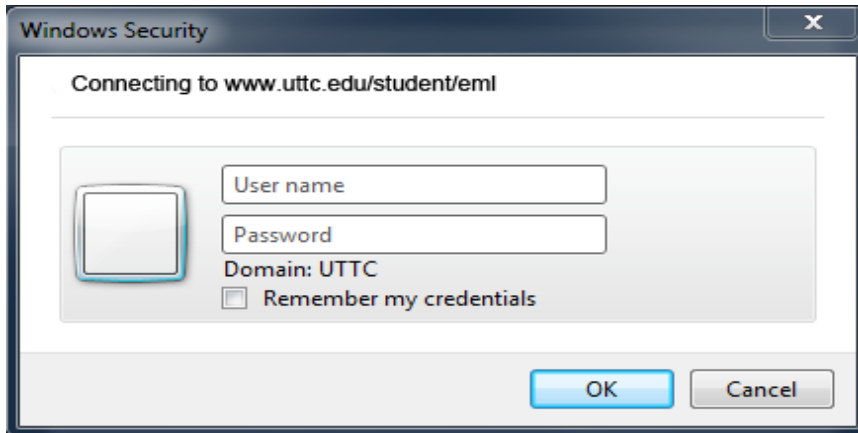


Helping a student sign up for student email or retrieve their login info

In your web browser, go to <http://www.uttc.edu/student/eml>

If prompted, please enter your network login credentials (the site is locked down so only faculty may access it, preventing students from looking up each other's login info).



On the page displayed, enter the student's ID number, and click the Submit button.

STUDENT LOGINS FOR MY UTTC

Please enter the Student ID Number:

IF helping the student set up their new email account, you will be prompted to help the student choose a password.

STUDENT EMAIL REQUEST FORM

Email Login:

Last Name:

First Name:

Email Address:

*Requested Password:

- * Passwords MUST meet the following criteria:**
- Minimum of **6 (six) characters** in length
 - Must contain at least **one uppercase and one lowercase letter**
 - Must contain at least **one numeric character**
 - Password **CANNOT** be created using the student's first or last name

Once you click Submit, the login information will be displayed. If the student already has a student email account, then the above step will be skipped, and the login information displayed instead. This page will also display the My.UTTC login information.

STUDENT EMAIL REQUEST FORM

First Name: Jane

Last Name: Doe

Email Address: Doe.Jane@stu.uttc.edu

Email Login: 98765

Email Password: Password1

'my.uttc.edu' Login: 98765

'my.uttc.edu' Password: 1234

To log into the UTTC Student Email system, go to:

www.uttc.edu/webmail

To view the instructions on how to log into the Student Email system, go to:

www.uttc.edu/webmail/wms.swf

(This document requires the Adobe Flash web browser plug-in)

To log into the 'my.uttc.edu' system, go to:

<https://my.uttc.edu>

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