# 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
Vaccination Updates
Class Updates
Campus Updates & Events

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

# MY PORTAL Log In

![Madera Community College logo]

## Username

Your USERNAME is your SCCCD/college ID number
Your SCCCD/college ID number starts with "0" and is 7 digits long.  It was sent
your personal email.

## 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"**

STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College | Madera Community College at Oakhurst

Enter your username
and password

🛈 Sign in with your SCCCD account

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

| Password |

➡️ Sign in

🔑 Change Password

❓ Problem Logging In?

Dashboard | Apps Catalog

My Favorite Apps

WA WebAdvisor
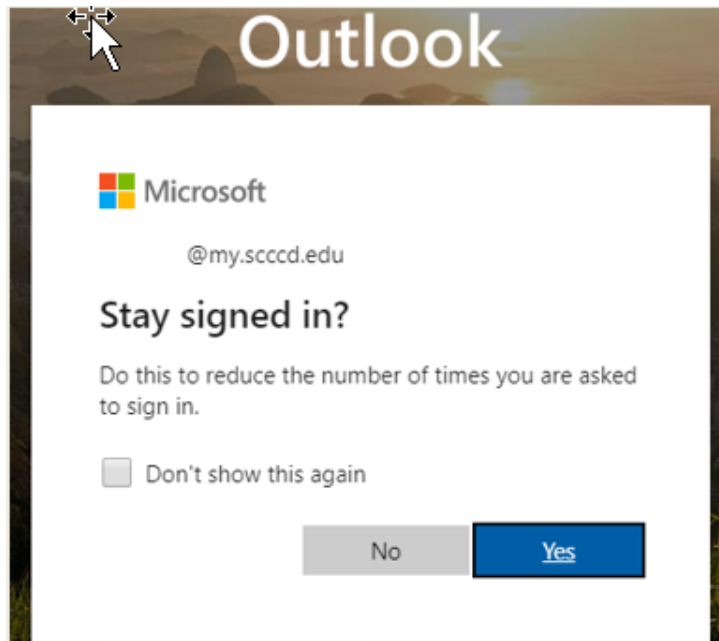
O🔵 Student Email

🔴 Canvas
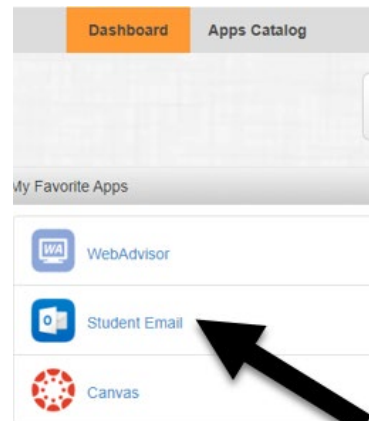
Once logged in, click
**"STUDENT EMAIL"**

