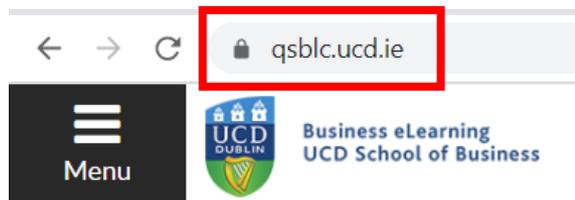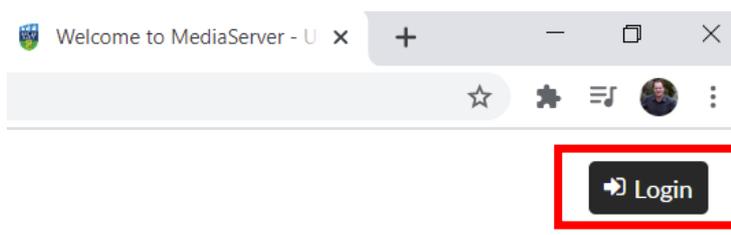**Business eLearning**
UCD College of Business

Access your Media Server account and change the Password

Step 1 – Type qsblc.ucd.ie into the URL address bar of your web browser and click *Enter* on the keyboard.

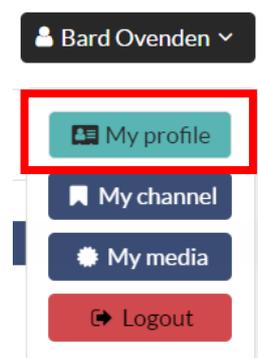**Step 2** – Click *Login* from the Media Server homepage.

Step 3 – Enter your *UCD email* address as your *Username* and *qwerty* as your *Password*. Click *Validate*.

Step 4 – To change your password, click on your *Username* and select *My Profile*

Step 5 – Scroll to the bottom of the *My Profile* page, enter your old password once, and your new secure password twice.
Click *Save* to confirm.