



MADERA
COMMUNITY
COLLEGE

STUDENT EMAIL

HOW TO ACCESS YOUR
STUDENT EMAIL

CHECK YOUR STUDENT EMAIL REGULARLY

**CHECK YOUR STUDENT EMAIL FOR IMPORTANT COLLEGE
INFORMATION INCLUDING:**

Financial Aid Information
Registration Information
Class Updates
Campus Updates & Events

**ALL OFFICIAL COMMUNICATION FROM
THE COLLEGE IS SENT VIA YOUR STUDENT EMAIL**

MY PORTAL LOG IN



USERNAME

Your USERNAME is your SCCCD/college ID number@my.scccd.edu

TEMPORARY PASSWORD – IF YOU’VE ALREADY CHANGED YOUR PASSWORD, THEN USE YOUR NEW PASSWORD

First letter of your first name (UPPERCASE)

First letter of your last name (lowercase)

6 digit birthdate (mmddyy)

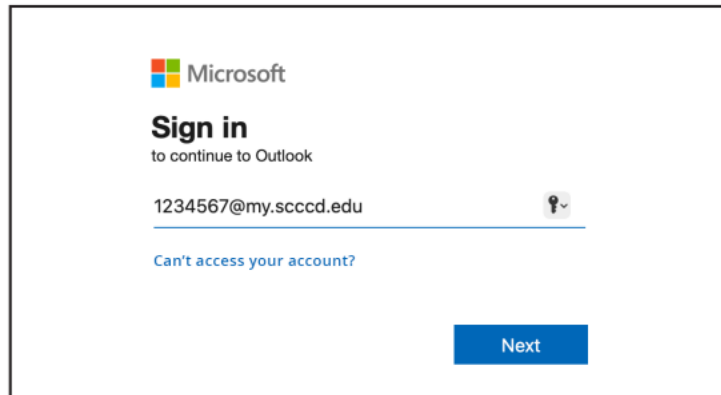
EX: Cindy Flores was born April 4, 2001. Her password: Cf040401

PLEASE CHANGE YOUR PASSWORD IMMEDIATELY

My PORTAL

Go to www.maderacollege.edu and click “My Portal” and “Sign In”

Sign in to Microsoft, then sign in to My Portal
Sign in: college ID number@my.scccd.edu



Microsoft
Sign in
to continue to Outlook

1234567@my.scccd.edu

[Can't access your account?](#)

Next

 STATE CENTER
COMMUNITY COLLEGE DISTRICT
Fresno City College | Readley College | Clovis Community College
Madera Community College | Madera Community College at Oakhurst

Sign in with your SCCCD account

Username **7-digit SCCCD/college ID number**

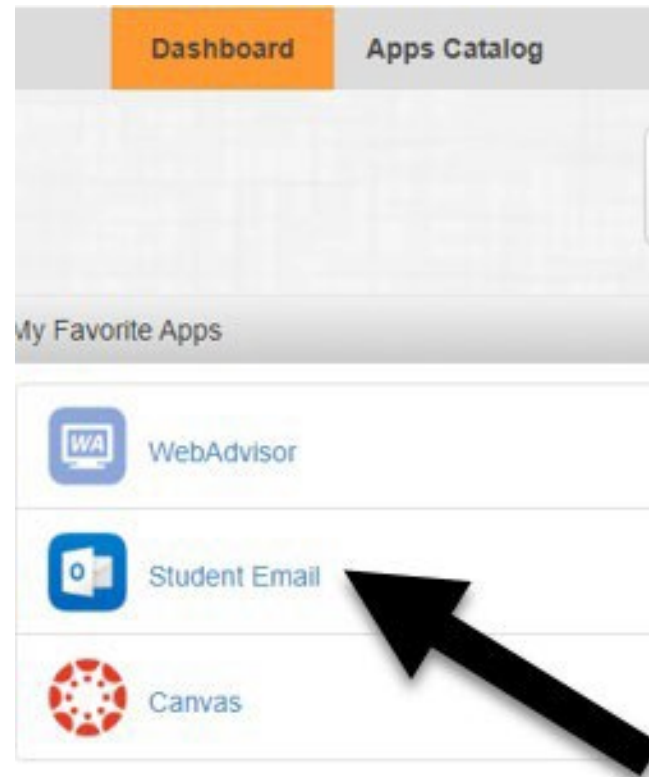
Password

Sign in

Change Password

Problem Logging In?

