



Student Email Accounts

Information Guide

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Why A College Email?

- 0 The Los Angeles Community College District (LACCD) has created a common email system to be used at all 9 campuses.
- 0 The student email system exists to increase the ease of academic communication throughout the school district.
- 0 Your student email is key for keeping you up to date on what is happening with your classes, the college, and district.
- 0 The college or district will send important emails regarding your registration, financial aid, and services information to this address as well.

Your responsibilities

- 0 It is the main method professors will use to inform you of canceled classes or changed plans.
- 0 As a student, it is your responsibility to keep track of your student email, and it's far easier than you think.

How to login?

- 0 Logging on for the first time can seem a bit complicated. Access to the student email system login can be found at <https://student.laccd.edu/sso>. (See next slide.)
- 0 To begin login, you will need your LACCD student ID number and the same pin you use to log in to the student information system portal.
 - 0 If you already know your student ID number and pin, you can enter those into the appropriate fields and gain access to your account.
- 0 **I don't remember my password.**
 - 0 If you don't know your pin and you have yet to change it from the default, it is the month and date of your birth in a MMDD format. If you have previously changed your pin and don't remember it, you can contact the Admissions and Records Office and they will help you recover it.

Notice:
Office 365 upgrade coming soon.
[Learn more about the upgrade »](#)
[SkyDrive Access](#)



SSO LOGIN

Log in to your [student.laccd.edu](#) account:

Student ID

Password

Remember me

Login

Reset



The email view

The screenshot displays the Outlook Web App interface. On the left is the navigation pane with folders like 'Inbox (1)', 'Drafts', and 'Deleted Items'. The middle pane shows a list of emails, with 'MyCareerCenter Email' selected. The right pane shows a preview of this email, including the sender 'Admissions at WLAC', the subject 'Admissions at WLAC', and the body text which describes the MyCareerCenter program. Three blue arrows point from the text below to the navigation pane, the email list, and the preview window.

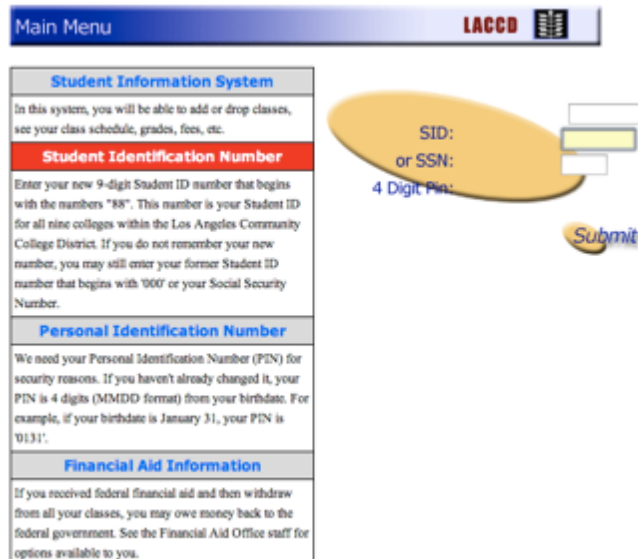
Left navigation section is where you can navigate between your different folders in the email

Middle E-Mail list is where you will see the list of emails that you have received in the corresponding folder

Right-Preview Window shows you the preview of the email that is selected from the Email List

Changing your pin?

- 0 If you'd like to change your pin, it's an easy process done through the student portal.
- 0 First you'll login in to the portal at <https://eweb3.laccd.edu/WebStudent/signon.asp>.



The screenshot shows the LACCD WebStudent signon page. At the top, there is a blue navigation bar with "Main Menu" and the LACCD logo. Below this is a table with four sections: "Student Information System", "Student Identification Number", "Personal Identification Number", and "Financial Aid Information". The "Student Identification Number" section is highlighted with a red header and contains instructions for entering a new 9-digit Student ID number. To the right of the table, there is a yellow callout bubble containing the text "SID: or SSN:" and "4 Digit Pin:". Below the callout bubble are three input fields: a text box for the SID/SSN, a text box for the 4-digit PIN, and a yellow "Submit" button.

