New Student Email!
@student.laccd.edu

ABOUT YOUR STUDENT.LACCD.EDU EMAIL

CONGRATULATIONS!

Pierce College is now providing its students with **official college email accounts**. Called your **Student.laccd.edu email**, it works at Pierce and in any of the nine colleges in the Los Angeles Community College District (LACCD).

Starting in Spring 2013, Pierce will begin phasing out the use of ALL student email addresses other than the student's Student.laccd.edu account. Email that Pierce sends to students includes important notices regarding your financial aid awards, registration appointments, class changes, updates, services information and more.

Here's information on:

- Your New Student.laccd.edu Email Account
- **How To Log In** to Your Student.laccd.edu Email Account
- Accessing Your Student Email through the Student Information System (SIS)
- How to Forward Your Student.laccd.edu Email to Another Email Account
- Using Free Microsoft Applications via "The Cloud" and Saving Files
- Frequently Asked Questions

Your new **Student.laccd.edu email** is ready to be accessed now. For your convenience, **your Student.laccd.edu email can be forwarded** to any other email account you have. Instructions are included on the following pages.

Your new Student.laccd.edu account is a "cloud" email account powered by the Microsoft Live@edu suite of applications. In addition to the ability to send and receive personal emails (10GB Inbox and up to 20MB for attachments), you will have

OTHER BENEFITS:

- Outlook Calendar
- Free Access to Microsoft Office Web Apps (Excel, Word, PowerPoint, OneNote)
- Storage Capacity for Electronic Files - up to 25GB
- Photo Sharing

HOW TO LOG IN

1. Go online to log in to your **Student Email Account** at **https://student.laccd.edu**

2. Enter your **Student ID** number (starts with 88).

3. Enter your **Password (Pin).** Your Password is the same as your Pin--your birth month and day (e.g. February 26 = 0226)--unless you have already changed it.
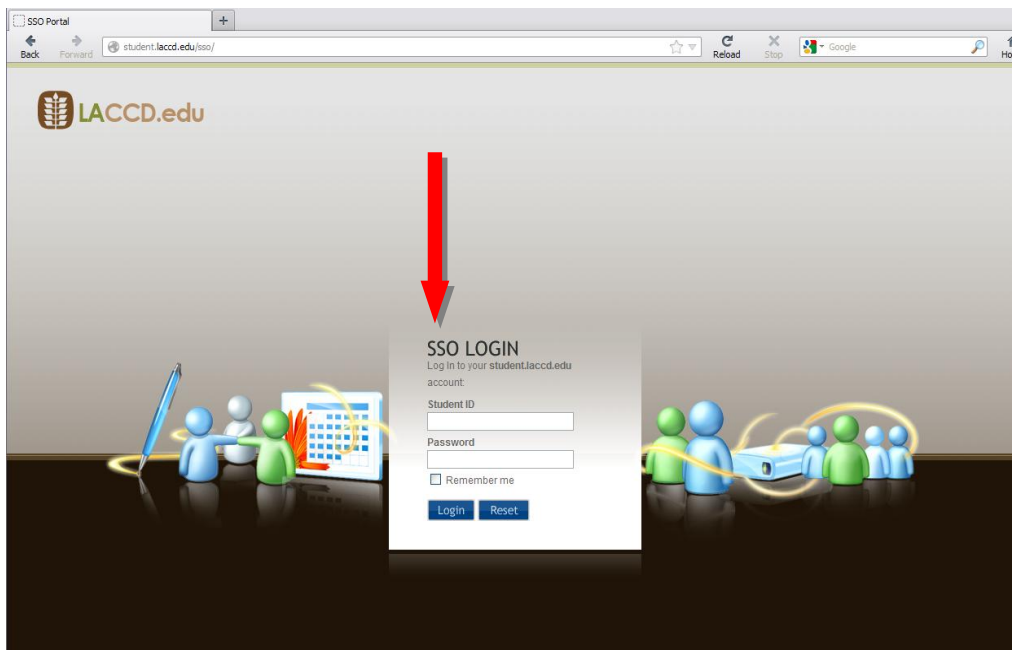
4. If you're accessing your account for the first time you will be prompted to **select a time zone** and click OK.

Pierce College *New!* LACCD Student Email 2013

CONGRATULATIONS! You are now in your email account.