Once logged in, click
“STUDENT EMAIL”



Dashboard Apps Catalog

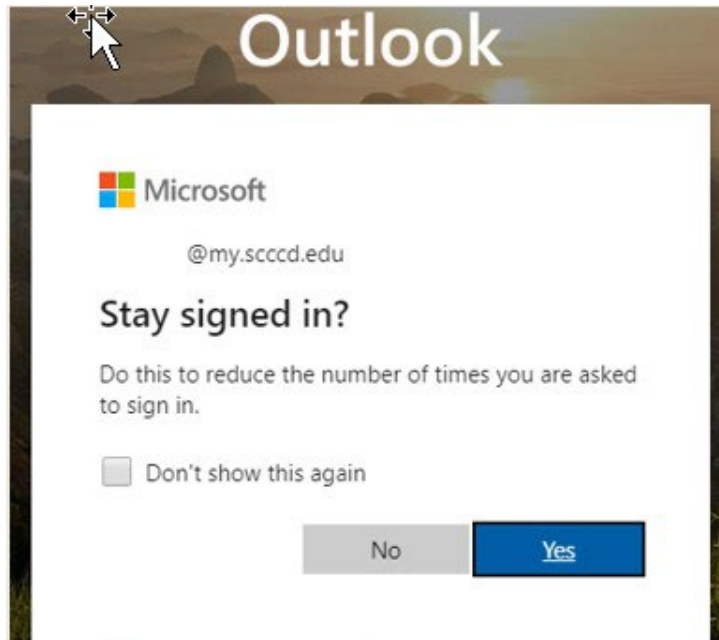
My Favorite Apps

- WebAdvisor
- Student Email
- Canvas

You may be prompted to verify your **Communication Preferences**. If so, enter your cell phone or email and **Submit**. You will receive a validation code. Enter the code. Once the screen reads “Your form was successfully submitted” click the **Dashboard** button to return to **My Portal**.

