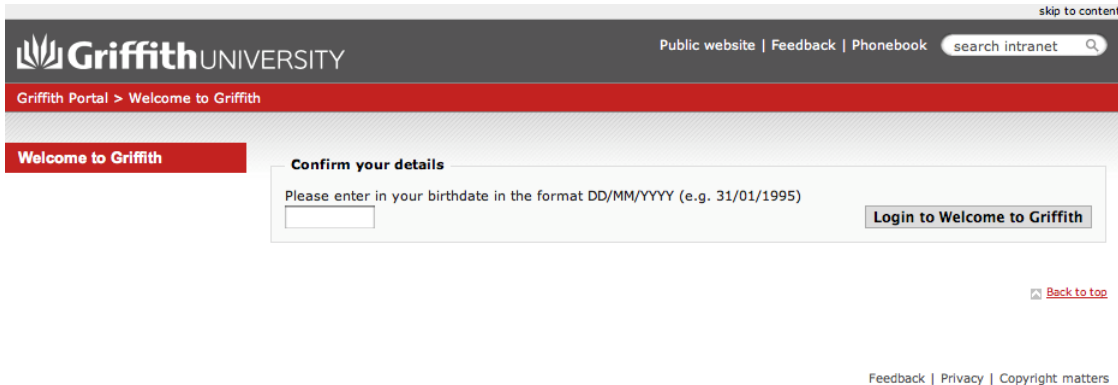
If you experience any issues with accessing the above link, contact The Griffith College IT Department on 07 37351071 between 8.30 – 5pm Monday to Friday.

Please do not respond to this email.

Yours sincerely,

Griffith College IT Department

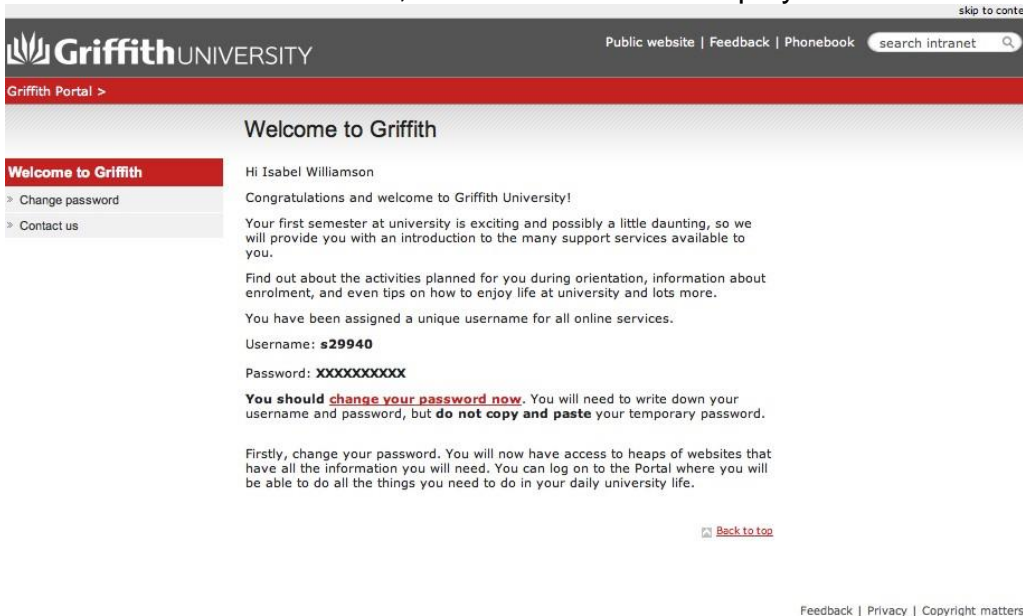
When the student clicks on the URL in the above email, they will be prompted to the screen below.



At the next screen students should select the option to change their password.

