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.

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.
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