

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*

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.