Griffith College

Activating your S Number User Guide
Table of Contents

Introduction ......................................................................................................................... 3
Email sent to your G mail account ...................................................................................... 3
Students who have never used S Number ........................................................................... 4
Students who have S Number ............................................................................................. 5
Change your Password ....................................................................................................... 6
Password Strength .............................................................................................................. 7
Forgotten your Password ................................................................................................... 8
Asking for Support .............................................................................................................. 10
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
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.

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.
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.

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;
- keyboard patterns - 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:

Forgotten your Password
The user will be prompted to the screen below when the ‘Accept Conditions and Login’ button is selected.

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

<table>
<thead>
<tr>
<th>Select Student</th>
<th>Name:</th>
<th>Preferred Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Sex/Gender:</td>
<td>Status:</td>
<td></td>
</tr>
<tr>
<td>VISA Type:</td>
<td>S-Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studyload:</td>
<td>%</td>
<td>Minor</td>
<td>Y</td>
</tr>
</tbody>
</table>