Students who have never used S Number

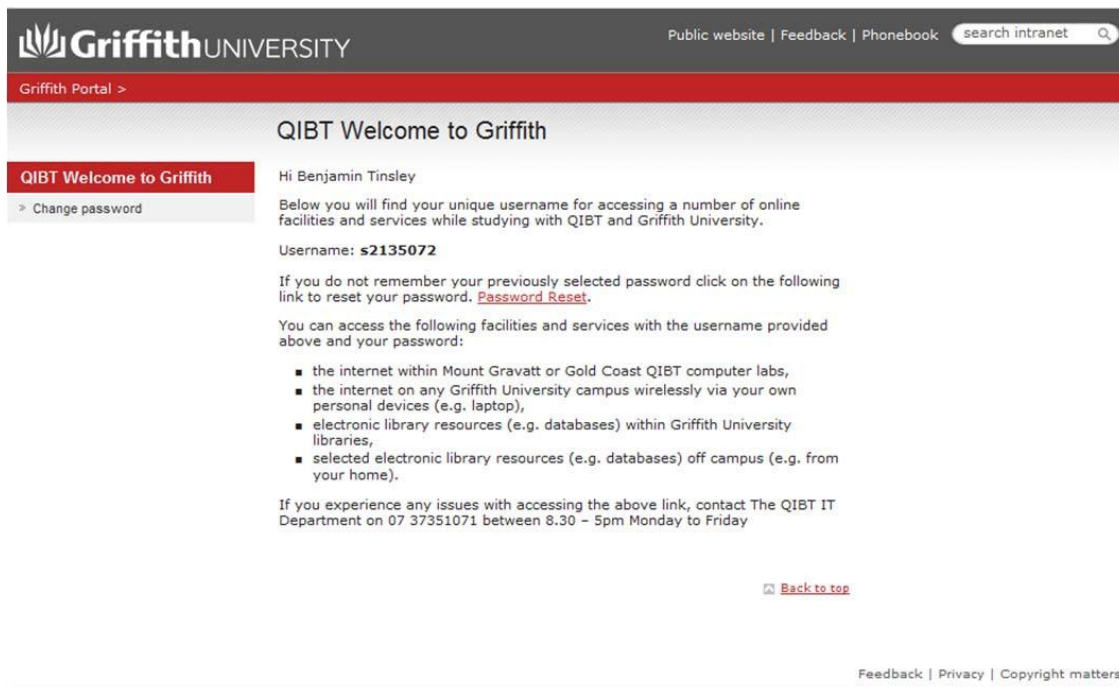
Upon successful validation of the Date of Birth and selecting the 'Login to Welcome to Griffith' button, the screen below is displayed:



The password supplied on the 'Welcome to Griffith' page is temporary. You must change your password after accessing the link on this page.

Students who have an S Number

If you have ever applied to, or studied at, Griffith you will already have had an S number supplied to you and you may have accessed your account. The S number supplied via this process should be the same. If you accessed your account you would have had to change your password at that time. If this is the case then you will now have the option of resetting your password if you wish. If you choose not to reset your password then you can continue to use your existing password.



The screenshot shows the Griffith University website header with the logo and navigation links. Below the header is a red bar with 'Griffith Portal >'. The main content area is titled 'QIBT Welcome to Griffith' and includes a personalized greeting for Benjamin Tinsley, his unique username 's2135072', and instructions on how to access online facilities. A list of access points is provided, including computer labs, wireless campus access, and library resources. Contact information for the QIBT IT Department is also included.

Griffith UNIVERSITY Public website | Feedback | Phonebook search intranet Q

Griffith Portal >

QIBT Welcome to Griffith

Hi Benjamin Tinsley

Below you will find your unique username for accessing a number of online facilities and services while studying with QIBT and Griffith University.

Username: **s2135072**

If you do not remember your previously selected password click on the following link to reset your password. [Password Reset](#).

You can access the following facilities and services with the username provided above and your password:

- the internet within Mount Gravatt or Gold Coast QIBT computer labs,
- the internet on any Griffith University campus wirelessly via your own personal devices (e.g. laptop),
- electronic library resources (e.g. databases) within Griffith University libraries,
- selected electronic library resources (e.g. databases) off campus (e.g. from your home).

If you experience any issues with accessing the above link, contact The QIBT IT Department on 07 37351071 between 8.30 – 5pm Monday to Friday

[Back to top](#)

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Change your Password

In order to change your password, you enter the 's' number in the Username Field and the temporary password in the Existing Password Field.

Griffith UNIVERSITY

Home > Password Change Login

Password Change

Login

Please enter your username and existing password

Username

Existing Password

[Help](#)
[Forgot Password?](#)

Information Technology Resources Code of Practice

Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice.

