

FTCC_MIS_023_v1.0
STUDENT EMAIL LOGIN

Date of Current Revision: February 2020
Primary Responsible Officer: AVP for MIS



1. PURPOSE

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

2. SCOPE

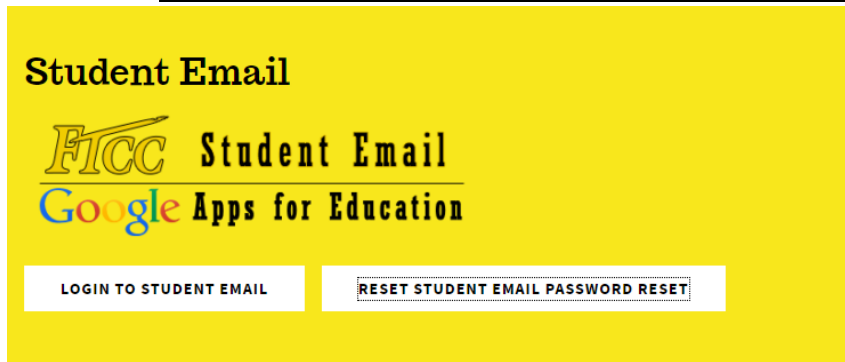
This procedure applies to all students with FTCC Google email accounts.

3. ACRONYMS / DEFINITIONS

4. PROCEDURES

4.1 How to login to Student Email

4.2 Click this link: <https://www.faytechcc.edu/campus-life/academic-resources/#email>



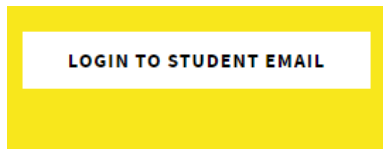
Does FTCC provide student email accounts?

How do I use Gmail?

Does FTCC provide student email

Yes! Student email provides the official communication for faculty and students. This service provides a reliable, practical environment with limited banner advertisements.

4.3 Click the "LOGIN TO STUDENT EMAIL" button at the top left.



4.4 Enter in your email in the box.

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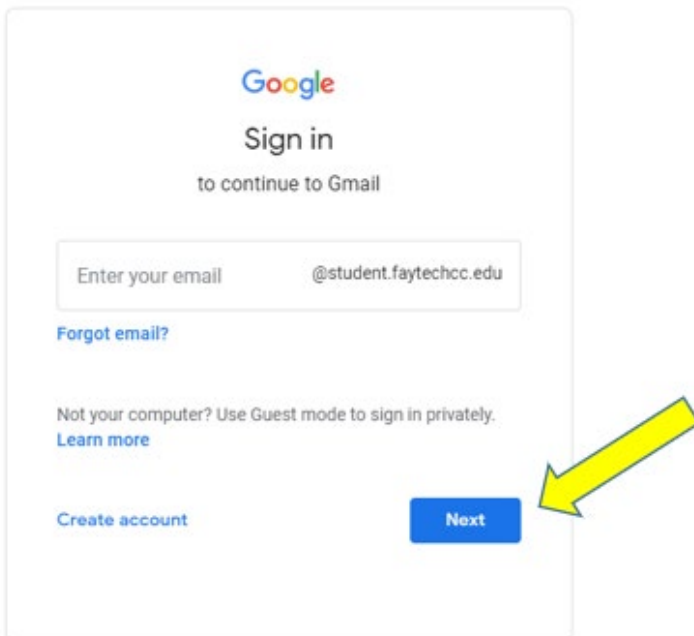
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*** Note:** ONLY enter in your username. The @student.faytechcc.edu is already populated. Your username is the same username used for Blackboard and WebAdvisor.

- Username format is the first seven letters of the last name, the first initial of the first name and the last four of the student ID#. EX: John Smith 1234 would be smithj1234.

4.5 When done, click “Next”.



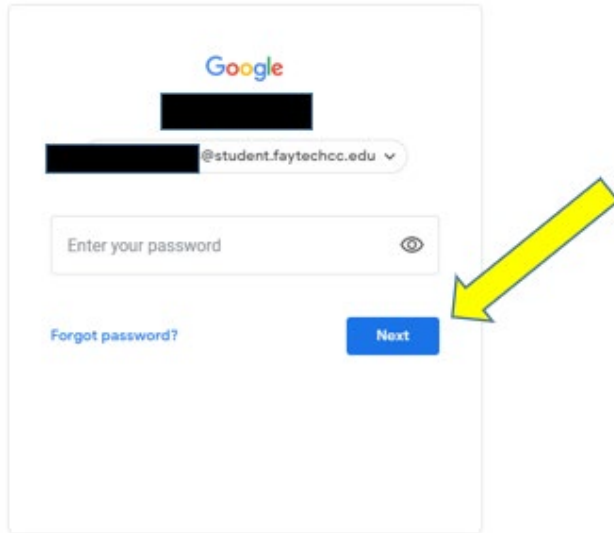
4.6 Now enter the password.

*** Note:** This password is NOT the same as your Blackboard and WebAdvisor password unless you created your email password to match. If this is your first time logging in to your student email, then your default password is your date of birth in the format MMDDYYYY. For first timers, after you log in your date of birth password you will be prompted to create a new password.

4.7 Click “Next” when done.

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4.8 After clicking “Next” Google will take you to your inbox and your email messages will load.

5. EXCLUSIONS / EXCEPTIONS

No approved exceptions exist at this time.

6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

7. DOCUMENT ADMINISTRATION

7.1. DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance. For questions or comments, please email help@faytechcc.edu.

7.2. DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3. CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	PLS	2/18/2020

7.4. APPROVAL HISTORY

Version	Name	Title	Date
1.0	Pamela Scully	AVP for MIS	02/2020

8. APPENDIX

N/A

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