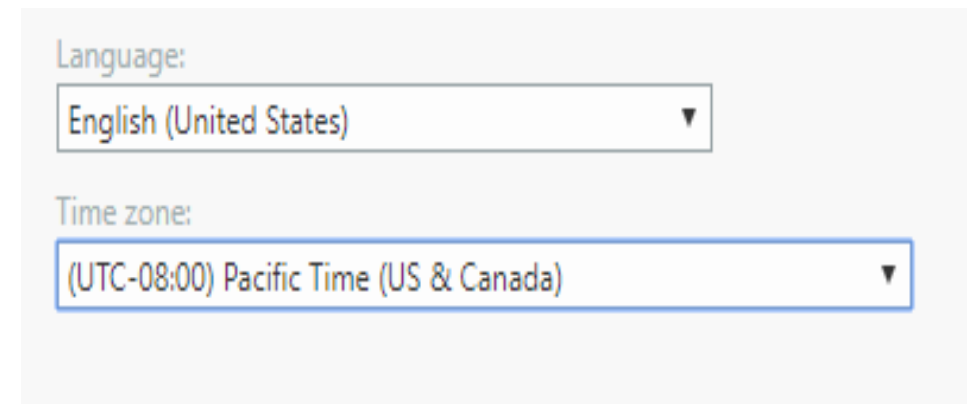
Setting Up OUTLOOK

1. Select “No” or “Yes”

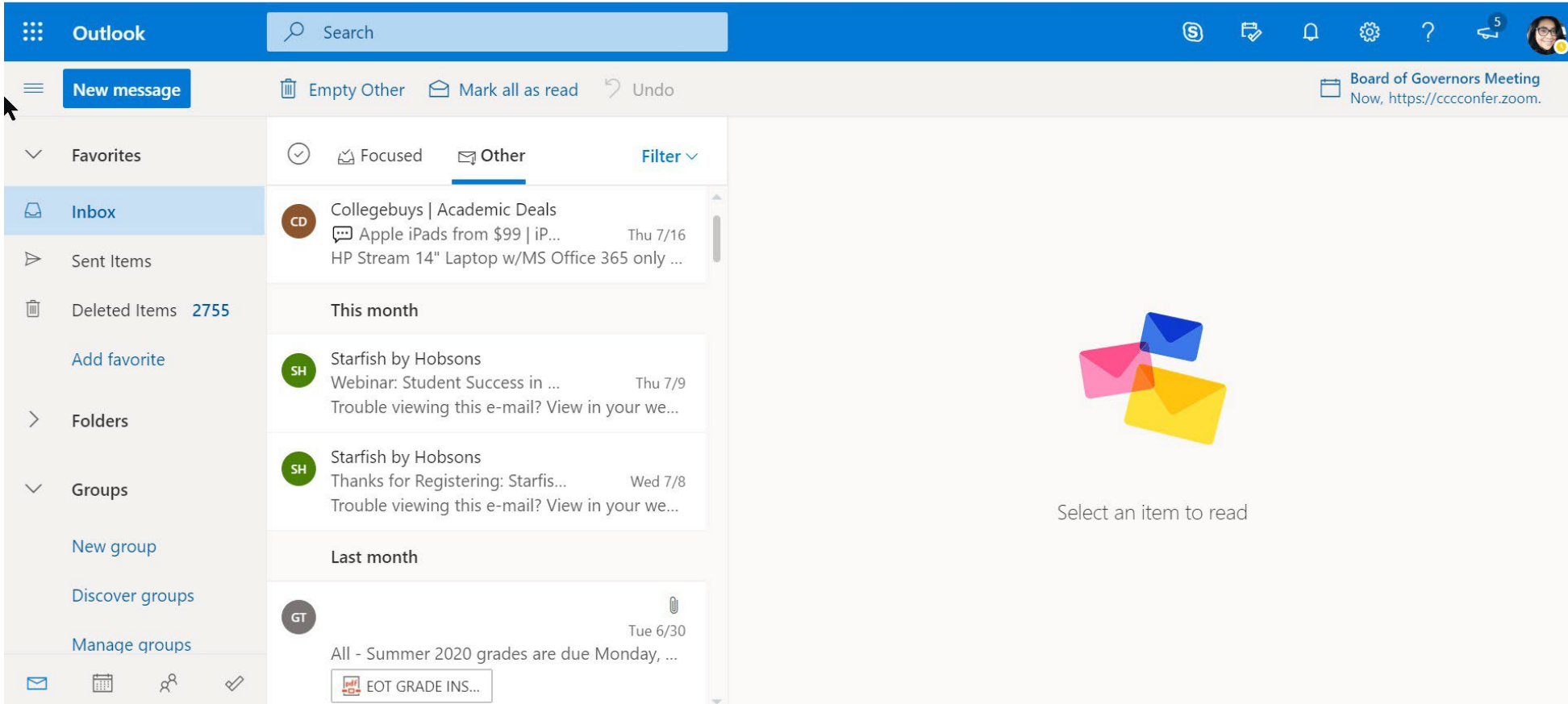


2. If prompted, on the next screen, set language and time. You only have to do this once.

Time zone: Select PACIFIC TIME