This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home.

You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice.

It is your responsibility to become familiar with the Code of Practice.

[Accept conditions and login](#)

Griffith UNIVERSITY

Campuses | Phonebook

Home > Password Change

Change Password Details

s101125, your account was last updated on 8:50 AM 25-Nov-2011 and is currently: **Active.**

New Password

Retype New Password

Secret Question

Answer

Retype Answer

If you require a staff member to reset your password, you prefer:

☐ To present photo ID in person at the Library & IT Help service desk on any campus.

☒ Staff to reset your password over the phone.

[Next >](#)

Instructions

1. Enter your new password
2. Re-enter your new password
3. Enter your identification question (if you don't already have one)
4. Enter the answer to your identification question
5. Re-enter the answer to your identification question
6. Click 'Next' to continue

Ensure that

- your new password is at least 8 characters long
- your retyped password is the same as your new password
- your new password is not the same as one of your previous 4 passwords
- your new password contains a mixture of letters, numbers and other characters
- you have entered an identification question and answer
- your retyped answer is the same as your first answer

[\[password help \]](#)



Refer to Page 7 for
information on the
Password Strength
Meter

Password Strength

The password strength meter is an indication of how difficult it would be for a password cracking tool to work out a password and hack into the Griffith systems.

The strength rating falls into one of four categories:

- Insufficient
- Average
- Good
- Strong

If a password is rated as *Insufficient*, it is not strong enough to be used.

The user is provided with feedback to assist in improving the password from *Insufficient* to at least to an *Average* rating.

The password validation process checks to ensure that passwords cannot be easily guessed. Easily guessed passwords include:

- client name;
- client phone number;
- client date of birth;
- commonly used phrases - like password, letmein, Griffith;
- keyboardpatterns - like 1234qwer.

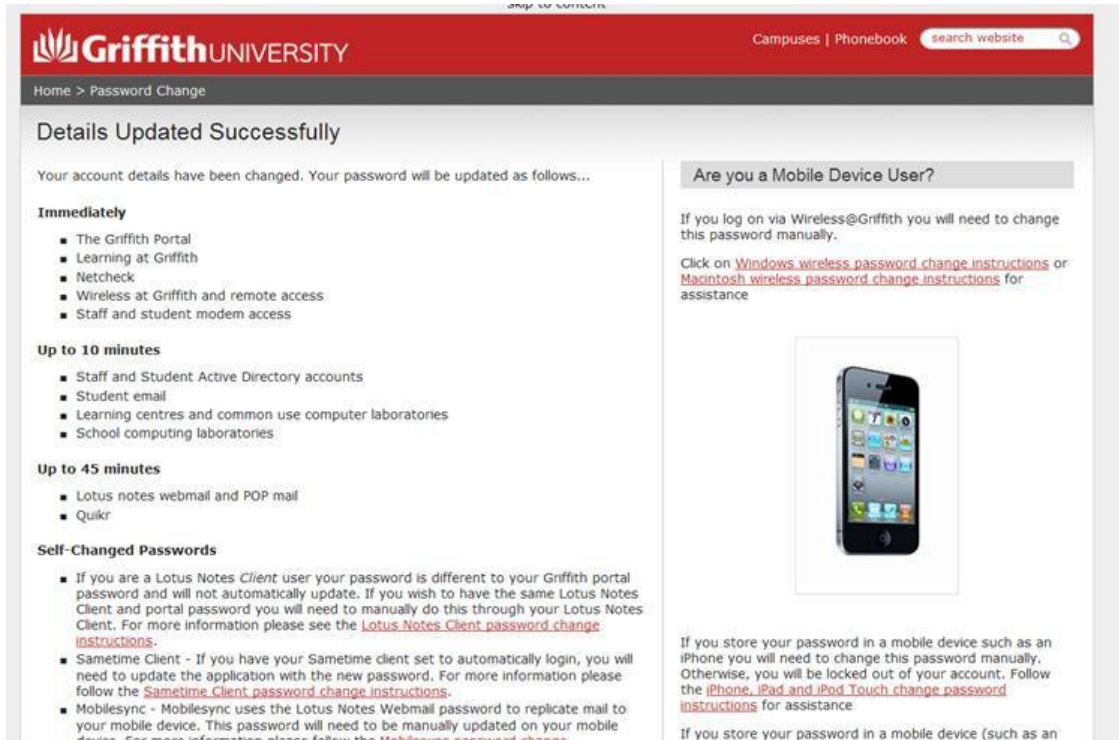
A client password may NOT contain:

- given name;
- preferred name;
- family name;
- middle name;
- year of birth;
- current year;
- client sNumber;
- quotation marks " as quotation marks cause problems for NetCheck login.

