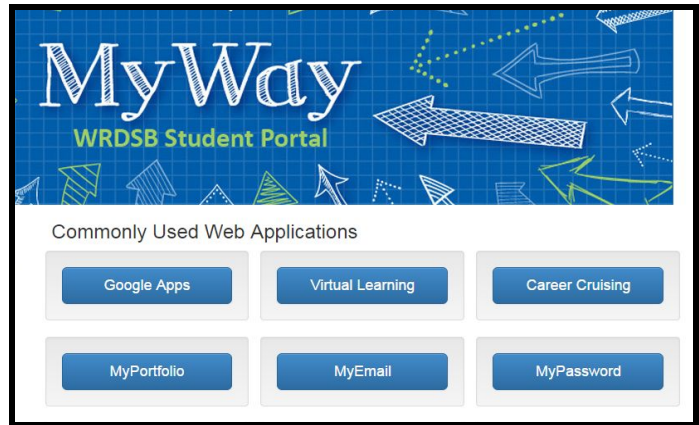# PASSWORDS NEED TO BE RESET
EVERY 90 DAYS

 Step 1: On the GRCI website,
    click on "MyWay"
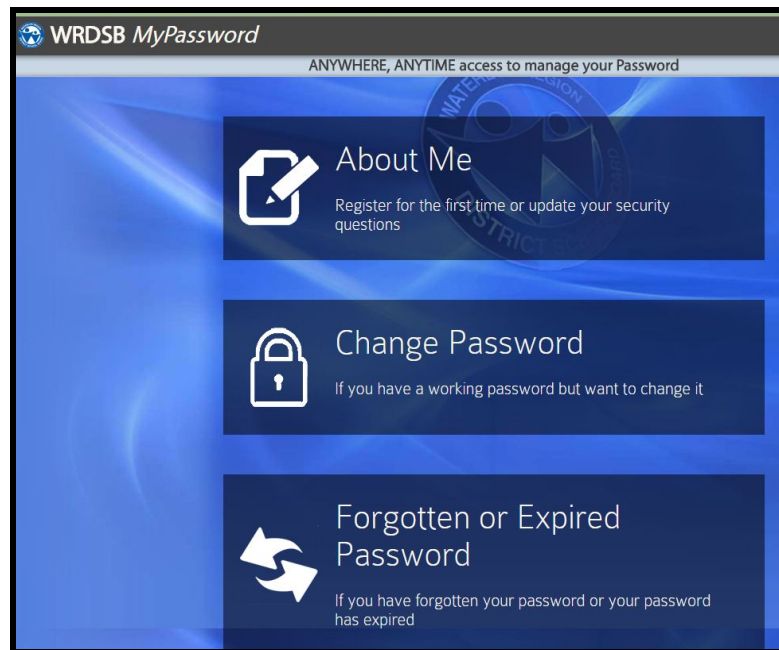   (do not log in)

Step 2: Select "MyPassword"

Step 3: Complete the three security questions in "About Me"

*Once students have done this, they will be able to change their passwords at any time, from any device, from any location. They can also click on "Forgotten Password" to retrieve their personal information.

*Remember that new passwords must not contain their student number(s) or name(s). They must be at least 8 characters long and include a number and capital letter.

*If you password still comes up as "invalid" you can get help from Mrs. Popplewell in the Library or Mr. Mayer in the IT Office.