

Computer and Password Tips

- Your username will contain the initial from your first name and your full last name followed by @wled.org.uk e.g. jbrown@wled.org.uk. Your username might also have a number after your last name e.g. jbrown2@wled.org.uk
- Your username for Glow will be wlusername@glow e.g. wljbrown@glow
- Your password will need to be difficult for someone else to guess. It should include:
 - a combination of 2 words e.g. your favourite football team / band/ pet and your favourite colour
 - a number
 - a special character (which can be any of the following: ?, #, !, £, \$, %, & or *)
 - Your password should look something like this: GoldfishRed2!
- Just as you'd never give out your pin number for your bank card, you should never share your password with other people, not even your friends.
- You should have a different password for each website that you use, that way if someone works out your password on one site, they won't be able to access the others.
- Try not to write down your passwords, however if you do, you should keep them somewhere safe
- When you have finished using your computer, you should log off from your user account.
- If you think that someone has guessed your password and is logging into your account as you, you should change your password immediately (press Crtl+alt+delete) and click on 'Change Password' then follow the instructions on screen.
- If you have forgotten either your log in password or your Glow password, either your teachers or the IT Technicians can reset them for you.
- West Lothian Council try their best to block any inappropriate content both on the Education network and on AAL. However if you find any content that you feel is inappropriate, take a note of the website's address and report it to your teacher or to the IT Technicians, who will contact the council's Web Team to get the site blocked.