The following rules are allowed but are not recommended. A client password may contain:

- current age;
- year of birth as represented by two digits: e.g. 1991 as 91.

Upon successful password validations the following screen is displayed:



Griffith UNIVERSITY Campuses | Phonebook search website

Home > Password Change

Details Updated Successfully

Your account details have been changed. Your password will be updated as follows...

Immediately

- The Griffith Portal
- Learning at Griffith
- Netcheck
- Wireless at Griffith and remote access
- Staff and student modem access

Up to 10 minutes

- Staff and Student Active Directory accounts
- Student email
- Learning centres and common use computer laboratories
- School computing laboratories

Up to 45 minutes

- Lotus notes webmail and POP mail
- Quikr


Self-Changed Passwords

- If you are a Lotus Notes Client user your password is different to your Griffith portal password and will not automatically update. If you wish to have the same Lotus Notes Client and portal password you will need to manually do this through your Lotus Notes Client. For more information please see the [Lotus Notes Client password change instructions](#).
- Sametime Client - If you have your Sametime client set to automatically login, you will need to update the application with the new password. For more information please follow the [Sametime Client password change instructions](#).
- Mobilesync - Mobilesync uses the Lotus Notes Webmail password to replicate mail to your mobile device. This password will need to be manually updated on your mobile device. For more information please follow the [Mobilesync password change instructions](#).

Are you a Mobile Device User?

If you log on via Wireless@Griffith you will need to change this password manually.

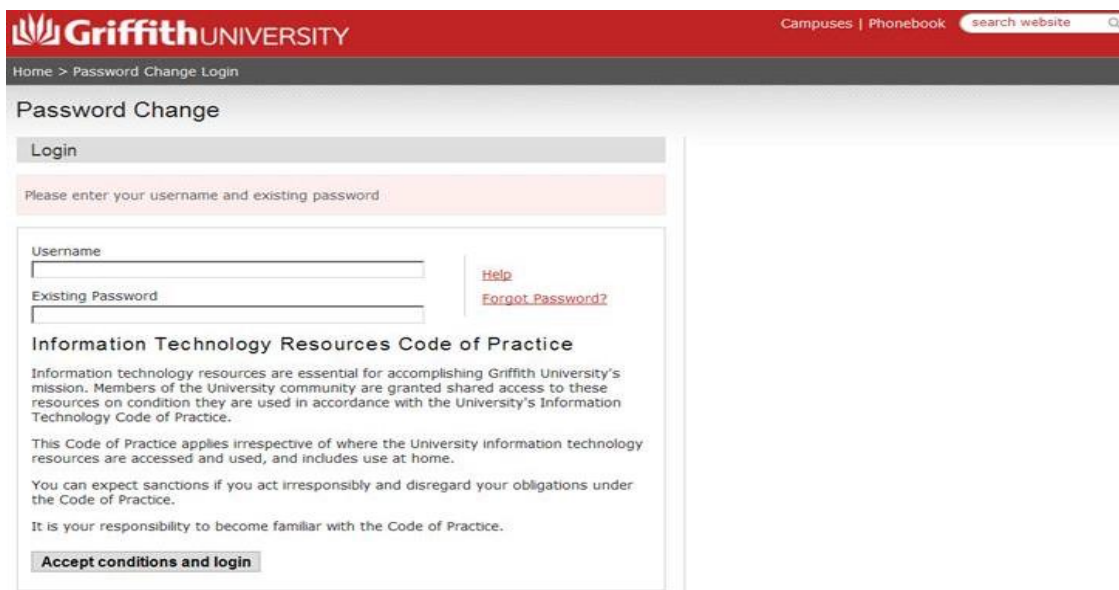
Click on [Windows wireless password change instructions](#) or [Macintosh wireless password change instructions](#) for assistance



If you store your password in a mobile device such as an iPhone you will need to change this password manually. Otherwise, you will be locked out of your account. Follow the [iPhone, iPad and iPod Touch change password instructions](#) for assistance.

