

# ACTIVATING YOUR STUDENT EMAIL



## Step 1: New Email Accounts

- Go to [www.cptc.edu/mycc](http://www.cptc.edu/mycc)
- Click on “Student Email” under “CANVAS & STUDENT EMAIL”
- Enter Username and Password according to these guidelines:
  - Your username is composed of your last name (in lowercase), and the last four digits of your CPTC Student ID number, followed by “@student.cptc.edu”.
  - Your default password is your date of birth as YYYYMMDD. Ex: July 17, 1980 is 19800717
  - 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

- It is recommended that you immediately change your password to prevent misuse of your account. Follow these steps to change your password:
  - Log in to your student email account.
  - Go to your inbox.
  - Click on your username in the top-right corner.
  - Click “Account”.
  - Click “Security”.
  - Enter your current and new passwords - your new password must be atleast 8 characters.
  - 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.

## About Email

Your CPTC Student email is free and automatically created 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.

## Check Email

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

Email is an official mechanism of communication with CPTC.

The college expects every student will receive email at their CPTC address, and the student will read their 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](http://www.cptc.edu/email-help)

## Need Help

Contact a computer technician in the Computer Lab in Bldg. 15 at 253-589-5820.

## Questions?

Contact the Computer Lab in Bldg. 15 | 253-589-5820

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