Student Information System
In this system, you will be able to add or drop classes, see your class schedule, grades, fees, etc.
Student Identification Number
Enter your new 9-digit Student ID number that begins with the numbers "88". This number is your Student ID for all nine colleges within the Los Angeles Community College District. If you do not remember your new number, you may still enter your former Student ID number that begins with "000" or your Social Security Number.
Personal Identification Number
We need your Personal Identification Number (PIN) for security reasons. If you haven't already changed it, your PIN is 4 digits (MMDD format) from your birthdate. For example, if your birthdate is January 31, your PIN is '0131'.
Financial Aid Information
If you received federal financial aid and then withdraw from all your classes, you may owe money back to the federal government. See the Financial Aid Office staff for options available to you.

SID:
or SSN:
4 Digit Pin:

Submit

- 0 Login with your student ID number and current pin.
- 0 Then select the 'Change Pin' tab.

ZBTESTFIRST A. ZBTESTLAST

Do we have your current email address? [Click Here to Edit](#)

Personal Student Email Address	12346@aol.com
Assigned Student Email Address	ZBTEZA6751@STUDENT.LACCD.EDU

- [View Reg Appt](#)
- [Voter Info](#)
- [View Placement](#)
- [Registration](#)
- [View Schedule](#)
- [View Grades](#)
- [Change Pin](#)
- [View & Pay Fees](#)
- [Personal Info](#)
- [Transcript](#)

[Register at More Than One College](#)

- [Step 1: Search For Classes At Other Colleges](#)
- [Step 2: Enroll At Other Colleges](#)
- [Step 3: Pay Fees By Credit Card](#)

Enrollment Fees

As of Summer 2012, tuition is now \$46 per unit. For updated

0 Once there, you can simply input a new pin and submit.

Warning!	
Your Personal Identification Number(PIN) will be changed immediately once you click on the Submit button. Asterisks will be displayed when you type your PIN.	
Change Pin	
Enter your current 4-Digit PIN:	<input type="text"/>
Enter your new 4-Digit PIN:	<input type="text"/>
Re-Enter your new 4-Digit PIN:	<input type="text"/>
<input type="button" value="Submit"/>	

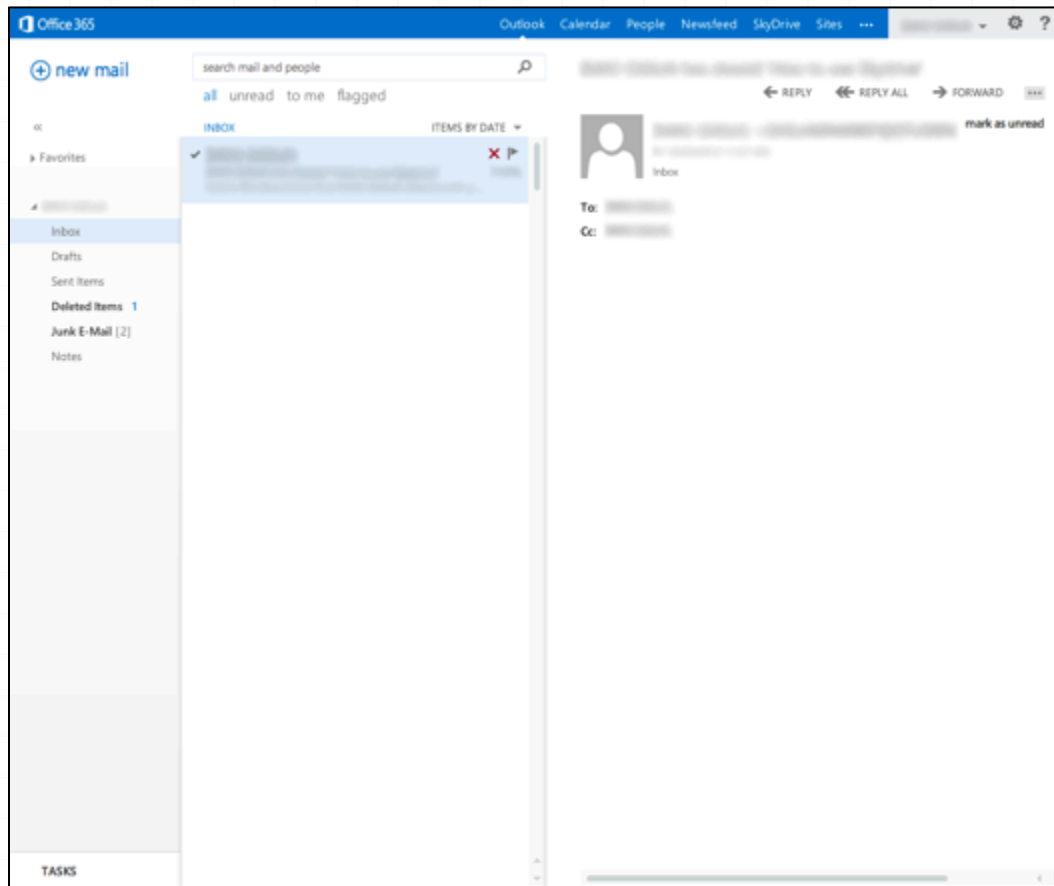
- [View Reg Appt](#)
- [Voter Info](#)
- [View Placement](#)
- [Registration](#)
- [View Schedule](#)
- [View Grades](#)
- [Change Pin](#)
- [View & Pay Fees](#)
- [Personal Info](#)

