COLUMBUS
TECHNICAL COLLEGE

Important Information for Students:
NEW Student Portal and Email

As of December 10, 2018, the students of Columbus Technical College (CTC) have a new email host. We have moved from **Gmail** to **Office 365**. Effective December 10, 2018, emails will no longer be sent to your CTC Gmail Inbox. Anyone who was a student prior to Spring semester of 2019 will still have access to their old Gmail archive account until June 2019 via the link provided in our portal. **See the step-by-step directions below to setup and access your new email.**

1. Go to our website and point to **Students** (on the gold horizontal bar) **->** click **Current Students ->** click **Student Portal**. For **Office 365 email**, click the link/picture below the **red arrow**.

2. Log in using your CTC email address - your **initials (first, middle, and last) followed by the last four digits of your nine-digit Student ID**. Example, **stu1234**. This will be followed by **@student.columbustech.edu**. **Note:** If this does not work try it without the middle initial (**su1234**).

3. The password by default is your **six-digit date of birth**, in the format MMDDYY. Use the last two digits for birth year. Example, stu1234's DOB is April 15, 1995 and his password would be **041595**.

4. This screen means you have successfully logged in, but you must give more information for password recovery. This is **NOT** an error screen, and you **MUST** click **Next** to proceed.

5. You must choose between providing a valid cell phone number, and/or a valid personal email address. A code will be sent to whichever option you choose, then you must enter the code. Only one option is needed. Once you have entered the code click the **finish** button.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.
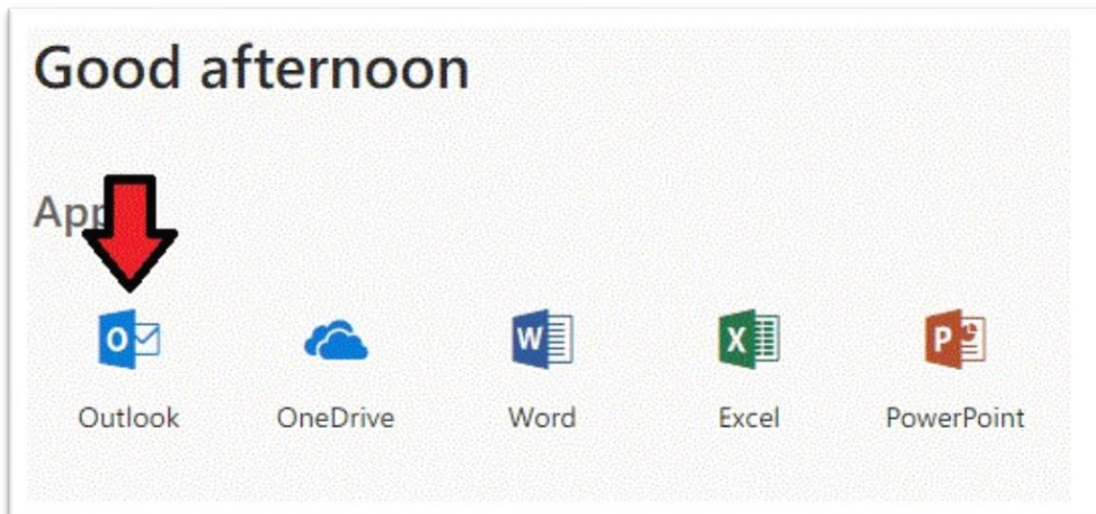
! Authentication Phone is not configured. Set it up now

! Authentication Email is not configured. Set it up now

finish   cancel

<mark>Please read this paragraph carefully</mark>.

6. It will appear that the "More information is required" screen (see 1st image, page 3) is repeating, to proceed click the **Next** button. The "don't lose access to your account!" screen (see 2nd image, page 3) will also reappear but now the finish button's caption changes to **looks good**. Click the **looks good** button to display the screen below.

7. Access email inbox by clicking the **Outlook** icon (below **red arrow**). You will need to change the Time Zone to **Eastern Time** and click the Save button.

Good afternoon

App

Outlook   OneDrive   Word   Excel   PowerPoint

Note: *You can also **install the offline Office 365 Education suite from the screen**. Please **uninstall any old versions of Office you have before installing Office 365**, then **restart your computer***.

Note: If you are a <u>new</u> student disregard the instructions below.
<u>Gmail Archive Email</u>

The following instructions are for students who attended CTC **before Spring semester 2019**.

To access your Gmail archive, click the link/picture (below **red arrow**) on the Student Portal. Once logged in, the only link you will see is the old student portal page login and the only active link will be your Gmail archive. (Gmail Archive will be available until June 2019)

If you need any further assistance, please visit the CLICK computer lab in Patrick Hall room 132.

Also: any alumni not registered as a current student at CTC will no longer receive email to the old Gmail email inbox.