## BPP Virtual Learning Environment How to log in for the 1st time



1

Visit <a href="http://vle.bpp.com">http://vle.bpp.com</a>



2

Login

Click the "Login" button on the left

3



4

**Enter your username and click "Search"** – use the username provided to you, or your existing BPP network username:

If you have forgotten your password, follow the prompts to reset your password. If you have not setup your password responses previously, you will not be able to complete this process.

To start\_please enter your username.

Username

ab12345z| X

Search Clear Cancel

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**Check your email** for the reset code, which has just been sent to you from noreply@www.bpp.com.



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## Click the link in the email:

From: Forgotten Password <noreply@www.bpp.com>
Subject: Forgotten Password Information

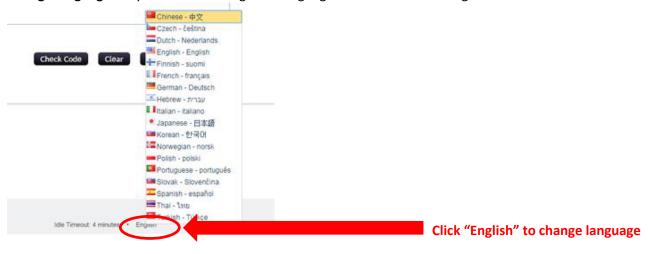
Thank you for requesting a password reset. To continue with your password reset, pleate click here to continue.

If for some reason this link doesn't work, you can copy and paste the following code onto the password reset form:
vux1flvqy2fr0xc2

If you do not wish to change your password at this time, you do not need to take any action.

Change language? If you want to change the language on the form click "English"





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Enter your new password (in the 2 boxes) then click "Change Password". Follow the rules! Do not use a previous password (i.e. one you have used before).



## CHANGE PASSWORD Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements: Password is case sensitive. Must be at least 7 characters long. Must not include any of the following values: test password
 Must not include part of your name or username. ← Follow the rules for your new password! Must not include a common word or commonly used sequence of characters. Uppercase (A-Z) s of the following characters: Lowercase (a-z) Number (0-9) Symbol (!, #, \$, etc. » Auto-generate a new password New password accepted, please click change password **New Password** Strength: Strong ..... Confirm Password ..... Change Password Clear

## **Example passwords:**

- UJNrbe7 Yes! contains UPPER CASE, lower case and a number, 7 characters
- UUJNrbe# Yes! contains UPPER CASE, lower case and a symbol, 8 characters
- Password123# No must not contain the word "password" or common words
- JTfv34 No too short must be 7 characters long or more
- ujnrbe766 No only contains two character types (UPPER CASE and number)

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Congratulations – you have changed your password for the VLE and BPP computers.

If you need help, please contact Technical Assistance Centre:

Telephone: 0330 1000 706 or 0800 056 3949

Email: <a href="mailto:bpptac@bpp.com">bpptac@bpp.com</a>