Please make a note of your new address. (The samples below are from West LA College but are the same for **Pierce College**.)
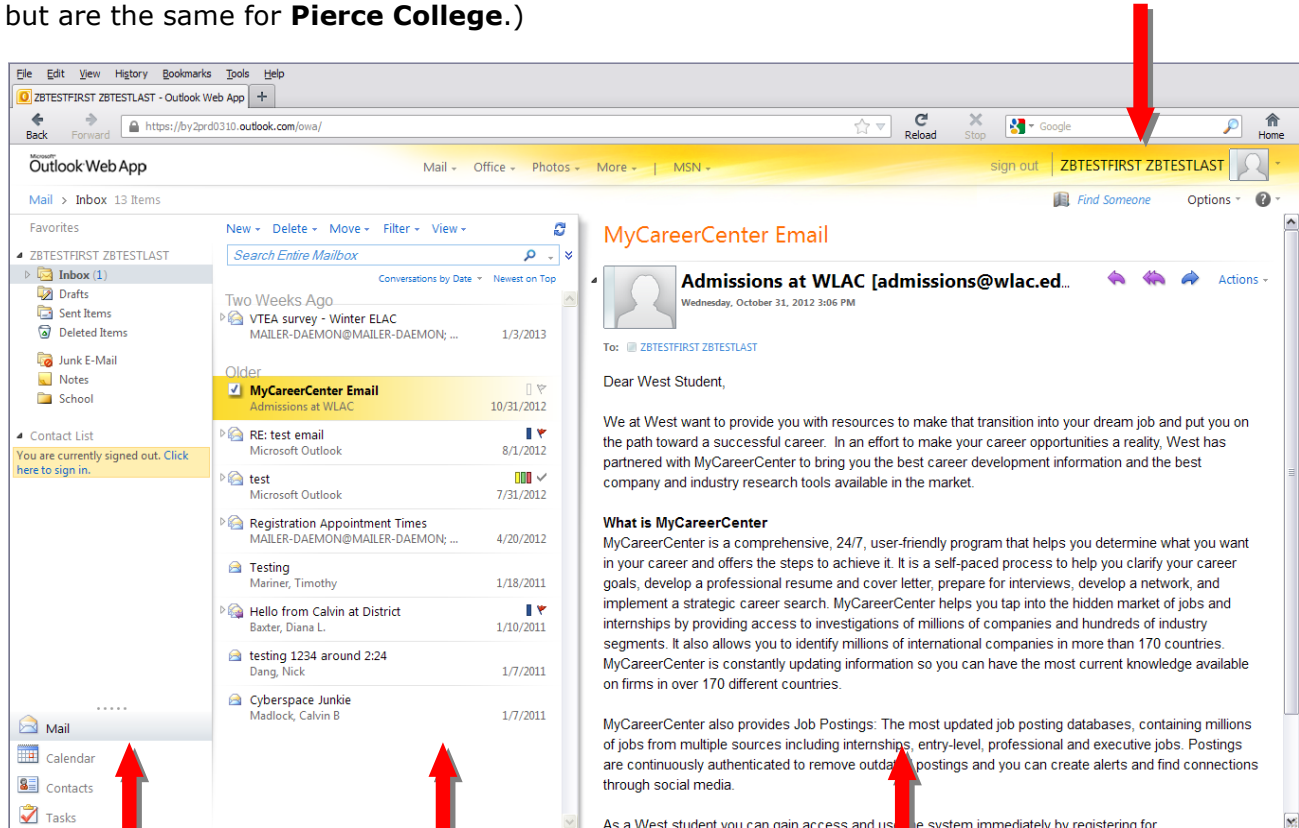
Left navigation section is where you can navigate between your different folders in the email

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

On the **main home page** you will see **three sections**: this setup can be modified through the **Options**. Please see Microsoft Help at help.outlook.com for more details.

ACCESSING YOUR E-MAIL VIA THE STUDENT INFORMATION SYSTEM

1. Navigate to the Student Information System login page. This page can be accessed through your college website or through the district website. Login using either your student ID or SSN. Use your 4-digit pin that has been issued to you.

Main Menu   LACCD

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.

SID:
or SSN:
4 Digit Pin:

Submit

2. After login you will see some prompts in reference to your account. **One of the prompts notifies you of your new email address**, consisting of 28 characters made up of part of your name plus four digits. Click **Continue** to move on.

New Student Email Address Notification   LACCD

Important

ZBTEZA6751@STUDENT.LACCD.EDU is your Student Email Address.

You now have a LACCD email account!

Print   Continue

This window will be viewable for 0:57 seconds

3. You will see on the main menu your district issued email address as pointed out by arrow **#1.** You will also see a link to a starter guide as show by arrow **#2**.

