
Accessing C2k Services Outside School

Accessing LearningNI (and change password option)

- Choose “**Services for schools**”

Welcome to the C2k Gateway

This page provides access to general information about C2k and its school services.

Please select from the menu below:

[General information](#)

[Services for schools](#)



Developed and implemented by HP for
C2k

Learning Services for Schools

Please select from the menu below:

[Email Service](#)

Outlook Web Access
(OWA)



Online learning



C2k Exchange For C2k
Service news and
information sharing

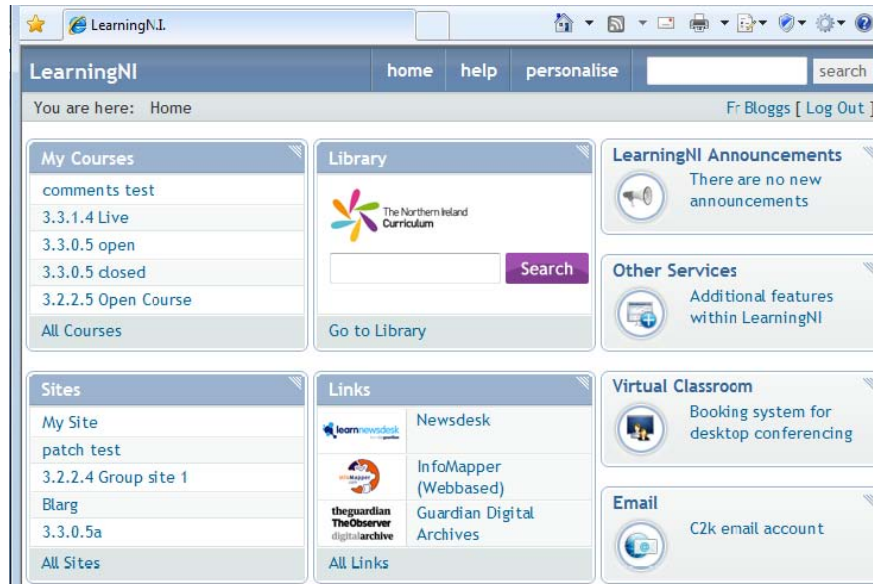
[School Folders](#)

Access to other C2k
services

- Click LearningNI
- Enter your C2k username e.g. jsmith123 in the *username* box
- Enter your password

Accessing LearningNI

The new look LearningNI screen will be displayed – click help to find out what is available:



There is now an option on the LearningNI logon screen to enable users to change password from outside school.

- **Staff will be able to change their password.**
- The option is only available to students if they have permission to change their password.

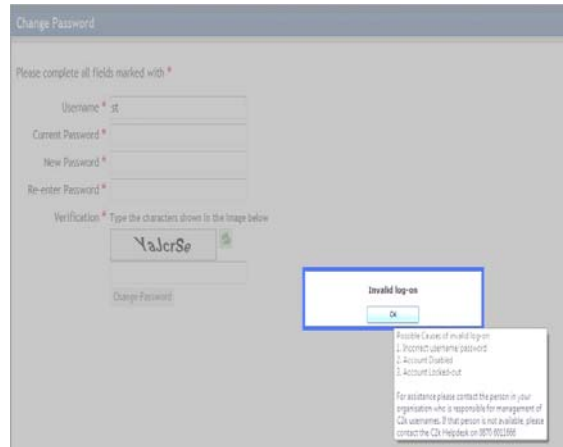
The change password option requires the entry of username, current password, a new password, re-entry of the new password with verification by typing a set of characters as displayed on screen, as follows:

A screenshot of the 'Change Password' form. The browser address bar shows 'Change Password'. The form has a blue header with 'Change Password'. Below the header, there is a message 'Please complete all fields marked with *'. The form contains five input fields: 'Username *', 'Current Password *', 'New Password *', 'Re-enter Password *', and 'Verification *'. The 'Verification *' field has a sub-label 'Type the characters shown in the image below' and a small image showing the characters 'SWHYAPA'. Below the input fields, there is a 'Change Password' button.

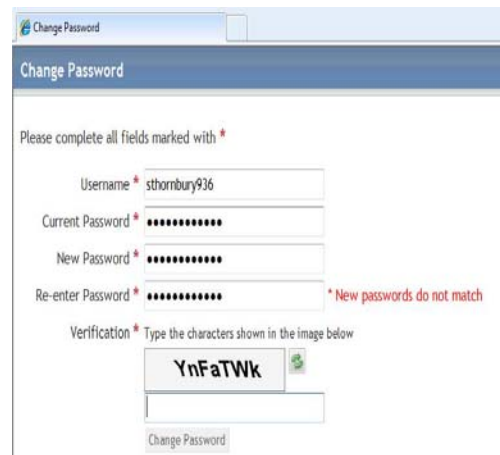
Accessing LearningNI

Here are some of the error messages you may receive:

For incorrect password:



For new password mis-match:



For invalid validation text:



Accessing LearningNI