0 The pin to your student portal and email will instantly be changed.

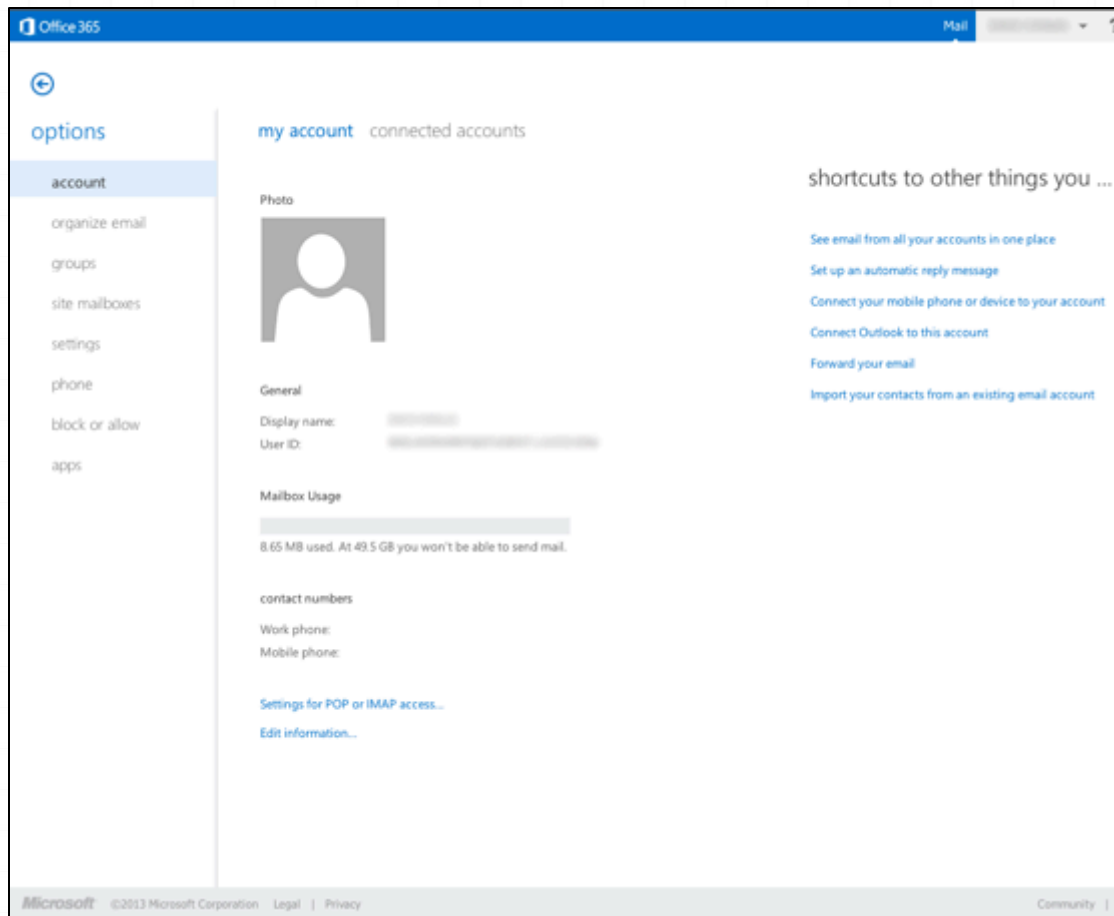
FORWARDING YOUR STUDENT EMAIL

- 0 Many students find managing multiple emails difficult and time consuming. If you wish to forward the emails sent to your student account to a personal email account, setting it up is extremely easy.

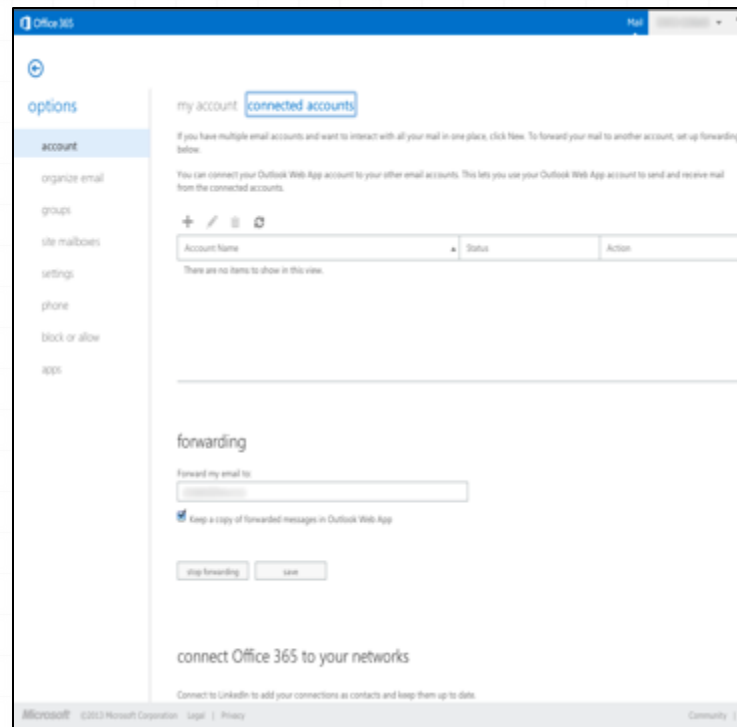
- 0 First begin by logging into your email through the SSO portal.
- 0 In the bar at the top right of the page, locate the cog icon in the corner. Click it and select 'Options'.



0 Once you have selected 'Options', you will see a screen that says 'My Account' and next to it will be a link called 'Connected Accounts'. Select 'Connected Accounts'.



- 0 Scroll down the 'Connected Accounts' page until you see the 'Forwarding' section. Input your personal email address here and click save.



