

# How to log in to College Systems

## Links:

[Logging into Gmail and Google Classroom](#)

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The first time that you log in to a computer in college you must enter your student number in the box which says "Username".

Your student number has 7 digits *e.g. 1234567*

Your password is your date of birth *e.g. 01Jun1981*

But then you must choose your own password.

Once you have chosen this password you can use it for all college systems.



## Choosing a password

Your password must have 8 characters and **three** of the following:

- An upper case letter
- A lower case letter
- A number
- A special character

You cannot use any part of your name in your password.

## Logging into Gmail and Google Classroom

**Step 1:** Open <https://www.google.co.uk> on your computer and click on Gmail in the top right hand corner of the screen.



Google  
Sign in  
to continue to Gmail

Email or phone

**Step 2:** Enter your college email address.

*e.g. 1234567@student.lewisham.ac.uk*

Click on Next.



Enter your password

**Step 3:** Enter your password.

Click on Next.



## Logging into Office 365

**Step 1:** Go to <https://www.office.com> and click on Sign in.



### Sign in

**Step 2:** Enter your college email address.

*e.g. 1234567@student.lewisham.ac.uk*

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Click on Next.

**Step 3:** Enter your password.

Sign in

Click on Sign in.

## Logging into eME

**Step 1:** Go to <https://eme.lewisham.ac.uk> and click on Log In



**Step 2:**

Username  ← Enter your student number here.  
Password  ← Enter your password here.

## Logging into eTrackr

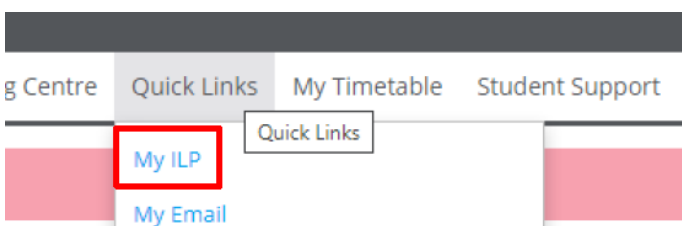
**Step 1:** Go to <https://eme.lewisham.ac.uk> and click on Log In



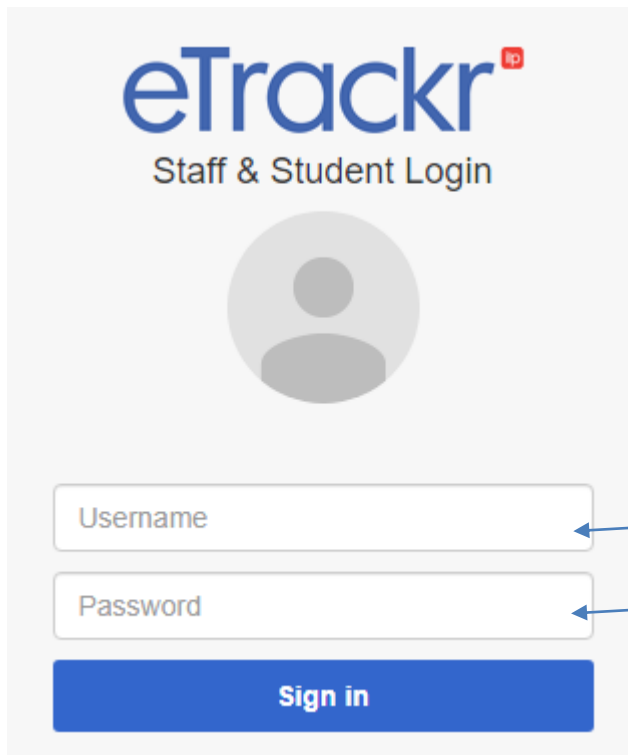
**Step 2:**

Username  ← Enter your student number here.  
Password  ← Enter your password here.

**Step 3:** Go to Quick Links and click on My ILP



**Step 4:**



The image shows a login form for eTracker. At the top, the logo "eTracker" is displayed in blue, with a small red square containing the letters "ip" to its right. Below the logo, the text "Staff & Student Login" is centered. Underneath this text is a grey circular icon representing a person's profile. Below the icon are two input fields: the first is labeled "Username" and the second is labeled "Password". At the bottom of the form is a blue button with the text "Sign in" in white.

← Enter your student number here.

← Enter your password here.