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. These were provided to you 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, Monday – Friday between 8 am and 5 pm

1. From any Internet browser navigate to http://www.easternct.edu/pwchange
2. Enter your assigned Eastern Technology Account 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:
   - First character: $ IN CAPS – First character of your username
   - Second character: IN CAPS – Seventh character of your Eastern ID
   - 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 “Continue”.
5. Carefully read the Welcome message. This is critical information that you need to proceed and for password change and forgotten password recovery functions in the future.
6. Click “Continue”.
7. Make your selection of a Security Picture and create your Security Word
8. Click “Finish”.
9. You will be prompted to enter for your current password as identified in Step 3 above Example: $D91234
10. You will next be prompted to change your password.
11. 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:
      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
   f. You will receive reminder emails 15, 7 and 1 day prior to your password expiration date
12. Type your New password again
13. Click “Go”. You should see a message indicating that your password was successfully changed.
14. Click on the Log Off/Exit button.
15. Please remember your Username and Password and the Security picture and Security Word that you created. Your username and password are your Eastern credentials that you will use to access your Eastern Technology Account (Email/Network/Blackboard, ExpressCard). You will need to know this information at your SOAR technology session. Please be ready to login to a University computer when you arrive in Webb Hall Room 410.

16. Once you have activated your Eastern Technology Account you can then access your email account by browsing to https://outlook.com/my.easternct.edu
17. Enter your email address as in this example: username@my.easternct.edu and the password that you just created. When you are finished reviewing your email, be sure to log out.
18. Your Eastern email account activation is now complete. Please remember to check your email regularly.

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