

Computer Accounts: Essential checks you need to make in order to take the tests

To take the tests for this module you need to be able to login to your computer account in the SCSIS labs. You also need to be able to login to WebCT. To ensure that you are able to do this it is essential that you have made the following checks **prior to the evening of the test**. This means that you must attend at least one of the Friday evening practical sessions in the SCSIS labs.

1. **You know your CCS username**

If you do not have a CCS computer account you need to contact Lee Lundstrom in Management to get one set up.

If you have forgotten your CCS username you need to contact CCS <http://www.bbk.ac.uk/ccs/>

2. **You know your CCS password**

This is the password you use to login to the computers in the college workstation rooms and is probably different to the one you use in the SCSIS labs.

If you have forgotten your CCS password, contact CCS as above to have it reset.

3. **You are able to log in to your account in the computer science labs.**

(This does not apply to retaking students – see note below)

If your account is not working in these labs contact the module tutor jenny@dcs.bbk.ac.uk

4. **You are able to login to the ITC module in WebCT**

<http://vle.bbk.ac.uk/>

To login to WebCT you use your CCS username and CCS password. You can login to WebCT from any computer that is connected to the Internet.

If you cannot login to WebCT contact the module tutor as above.

NOTE: It is **your** responsibility to check the above. The tutor cannot make these checks for you. If you are unable to login to the computer science network and/or WebCT on the evening of the test you will not be able to take the test.

Retaking students

You will be assigned a username to allow you to login to the SCSIS network on the evening of the test.

You will need your CCS username and password to login to WebCT so you need to ensure that you have carried out checks 1,2 and 4 above.

If you have any questions about the above, please contact the module tutor jenny@dcs.bbk.ac.uk **in advance of the test**.