If you store your password in a mobile device (such as an

Forgotten your Password



Griffith UNIVERSITY Campuses | Phonebook search website

Home > Password Change Login

Password Change

Login

Please enter your username and existing password

Username

Existing Password

[Help](#)
[Forgot Password?](#)

Information Technology Resources Code of Practice

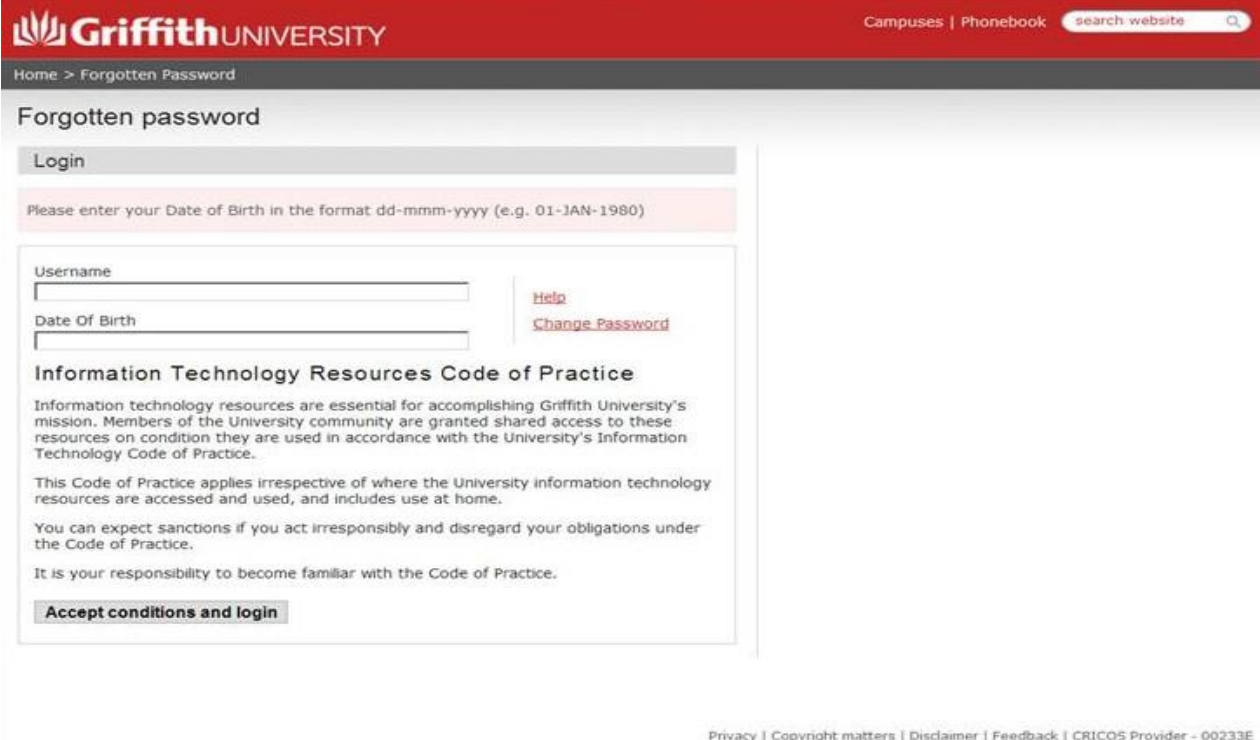
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This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home.

You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice.

It is your responsibility to become familiar with the Code of Practice.

