

How To Create / Re-Set Your Brunel Network Account Password

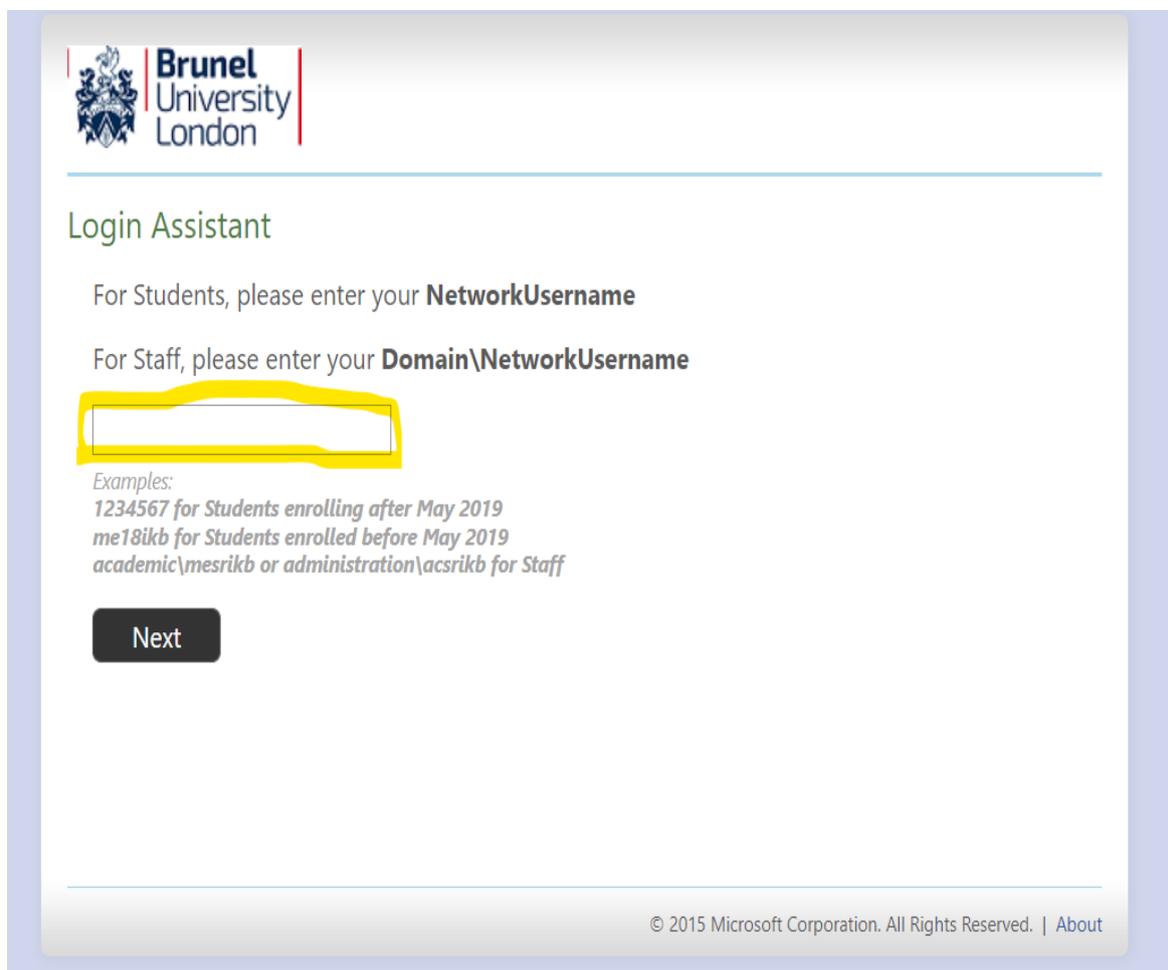
To access and use your Brunel email or Brightspace, or log in to WiFi on campus, you first need to 1) complete your enrolment and then 2) create your Brunel network account password, or re-set this if you have already created it but have now forgotten it.

PLEASE NOTE the network account password has 14 characters and it is not the same as the first 6-character password used to log in and manage your course application on the eVision portal before you complete your enrolment.

Also, your network account password will be the same for all network services such as your Brunel email, WiFi, Brightspace, eVision, Connect Portal, etc, and it will replace all old passwords.

You can create / reset your new network account password as follows:

- 1) Go to [Brunel Self-Service Password Reset](#) and put your student number in the box as shown below then click 'next'.





