

ACCOUNT ACTIVATION INSTRUCTIONS

Part I. eWeb log-in: You will use eWeb to electronically submit your deposit(s), view Financial Aid, complete Freshman Preference Registration, and more. To complete this, please refer to your Eastern ID, located in the lower right hand corner of your acceptance letter.

1. From any internet browser go to <https://eweb.easternct.edu>.
2. Click “Login - Access Secured Area of eWeb”.
3. Enter your assigned Eastern ID in the appropriate field.
4. Your default PIN is your date of birth in **MMDDYY** format. *Example:* August 1, 2017 would be entered as 080117.
5. You will be prompted to change your PIN. Please note: your PIN must be 6-15 characters in length; numeric and alpha characters are acceptable, and alpha characters are case-sensitive.

Part II. Email Activation: Your Eastern email account is the primary source of communication between you and Eastern. Prior to arriving to campus, your Eastern email is used to inform you about placement testing, housing, financial aid, and registration. To complete this, please refer to your Eastern ID and username, located in the lower right hand corner of your acceptance letter.

1. From any internet browser go to <https://june.easternct.edu>.
2. Enter your assigned Username in the “Domain Username” field.
3. Determine your *temporary default password* using the information below. Your temporary password is comprised of the following 7 characters:

1st character:	\$
2nd character:	IN CAPS—First character of your username
3rd-7th characters:	Last 5-digits of your Eastern ID

Example: username = **doej**, Eastern ID = **10091234**, your temporary password would be **\$D91234**
4. Enter your *temporary default password*. Click “Continue”.
5. You will be prompted to enter your current password as identified in Step 3 above. *Example:* **\$D91234**
6. Type a *New Password* in the “New Password” fields utilizing the following Password Rules:
 - a. New passwords **must contain three** (3) of the following four elements: UPPERCASE LETTERS, lowercase letters, numbers, and special characters.
 - b. Must be 8 - 14 characters in length. *Example:* Wxyz1225
 - c. Must **not** contain any part of your username.
 - d. The system remembers your last 8 passwords and will not allow re-use. Your password will expire every 90 days. You will receive reminder emails 15, 7, and 1 day prior to your password expiration date.
7. Click “Save Changes”. You are now logged into your VPN, which you may use to access your student drive when you are off-campus.
8. Once you have activated your Eastern email account, you may access your email account by browsing to www.easternct.edu/email and click “Login to your Eastern email.”
9. Enter your email address as in this example: **username@my.easternct.edu** and the password that you just created.

Your Eastern accounts are now activated!

Please remember your Eastern ID, username, and password/PIN, as they are your Eastern credentials that you will use to access important information and email throughout your Eastern career. **You will need to know your log-ins at your SOAR technology session, so please be sure to activate your Eastern email account before SOAR.**

Don't forget to check your email regularly!

QUESTIONS? Call the ITS Help Desk at (860) 465-4346, Monday-Friday between 8 a.m.-5 p.m.