[Accept conditions and login](#)



Griffith UNIVERSITY

Campuses | Phonebook

Home > Forgotten Password

Forgotten password

Login

Please enter your Date of Birth in the format dd-mmm-yyyy (e.g. 01-JAN-1980)

Username

Date Of Birth

[Help](#)
[Change Password](#)

Information Technology Resources Code of Practice

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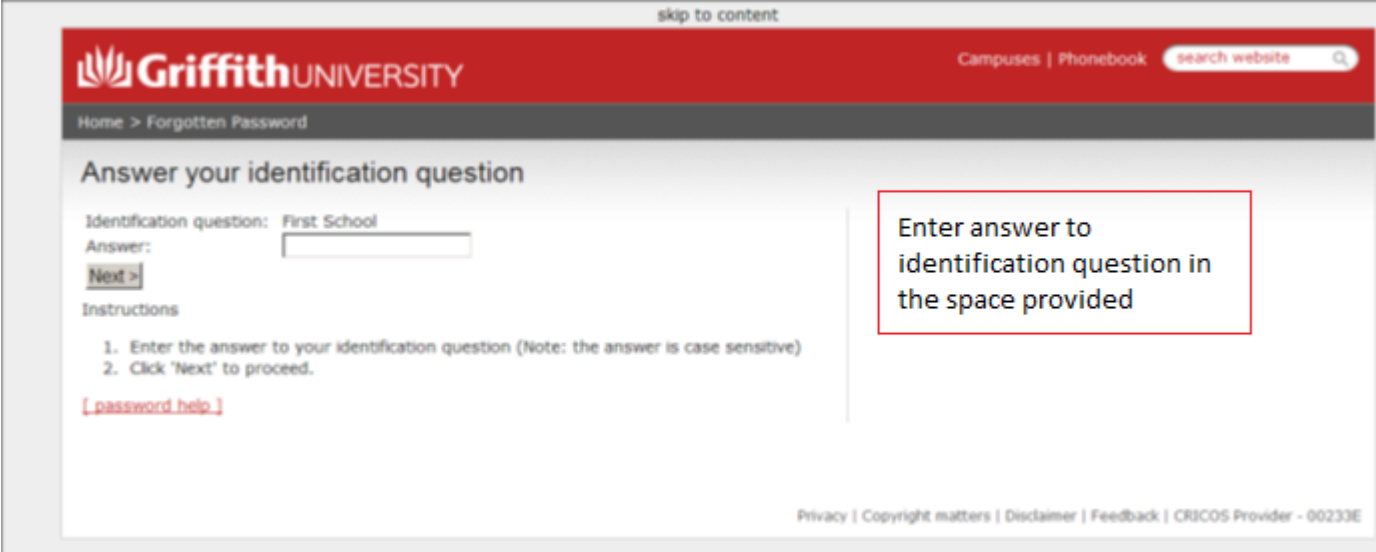
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It is your responsibility to become familiar with the Code of Practice.

Accept conditions and login

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The user will be prompted to the screen below when the 'Accept Conditions and Login' button is selected.



skip to content

Griffith UNIVERSITY

Campuses | Phonebook

Home > Forgotten Password

Answer your identification question

Identification question: First School

Answer:

Next >

Instructions

1. Enter the answer to your identification question (Note: the answer is case sensitive)
2. Click 'Next' to proceed.

[\[password help \]](#)

Enter answer to identification question in the space provided

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Once the identification question is validated, the following screen appears:

skip to content

Griffith UNIVERSITY Campuses | Phonebook search website

Home > Forgotten Password

Enter your new password

s2810636, your account was last updated on 2:33 PM 07-Feb-2012 and is currently: **Active**.

New Password
 Retype New Password

Your password

Next >

Instructions

1. Enter your new password
2. Re-enter your new password
3. Click 'Next' to continue

Ensure that:

- your new password is at least 8 characters long
- your retyped password is the same as your new password
- your new password is not the same as one of your previous 4 passwords
- your new password contains a mixture of letters, numbers and other characters

[\[password help \]](#)

Enter New Password in the space provided

Password Strength
 Strong
 Good
 Average
Insufficient

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Asking for Support


If you have any issues please

- find a lab assistant;
- call the Service Desk on (07)3735 1071;
- come and see Griffith College reception; or
- see the staff at the help desk in the library.

Where to find your S Number

If you forget your S number, please refer to the Student Profile tab in the Student portal where it is displayed as your "S-Number".

Select Student



Name:	Preferred Name:	Student ID:
Date of Birth:	Sex/Gender:	Status:
VISA Type:	S-Number:	
Studyload: %	Minor	Y Accounting Type