



How to log in to Student Email

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1 Purpose

The purpose of this document is to define the procedures for logging into the student email at Fayetteville Technical Community College (FTCC).

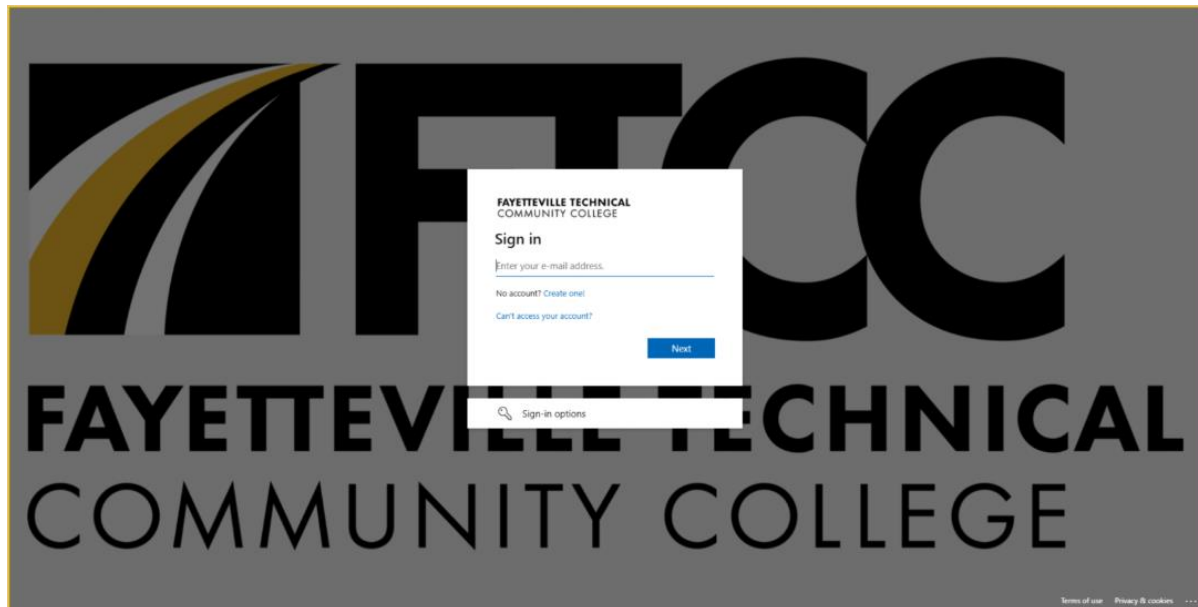
2 Scope

This document applies to all students with an active FTCC Google email account.

3 Procedures

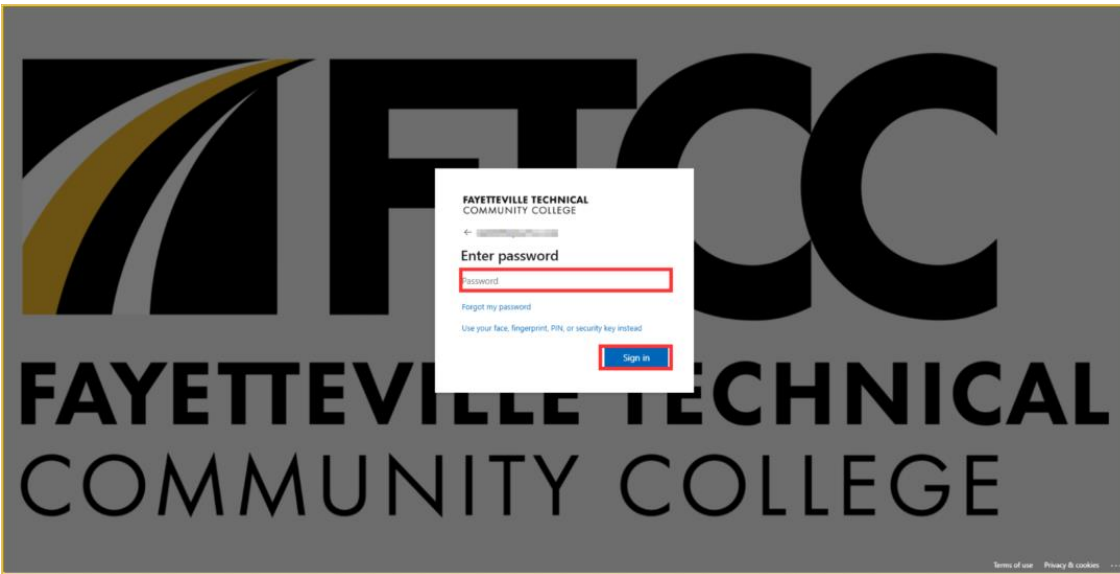
3.1 How to login to Student Email

1. Click [here](#) or type <https://mail.google.com/a/student.faytechcc.edu> into your browser.
 - a. Note: You can also go to <https://mail.google.com> and use these login instructions below to sign in
2. Type in your email address: [username1234@student.faytechcc.edu](#)
 - a. Your username is the same username used for Canvas and Self-Service
 - b. Username format is the first seven letters of your last name, the first initial of your first name, and the last four of your student ID#
 - i. EX: John Smith 1234 would be smithj1234.



3. Click “Next”

4. Enter your password
 - a. This is the same password as Canvas, Self-Service, and all other Fayetteville Technical Community College accounts and services
 - b. First time logging in?
 - i. If this is your first time logging into your student email, your default password is your date of birth in the format MMDDYYYY
 - ii. Upon logging in for the first time, you will be prompted to create a new password



5. Click “Sign in”
6. After clicking “Sign in,” you will be logged into your inbox, and your email messages will load.

3.2 How to reset a forgotten password

1. Use the Self-Service password reset link: [Click here to reset your password](#) or type: <https://www.faytechcc.edu/sspr> in your browser
2. Visit an FTCC Open Computer Lab
 - a. [Click here](#) for the Open Lab Locations and Hours or type: <https://www.faytechcc.edu/campus-life/academic-resources/open-computer-lab/> in your browser
 - b. Please note: Summer and holiday hours may vary based on demand
3. Contact Service Desk
 - a. Walk-ins welcome - Advanced Technology Center (ATC), Room 159
 - b. Phone Number - 910-678-8502