Username & Password Advice

At Grosvenor all students have 2 separate logins for the computers:

- **C2K Account** – the main account used for access to e-mails, Google Classroom, Teams etc
- **Legacy Account** – used for access to the computers in ICT department & the iMacs in music

Note that often when you are logged into a Legacy computer you will also need to then use your C2K account details to access MySchool and the various resources such as Google Classroom.

C2K Account

Usernames

Your username will be in the format of your first initial, surname and 3 random numbers – for example Kate Smith might have a username of ksmith178. This username won't change throughout your time at Grosvenor.

Passwords

C2K passwords must be a minimum of 8 characters long and are case sensitive. The password expire after 120 days must be changed before this happens.

To change a password either:

- **In school** - Press Ctrl + Alt + Del when logged into a C2K computer and select "Change Password"
- **Outside of School** – Go to https://services.c2kni.net/ums (note you need to know your username and previous password)

Entering the incorrect username / password 5 times will cause your account to be locked. This will need to be unlocked by a member of staff.

If you forget your password or your account is locked:

- **In school** – ask your form teacher or another teacher to reset the password and / or unlock your account
- **Outside of school** – Click here to complete a reset request form. The new password will be e-mailed to your parent's e-mail address.

Legacy Account

Usernames

Year 8 – Your username for Legacy will be the same as your username for C2K

Year 9 to 14 – Your username will be in the format of a letter followed by 4 numbers eg K8890

Passwords

Legacy passwords do not expire and therefore do not need to be changed every 3 months. If you forget your password for the Legacy system you will need to ask a teacher in one of the ICT Department rooms or in Music to change it for you.