4. To access your email account simply, click on the email address, arrow **#3**. You will be redirected to your email home page.
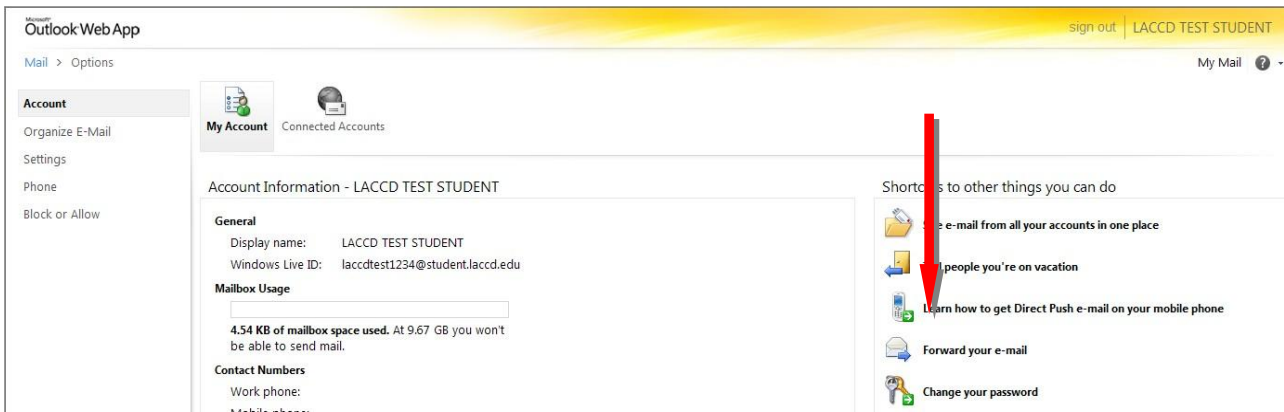
HOW TO FORWARD EMAIL TO ANOTHER ACCOUNT

You have the option to **Forward** your student email to a personal account. Be sure to check that your emails are forwarding successfully, as you may have to configure your personal account settings.
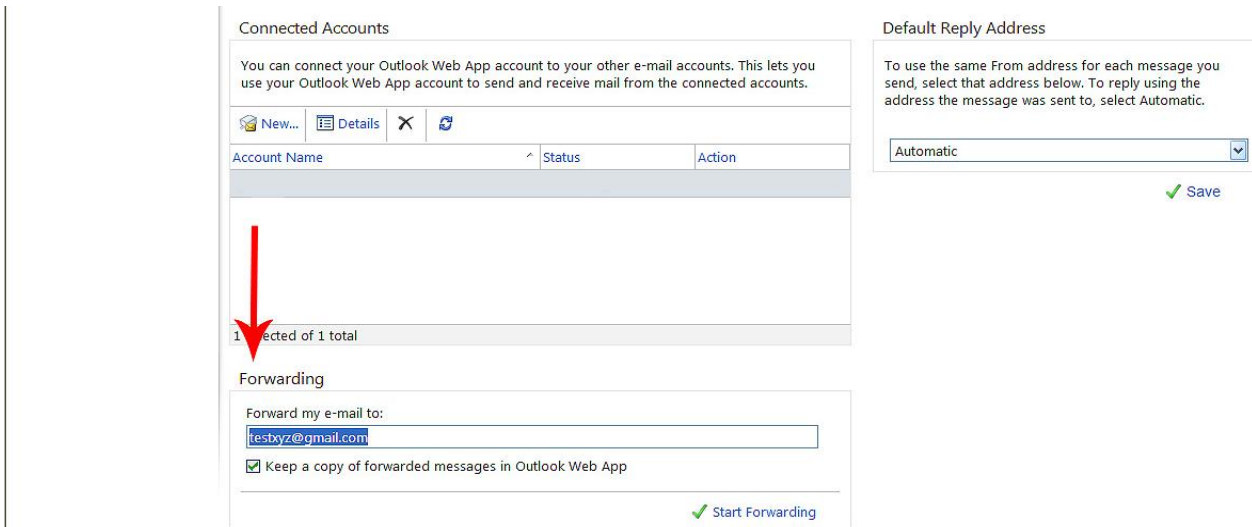
1. At the top right of your home page, click **Options, See All Options**.
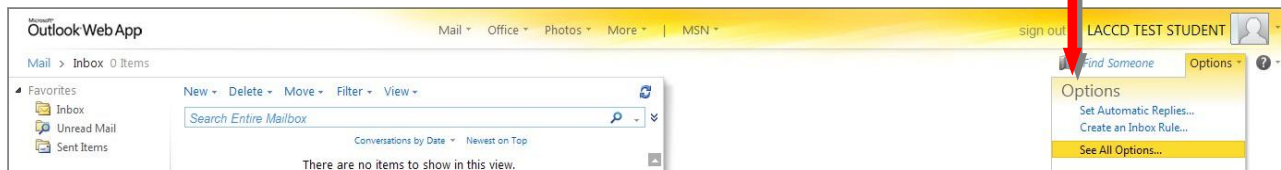
2. In the right column, click **Forward your email**