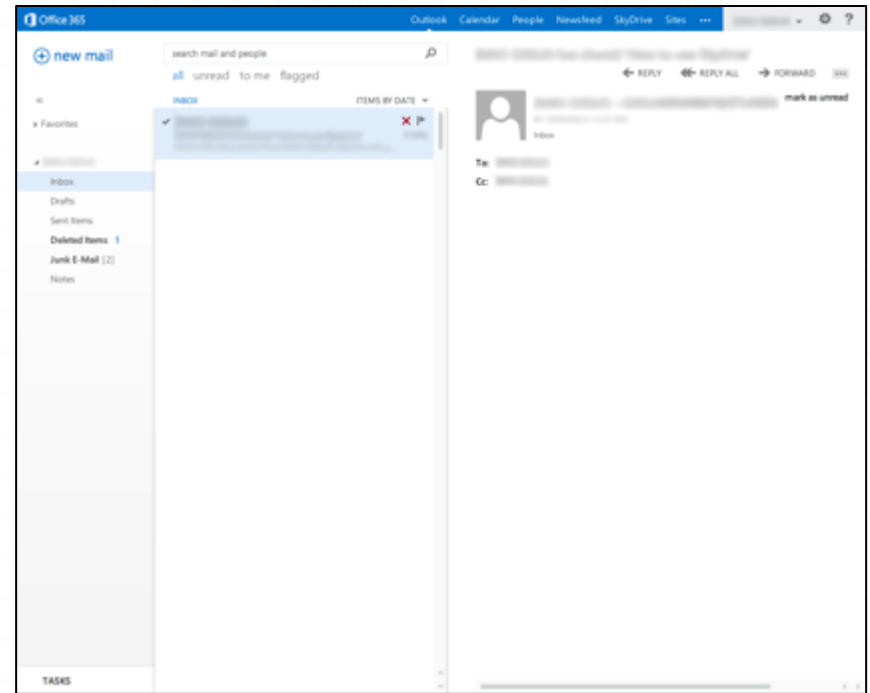
- 0 Any future emails you receive at your student email address should then arrive in the inbox of your personal email as well.

Skydrive

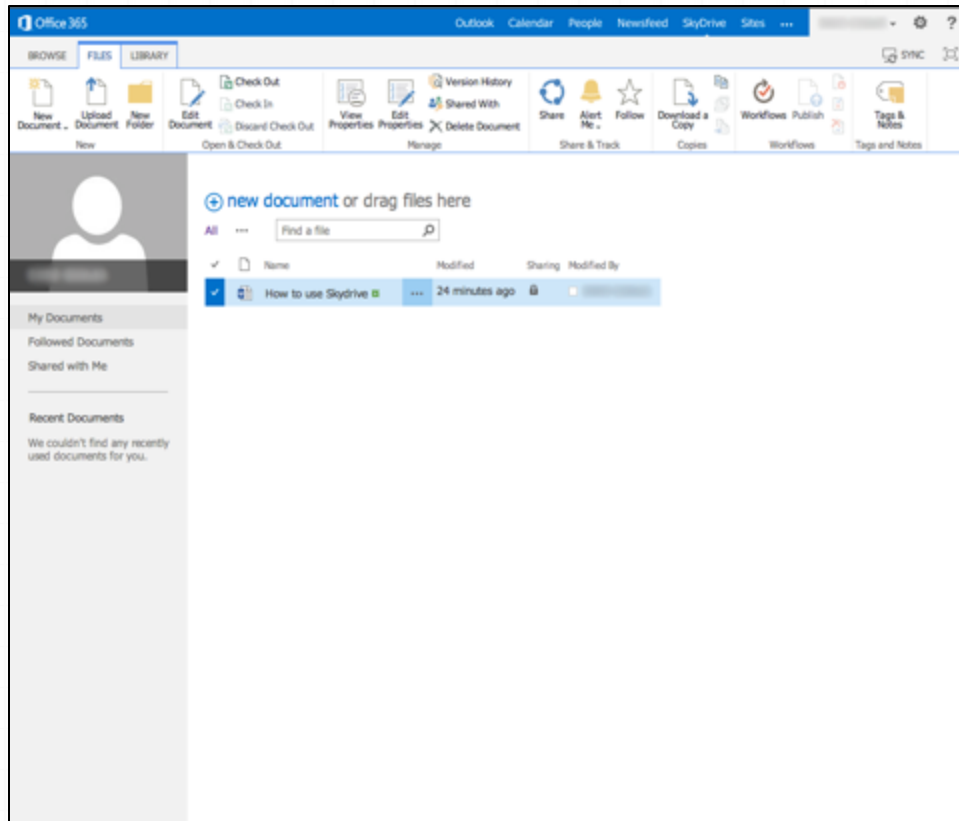
- 0 The email system also gives you access to Skydrive
 - 0 A mobile data storage
 - 0 It can be accessed anywhere you have internet

