



1

Logging into a college computer

To log on at the college, you need your **college ID card**.

USERNAME is the **numbers** on your card.

PASSWORD is letters and number (first letter capital).



For example:

USERNAME: 17029030

PASSWORD: Sim17029030

(Your password is case sensitive)

2

Changing your password for a college computer

You will need to change your password once you have logged on.

At the same time, press: **Ctrl + Alt + Delete** and then click on **'change a password'**.

Enter your old password in the top box (see number 1)

Enter your new password in the second and third boxes.



Remember:

Start with a capital letter.

Have both letters and numbers.

Have between 6 - 10 characters

3

Logging into Ledge

Ledge holds all your course materials and assignment classrooms. It can be accessed **anywhere with internet connection**.

To access **Ledge**, go to <https://ledge.sparsholt.ac.uk>

Your **username** is: initial + full surname

e.g John Smith's user name is **jsmith (all lowercase)**

Password: you will have set at induction.



4

WiFi Access on your own device

If you want to use your own device, you can access the college WiFi.

You will need to use the information on your **College ID card and have reset the default password as per Step 1***.

Locate **WiFi** on your device and choose **'Sparsholt'** network.

Username: use the **numbers only of your ID**

Password: The password you set in Step 2

* *Guest account needs a google email account*