3. Under **Forwarding, enter the Email address** where you would like messages forwarded

# GREAT NEWS! USE FREE MICROSOFT APPLICATIONS

Now you can access Microsoft applications free from wherever you have an internet connection to your Student.LACCD.edu account. Save your electronic files (documents, spread sheets, presentations, photos) right onto the web in your personal account. Retrieve them from any computer with an internet connection.

You can store **up to 25GB** -- that's better than your thumb drive!

1. Access Microsoft Applications, save files and share photos by clicking **Office** or **Photos**.
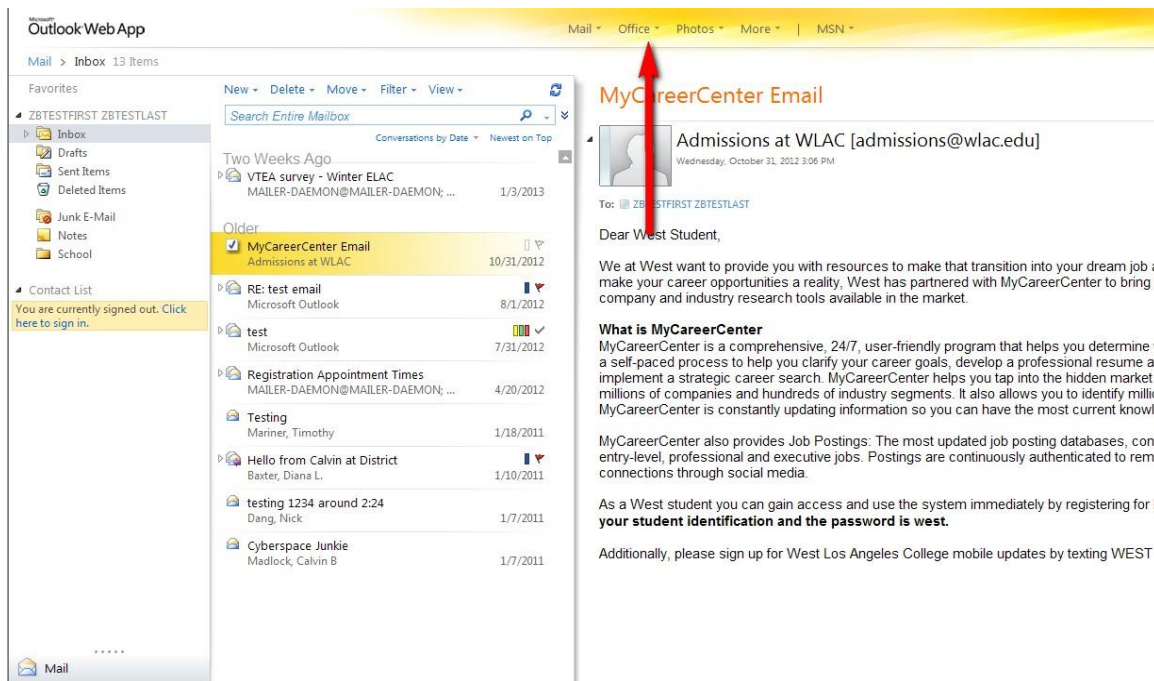
2. Follow the prompts to **select the application you want**, then create and edit documents and files.
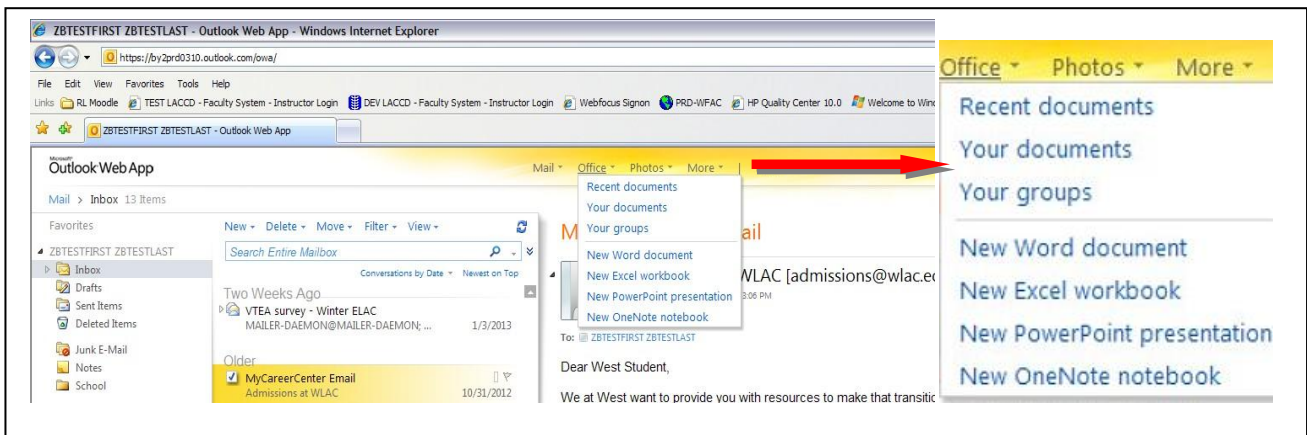
FREQUENTLY ASKED QUESTIONS

