

Eastern Connecticut State University **Student Email Account Activation**

As an Eastern student you will be expected to monitor your Eastern email account on a regular basis. To expedite communication prior to your arrival on campus, your Eastern email account will be used to convey important information regarding incoming student programs, placement testing, financial aid, and registration. Please follow the instructions below to activate your Eastern email account.

To complete the process you will need your Eastern ID and Technology Account username which was provided by the Office of Admissions in your acceptance letter. If you have any difficulty activating your Eastern email account please contact the ITS Help Desk at 860-465-4346.

1. From any internet browser navigate to <http://www.easternct.edu/pwchange>
2. Enter your assigned Eastern Technology Account username in the “Username” field.
3. Determine your temporary default password using the information below. Your temporary password is comprised of the following 7 characters:

First character:	\$
Second character:	IN CAPS – First character of your username
Third – Seventh characters:	Last 5-digits of your Eastern ID

Example: username = *doej*, Eastern ID = *19791234*, temporary password would be **\$D91234**
4. Enter your *temporary default password*: Click Log On. You will be prompted to change your password
5. Type your temporary default *password* in the Old password field
Example: **\$D91234**
6. Type a *New password* in the New password field utilizing the following **Password Rules**:
 - a. New passwords **must contain three (3)** of the following four elements:
 - i. Uppercase letters
 - ii. Lowercase letters
 - iii. Numbers
 - iv. Special Characters (& and < symbols are NOT permitted)
 - b. Must be 8 - 14 characters in length (**NOT longer than 14**) *Example: WXY\$1225*
 - c. Must **not** contain any part of your username
 - d. The system remembers your last 8 passwords and will not allow re-use
 - e. Your password will expire every 90 days
7. Type your *New password* again
8. Click OK. You should see a message indicating that your password was successfully changed.
9. Please remember your *Username* and *Password*. These are your Eastern credentials that you will use to access your Eastern Technology Account (Email/network/Blackboard Vista). **You will need to know this information at your SOAR technology session. Please be ready to logon to a university computer when you arrive in Webb Hall Room 410.**
10. Once you have activated your Eastern Technology Account you can then **access your email account by browsing to www.outlook.com**
11. Enter your email address: username@my.easternct.edu in the Windows Live Id and the password that you just created. When you are finished reviewing your email, be sure to log out.
12. Your Eastern email account activation is now complete. Please remember to check your email regularly. July 2010