Activating Your Student Email

Step 1: New Email Accounts
Your free and required CPTC student email account is created automatically within one business day of your application acceptance.

Instructions for setting up your account are sent to the email address you provided the college at time of admission. Accessing your mailbox requires a username and password. To set up your student email, follow these steps:

- Go to www.cptc.edu/mycc.
- Click on “Student Email,” under “CANVAS & STUDENT EMAIL.”
- Enter Username and Password according to these guidelines:
  1. Your username is composed of your last name (in lowercase letters) as recorded in the Registrar’s office, and the last four digits of your CPTC Student ID number (not your Social Security number), followed by “@student.cptc.edu.”
  2. Your default password is your date of birth. Enter your DOB as YYYYMMDD. Example: July 17, 1980 is 19800717.
  3. If you experience difficulty logging in, please check your records to verify that your last name and date of birth as recorded with the Registrar’s Office are accurate.

Step 2: Change Your Password
We recommend that you immediately change your password to prevent misuse of your account. To change your password, follow these steps:

1. Log in to your student email account.
2. Go to your inbox.
3. Click on your username in the top-right corner.
4. Click “Account.”
5. Click “Security.”
6. Click “Change Password.”
7. Enter your current and new passwords – your new password must be at least 8 characters.
8. Click “Change Password.”

Step 3: Log In
Use your student email address to log in to computers on campus, and to access your email with Gmail.

Required Email
CPTC provides required email accounts to students as a tool for sharing important college information.

Student email is the only mode of communication the college uses to send up-do-date information about campus closures, deadlines, scholarship opportunities and upcoming events.

Students are responsible for checking their student email on a frequent and consistent basis.

Forward Email
You can forward your college email to your preferred account. For more information, visit www.cptc.edu/email-help.

Need Help?
Contact a computer technician in the Computer Lab in Bldg. 15 at 253-589-5820 Monday-Friday from 8 a.m. to 5 p.m.