Login Assistant

For Students, please enter your **NetworkUsername**

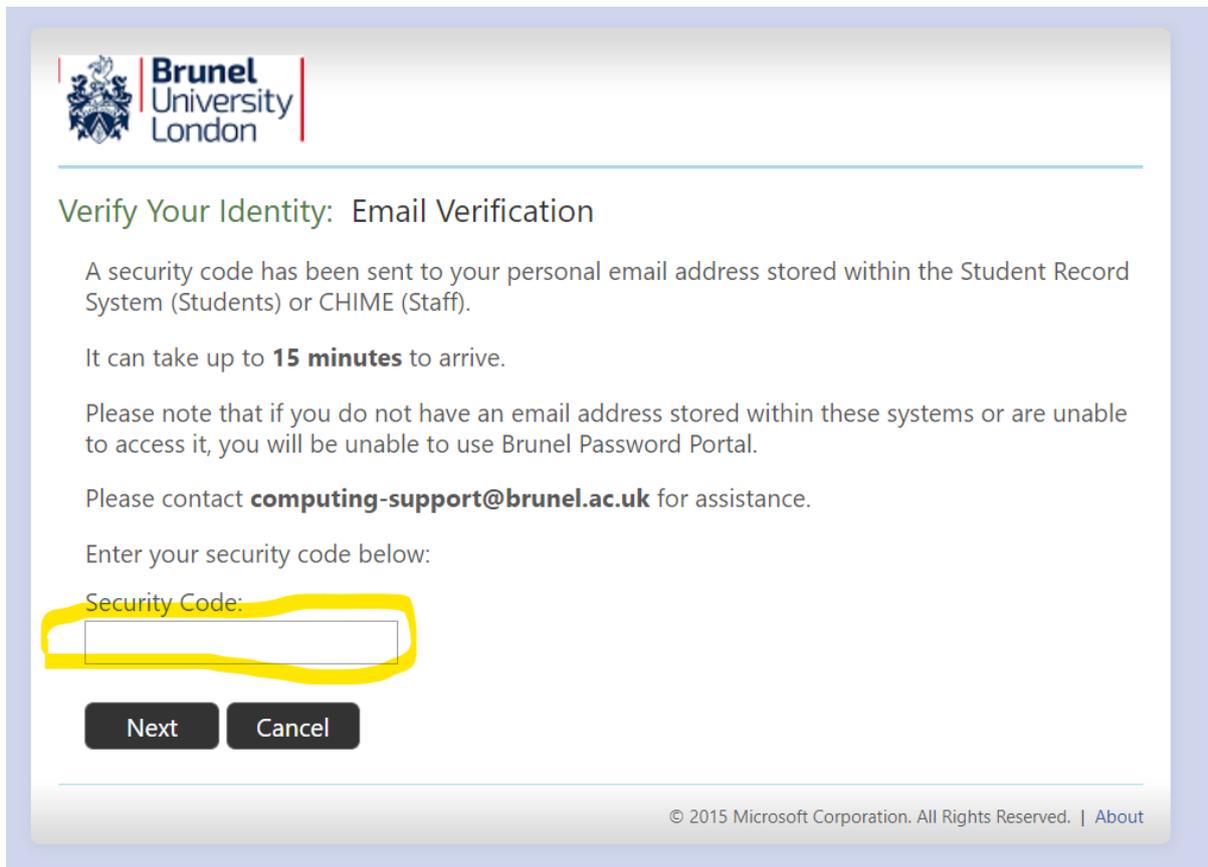
For Staff, please enter your **Domain\NetworkUsername**

Examples:
1234567 for Students enrolling after May 2019
me18ikb for Students enrolled before May 2019
academic/mesrikb or administration\acsrikb for Staff

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- 2) Go to your personal email (the one stored on your record, on which you received your course offer) and check your inbox and junk/spam folder for a code. Enter the code in the box as shown below and click 'next'.

If you do not have access to this email address or do not know which one is used, you can log in to eVision to check and update this. Please contact us if you need help with this.



Brunel University London

Verify Your Identity: Email Verification

A security code has been sent to your personal email address stored within the Student Record System (Students) or CHIME (Staff).

It can take up to **15 minutes** to arrive.

Please note that if you do not have an email address stored within these systems or are unable to access it, you will be unable to use Brunel Password Portal.

Please contact **computing-support@brunel.ac.uk** for assistance.

Enter your security code below:

Security Code:

Next **Cancel**

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- 3) Create your new 14-character password. This must have small letters, capital letters and numbers. No special characters like %?&* #.
- 4) Go to <https://outlook.office365.com/mail/> and put your username and new password to access your Brunel email.

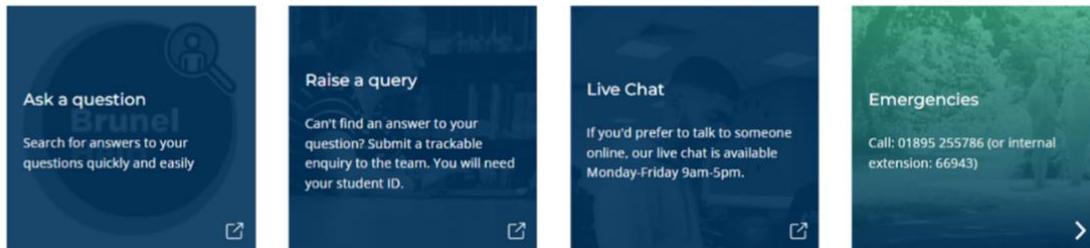
PLEASE NOTE:

Your your username for email access is your full Brunel email address. That is, YourStudentNumber@brunel.ac.uk. It twill look like 1234567@brunel.ac.uk

When you first log in, you will be required to use a **multifactor authentication** method. You can either use Microsoft Authenticator or your mobile phone number to get log-in authentication codes.

For more information please see on our website [How-to-log-into-your-other-Brunel-accounts.pdf](#), [IT at Brunel](#) and [Brunel emails](#) .

You can also search for help on the [Brunel Help portal](#) or chat with an advisor on a wide range of issues including emails [Search · Application Portal \(brunel.ac.uk\)](#).



We hope this helps but should you need any further assistance, please contact us.

Best Wishes,

Brunel Language Centre Team

T: +4418952 68089

E: languagecentre@brunel.ac.uk

www.brunel.ac.uk/international/brunellanguagecentre