USING SKYDRIVE

- 0 One of the few benefits of your student email is Skydrive. You can easily access it through your email by looking for the link in the upper blue bar of your inbox.
- 0 Skydrive is useful for storing documents while you are on the go. You can also use it to share files with other students, collaborate, and create new documents.



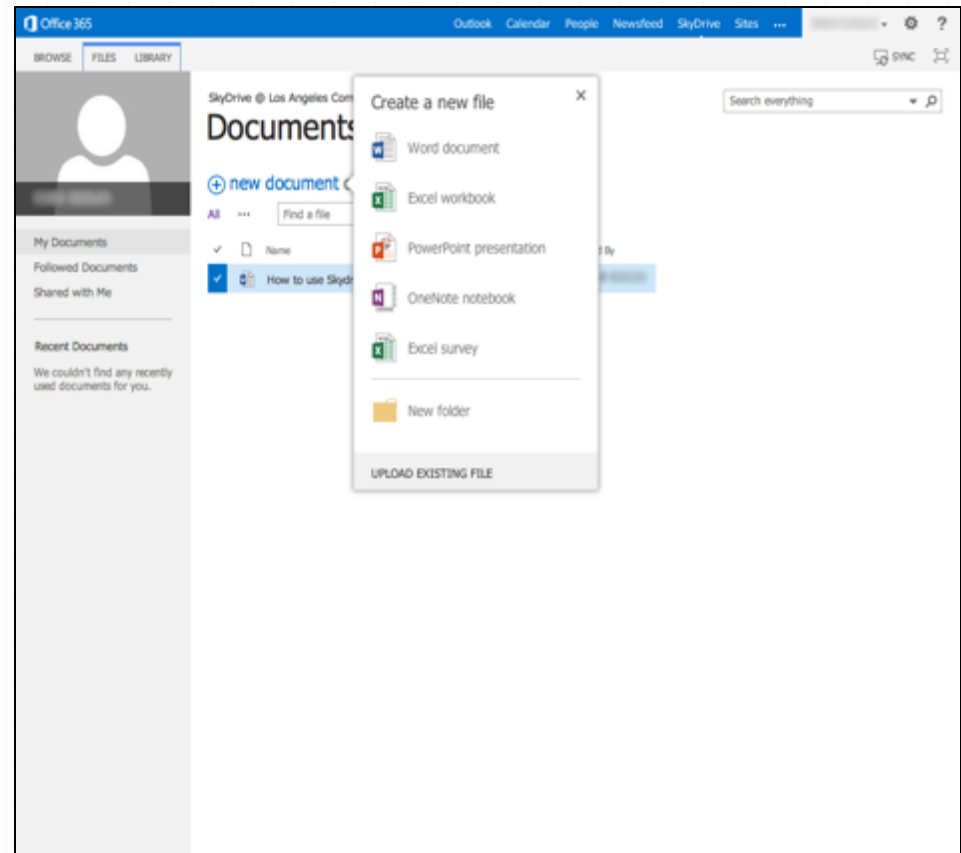
UPLOADING



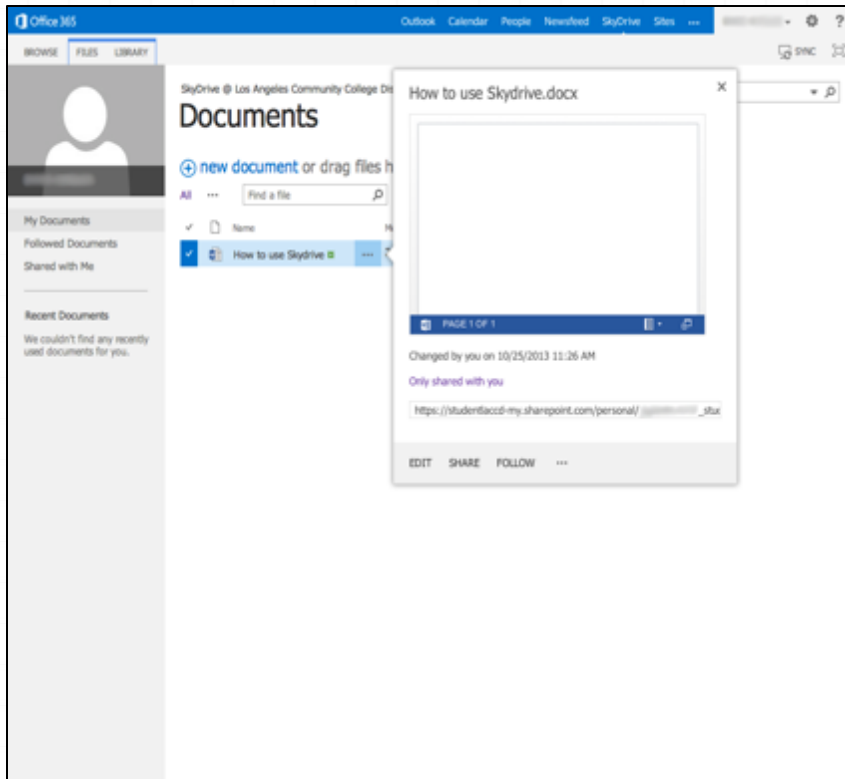
- 0 To upload a new document, you simply select the tab that says 'FILES' at the top of the page.
- 0 Select 'Upload Document' and locate the file you wish to upload on your computer.

CREATING NEW DOCUMENTS

- 0 If you find it easier, you can even start a word document in Skydrive by clicking on the 'new document' button on the main page.
- 0 You can create any document using Microsoft Office applications: Word, Excel, and PowerPoint
- 0 Once there, you can select the file type you wish to create and begin the process of opening a fresh file that will then be saved to your Skydrive.