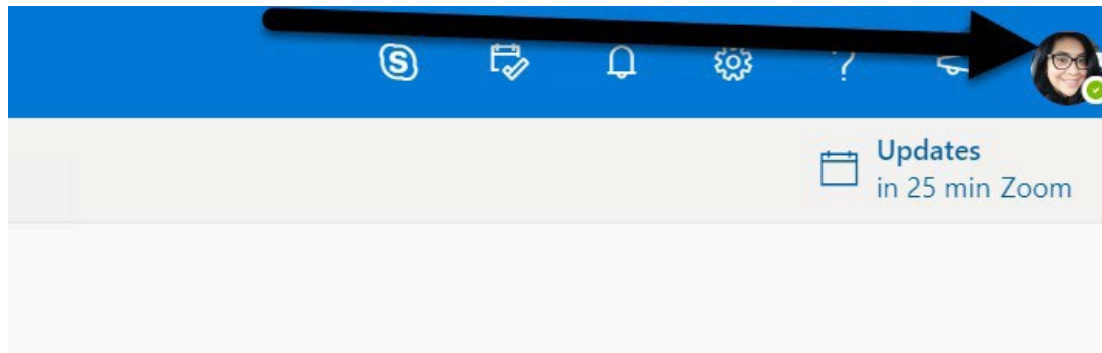
WELCOME TO YOUR STUDENT EMAIL



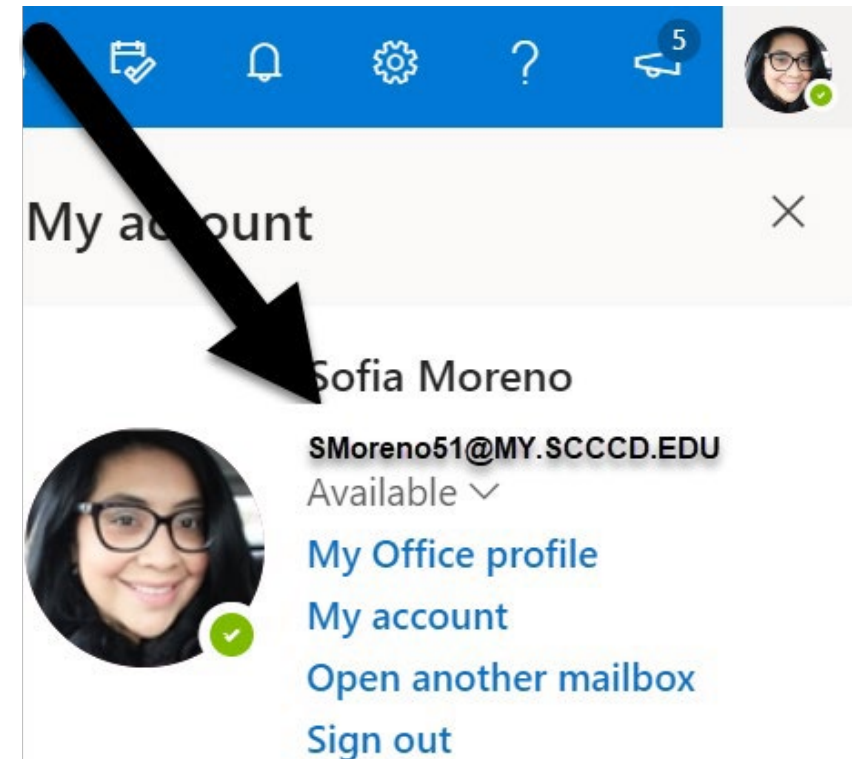
Check your student email daily!
All college information will be sent here!

What is my student email address?

