

Student Email Accounts

www.bates.ctc.edu/StudentEmail

Every Bates student has a personal account which includes an email address, wifi and computer log in. Most students will get a personal folder for electronic file storage. This handout provides basic information about your account and what it accesses.

User Name and Password

User name—Each student has a **user name** which is the first letter of the first name followed by the last name with no spaces. Example: John Smith's user name would be jsmith. In the event that jsmith has been used, josmith will be the user name.

The default password for first time logon is **Bates[your student SID]**, which is case sensitive (example: Bates800000001). ***In order to protect your account, change your password after the first logon.***

Your Personal Folder

Your personal folder is provided for your personal use and can be used to store documents and other personal files. Saving files to your personal folder automatically saves them to a college server which gives us the ability to quickly recover files that are lost or missing. If you save files to the desktop or the local computer, we cannot guarantee recovery.

To locate your folder, follow these steps:

- Once you are logged on to a Bates network computer you should see a shortcut to your folder, if you do not go to the Start menu and enter `\\here\students\personal\username` in the Search box
- Right click on your name and "send to" desktop

Your program shared folder

Go to start menu and enter `\\here\students\programs` right click on the program you are in and "send to" desktop

Your Bates Email

You are encouraged to use your Bates email as a safe, secure way to communicate with your instructor, student services, fellow students, and community.

- From the Bates website www.bates.ctc.edu click the **Quicklinks** menu at the top and select **Check Email** or access it directly at mail.bates.ctc.edu
- Enter user name (first letter of the first name with the last name)
- Enter password (Bates[your student SID] for initial logon)
- Click Sign in



Changing your password in Outlook Web Access (OWA)

The default password is Bates[your student SID] which is case sensitive. ***In order to protect your account, change your password after the first log on.***

Your new password MUST meet these requirements:

- It must contain at least one upper case letter.
 - It must contain at least one lower case letter.
 - It must be at least six characters long.
 - It must contain at least one number or non-alphabetic character.
 - It may not contain any part of your name or user name.
1. In the upper right corner of your inbox, click on **Options**.
 2. From the drop-down menu select **Change Password**.
 3. In the change password box enter:
 - Old password
 - New password
 - Confirm new password
 - Click Save

Your log in for email, computer and WIFI use is the same username and password

Wireless access: use the same username and password to access Vashon. You will be prompted by Fortinet to authenticate yourself by entering your username and password. If you access Mcneil you have to type in once *grantmeaccess* then your username/password.

Library database off-site access: Use the same username and password to access the Library's online databases when you are off-campus. You should be prompted to authenticate yourself when you click on one of the titles from the Library's website bucky.bates.ctc.edu/databases from a computer or device not on the Bates network.

Need help?

For assistance logging on to a Bates computer, email, or wi-fi or other issues relating to your account including your personal folder, call the student help desk at **680.7055** or email questions to **StudentEmail@bates.ctc.edu**

Questions about **Canvas** log in? Contact the Online Learning Center at 680.7233

Questions about **Schedule and Transcripts** log in with pin # not working? Contact the Registration department at 680.7019

Questions about Financial Aid? Check here www.bates.ctc.edu/FAPortal

