

## **Log on information**

To use campus computers, you must log on with your user name and password. Your user name should be your last name plus your first name initial plus your middle name initial plus your entering year. Usernames do not include spaces or hyphens. For example, if John Phillip Doe begins at SMC in the calendar year 2018, his user name would be doejp18. This will also serve as part of your email address. \*\*Note there are a few exceptions to this rule. If your ID and password do not work as expected please contact the IT Department by email [Support@smcsc.edu](mailto:Support@smcsc.edu), placing a support ticket at <http://smc1911.freshdesk.com/support/home>, stopping by the Vassey IT Center or calling 864-587-4357 (864-587-HELP).

Your password will be your birthday month & day in number format plus the last 4 digits of your social security number, including leading zeros (mmddNNNN). For example, if John Doe's birthday is January 1, and his SSN is 123-45-6789, his password would be 01016789. DO NOT USE SLASHES OR DASHES! To protect your privacy, we strongly encourage you to change your password after logging in the first time.

## **Email address**

You can access this email account, as well as other features, both on and off campus. Your email address should be formatted in the following manner:

User Name@student.smcsc.edu

John Phillip Doe's would be [doejp18@student.smcsc.edu](mailto:doejp18@student.smcsc.edu) His email password would be the same as above. To protect your privacy, we strongly encourage you to change your password after logging in the first time.

### **Note:**

- Email accounts are valid while you are a current student and may be purged if you are not registered or preregistered for a term. Email accounts for entering students will be available after validation day.
- To access your email, go to the following website and enter your user name and password:

**email.smcsc.edu**. Or go to [www.smcsc.edu](http://www.smcsc.edu) and click Student Support under Resources in the top menu, then click Student Email to browse to the login page. The login page may look similar to a Microsoft account login page. Enter your full email address including the “@student.smcsc.edu”. The first time you log in, you may be asked to provide an additional email address and/or phone number to keep your account secure. Providing this information will allow password reset capabilities in case you forget your password in the future. You may also add your SMC student email account to your smart phone.

## **Other Important Information**

- **Student Portal:** The SMC Student portal is used to communicate pertinent information with students regarding grades, account balance information, class schedules, etc. Your log-in information is the same as your email user name and password. Use just the username without the “@student.smcsc.edu” part. To log in to the portal, browse to <https://estudent.smcsc.edu>
- **Microsoft Office for Students:** To download up to 5 free licenses of Microsoft Office 365 for Students, please log in to your student email account using the instructions above or browse to email.smcsc.edu. Your username and password will be the same as your login name above. Once you have logged in, you will see the “Install” button. Click that to begin installation. If you do not see the “Install” button, click the Office 365 link in the top left corner. This will work on PCs and MACs. The licenses are valid for as long as you are enrolled in at least one course at SMC.
- **Computer Help Desk:** If you have problems with your email account or a general computer question, contact the Information Technology Help Desk by emailing [Support@smcsc.edu](mailto:Support@smcsc.edu), placing a support ticket at <http://smc1911.freshdesk.com/support/home>, stopping by the Vassey IT Center, or calling 864-587-4357 (HELP).
- **e2campus Emergency Alerts.** Student email addresses are registered with the SMC emergency alert system. To add a phone number to your account, browse to [www.smcsc.edu/e2-campus-alert/](http://www.smcsc.edu/e2-campus-alert/) and log in using the same user name and password as described above.