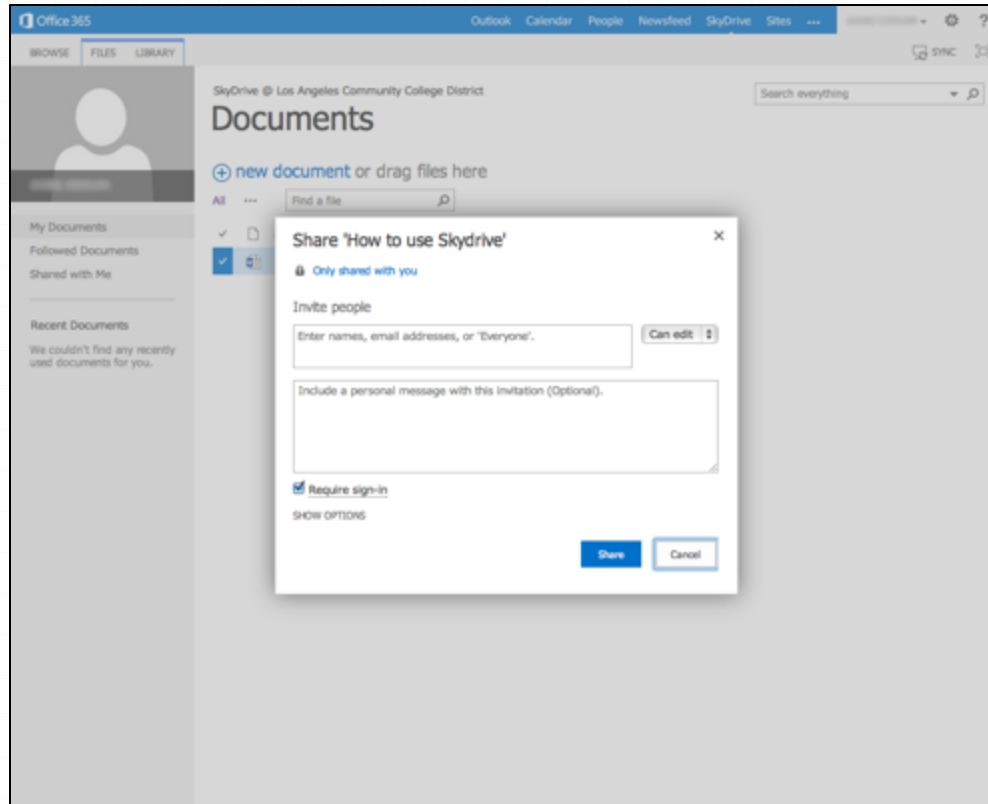


SHARING



0 Beyond uploading and creating documents, you can allow others to read and edit your files by returning to the main page of your Skydrive and locating the '...' icon beside the file you want to share. Select it, and it will open a window with several options. Locate the 'Share' button.

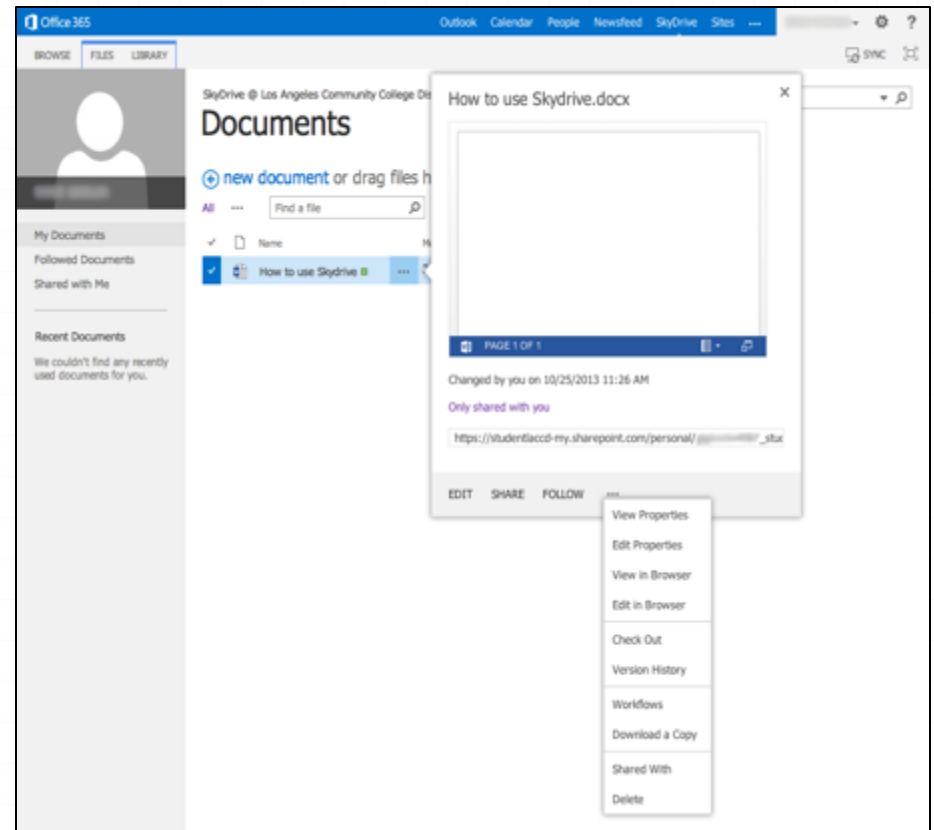
- 0 Once the window is open, input the names or emails of everyone you wish to share the document with.



- 0 Once you hit share, they will receive an email linking them to your file.

DOWNLOADING

- 0 If you wish to download any files, you will need to turn to the main page and click on the '...' button beside the file you want.
- 0 Select the second '...' button and then click on 'Download a Copy'.



THE END



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