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Activating your HWU IT account

Step 1

At the end of your enrolment process, you will get your username and email address. Your username will be used to log in to the IT facilities. On that page, there will be a link to reset your HWU password [https://idm.hw.ac.uk/sfpr/].

Please be informed that this must be completed for you to start using your IT account.

Step 2

At the 'STUDENT Forgotten Password Reset' page, enter your personal email that was used during admission.
Step 3

Please wait for a few minutes for the 'password reset email' to arrive at the email that you have provided in Step 1.

![Password Reset Email]

Step 4

Go to the mailbox that you have provided in Step 1 and look for the email from idm@hw.ac.uk. Open the email and click on the 'Reset your password' button, as shown below.

![Reset Password Email]
Step 5

Upon clicking the button, it will lead you to the 'Reset your password' page. Follow the presented instructions carefully.

Your password **must** include:
- 8-characters minimum
- Contain characters from three of the four categories:
  - English uppercase characters (A-Z)
  - English lowercase characters (a-z)
  - Numbers (0-9)
  - Non-alphabetic characters (for example, !, $, #, %)
- Not contain your personal information

Step 6

Your password has been reset. Now, you can enjoy the IT facilities with your new username and the new password that you have created.
Accessing your HWU email

Step 1

Students can access the HWU emails at [http://www.office.com](http://www.office.com).

Step 2

Click the 'Sign-in' button to enter the login page.

Step 3

At the Microsoft login page, sign in using the **HWU user ID** [eg: abc123@hw.ac.uk]. Then, click the 'Next' button.
Step 4

The HWU login page will pop up. Please key in your **HWU user ID** [eg: abc123@hw.ac.uk] and enter your password.

Step 5

Once you have logged in, please look for the *Outlook* application and click the icon to access your email.

Step 6

After that, you should be able to access your email as shown below.
I am unable to reset my HWU IT password.

As stated in Step 5, Page 5 above, please follow the password prerequisites in order for the system to accept your password. If you still encounter any errors, please report this issue to ISHelp@hw.ac.uk.

How do I access other services such as Vision, student portal, etc?

We are happy that you are excited to use our services! Please wait for the actual Welcome Week where we will present this to you.

What if I don't get the enrolment confirmation page and I am not able to reset my password?

Please report this issue to HWUM-Welcome@hw.ac.uk.
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