1. Click on **Account Manager**
(upper right-hand corner)



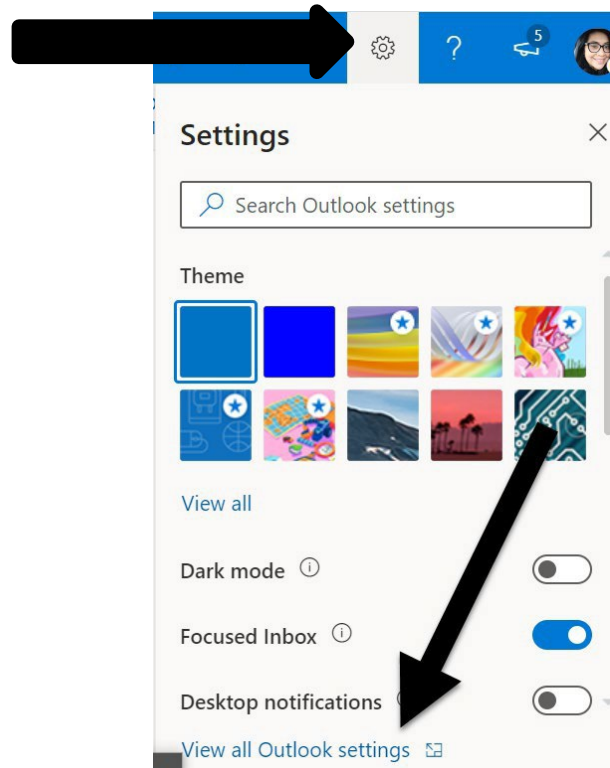
2. **My account** will appear.
Your email address is listed here.



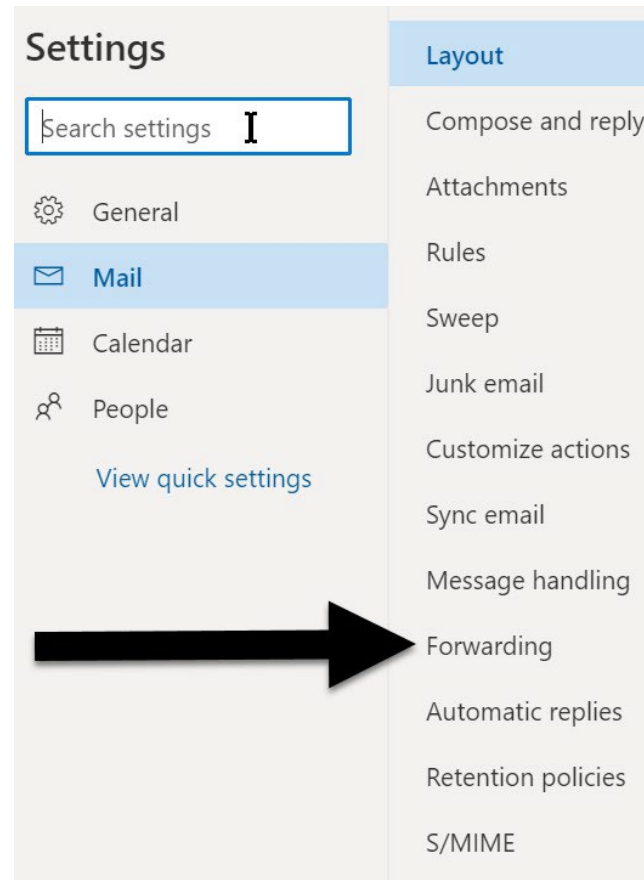
FORWARDING YOUR EMAIL

To forward your Student email to your personal email, see steps below.

1. Click the Settings icon on the right side. Then, select **“View all Outlook settings”**



2. Click **“Forwarding”**



3. Check both boxes, enter your personal email, and **“Save”**

Forwarding

You can forward your email to another account.

- Enable forwarding

Forward my email to:

- Keep a copy of forwarded messages



NEED HELP?

SCCCD HelpDesk

For 24/7 assistance please contact:
559.499.6072 (local) or 844.887.2223 (toll free)

<https://help.edusupportcenter.com/shplite/scccd-hd/home>



Madera Community College Outreach

outreach@maderacollege.edu

559.675.4839