

## Setting your password to access the school network

All new students will need to set their network password before logging in for the first time. **Make sure you remember it!**

- Your username is your Student ID (your ID Code is the three letters and four numbers you wrote on the front page of your O'Day booklet).
- ▪ Your first login password is: *Abcd1234*

Students can create their password by completing the following steps:

1. Open an internet browser and go to <https://outlook.office.com/>
2. Enter your GWSC email address, which is your student code @gwsc.vic.edu.au (for example, zzz0123@gwsc.vic.edu.au).
3. Enter the default password *Abcd1234*
4. You will be prompted to update the password. Re-enter the current password *Abcd1234* followed by your new password.

**Your new password must meet the following criteria:**

- **At least eight characters long**
- **Must have at least one UPPERCASE letter and one lowercase letter**
- **Must have at least one number**
- **Should NOT include your name or ID code**

*Please note: there is a separate process for connecting your device to the GWSC school network. You will receive further information/assistance regarding this.*

**Please make sure you log on from the 20th January 2026.**