1. **How do I log on to email?**

   LOG IN METHOD 1:
   a) Login in to your student email account at https://student.laccd.edu
   b) Enter your LACCD student ID number here
   c) Your Password is the same password (also called Pin) as your student information system.

2. **THEN:**
   a. Check the box if you need the low vision experience
   b. Choose the language you want to use (or it will be English)
   c. Pick the "Pacific" Time Zone & and click OK.

   LOG IN METHOD 2:
   a. Login to your student portal and go to the Main Menu at the bottom of the list.
   b. Click on the link that email address next to "Assigned Student Email Address"
   c. You will be redirected to your email inbox.

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

3. **What do I do if I do not remember my password?**
   Your password is the same four-digit Personal Identification Number (PIN) as your registration: your four-digit birth month and birthday, unless you have previously changed it.

   If you do not remember your PIN, you can contact the **Pierce Information Desk at 818-710-3390** to assist you.

4. **Where do I go if I want to change my pin?**
   a. To change your pin you can use the student information system portal.
   b. Go to the student portal where you access your registration and grading information. You can access this from the college sites or from the district site.
   c. Log in to the portal
   d. Click on "Change Pin" on the left navigation menu

e. Create a new pin and submit

f. Once the password has changed, it will be updated for your email account to.

5. Who do I contact if I do not have an email address?

    a. Log in to the Student Information System using your Student ID and Pin. Your Student Email address will be displayed. Then see "How To Log In."

The Questions below refer to the use of your Student Outlook Email account.

1. **WILL THIS BE THE PRIMARY MEANS OF COMMUNICATION FOR ALL STUDENTS IN LACCD?**
    A. **YES**, every student will be provisioned an email account when they submit an application and this will be the official means of communication for all students once the rollout is complete.

2. **WHO GETS A STUDENT.LACCD.EDU EMAIL?**
    A. Anyone who applies for Admission to Pierce College or any of the nine LACCD colleges.

3. **HOW DO I GET INFORMATION ON HOW TO USE THE EMAIL SYSTEM?**
    A. Visit help.outlook.com to get help and reference information regarding the different options.

4. **WHAT IS SKYDRIVE?**
    A. SkyDrive is the cloud-based collaboration center where you upload and store files, use Microsoft office products such as Microsoft Word, Excel and Powerpoint.

5. **WHERE CAN I GET HELP INFORMATION ABOUT SKYDRIVE?**
    A. Visit http://windows.microsoft.com/en-US/skydrive/help-center to get various different information regarding SkyDrive and its capabilities.

6. **HOW MUCH STORAGE SPACE DO I GET FOR EMAIL?**
    A. You will get 10GB of storage for your email.

7. **HOW MUCH SPACE DO I GET ON SKYDRIVE?**
    A. You will get up to 25GB of storage space in the cloud as long as you are an active student.

8. **DOES THE SPACE ON SKYDRIVE INCLUDE THE STORAGE SPACE FOR MY EMAIL?**
    A. Your email storage space is separate from your SkyDrive storage space. This space can be used for uploading and creating new files using the SkyDrive options.

9. **WHAT HAPPENS IF I REACH MY STORAGE SPACE LIMIT OF 10GB?**
    A. If you reach the maximum limit of 10GB for your email, you will not be able to receive any more emails until the mailbox is cleaned up.