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.**
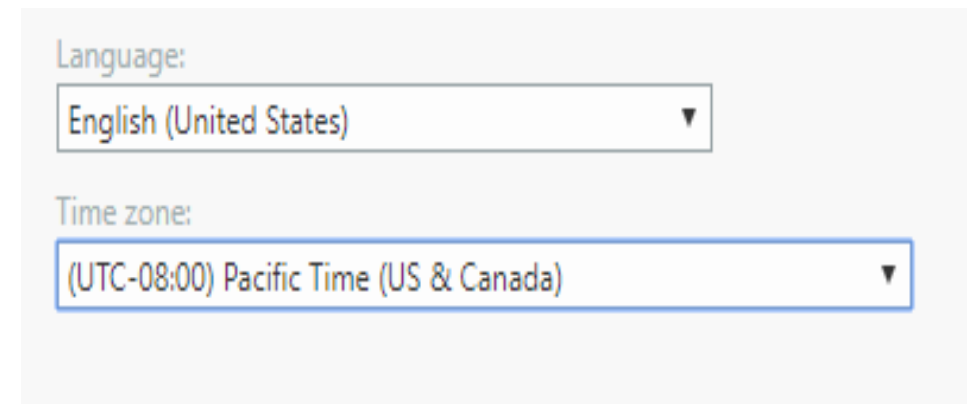
# Setting Up Outlook
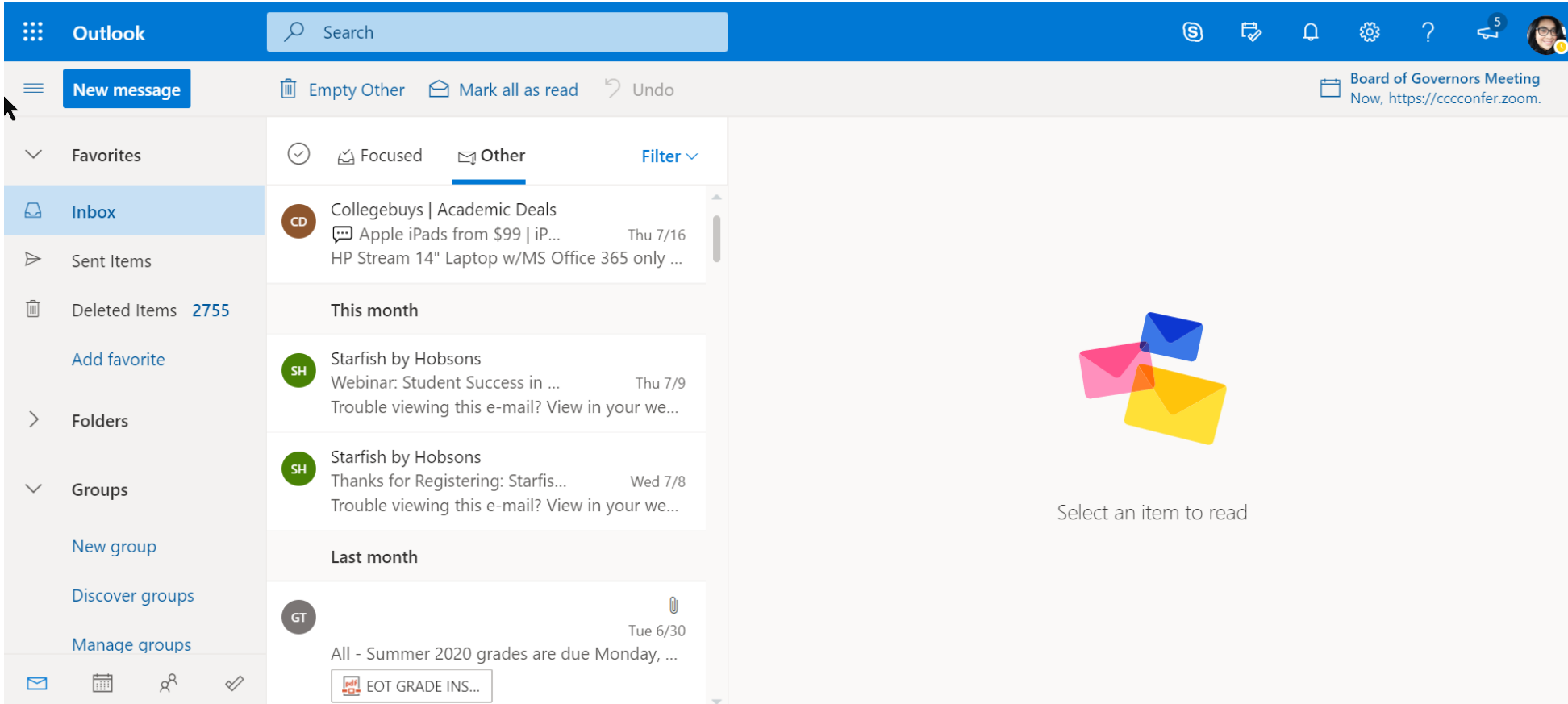
1. Select "No" or "Yes"



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

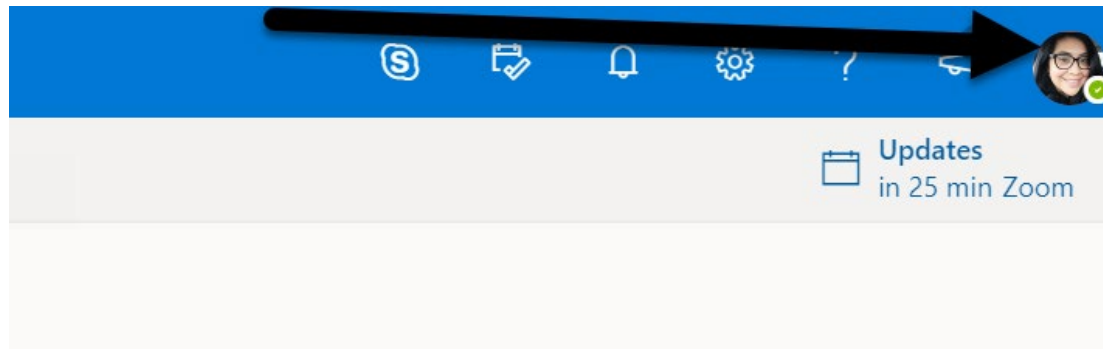Time zone: Select PACIFIC TIME
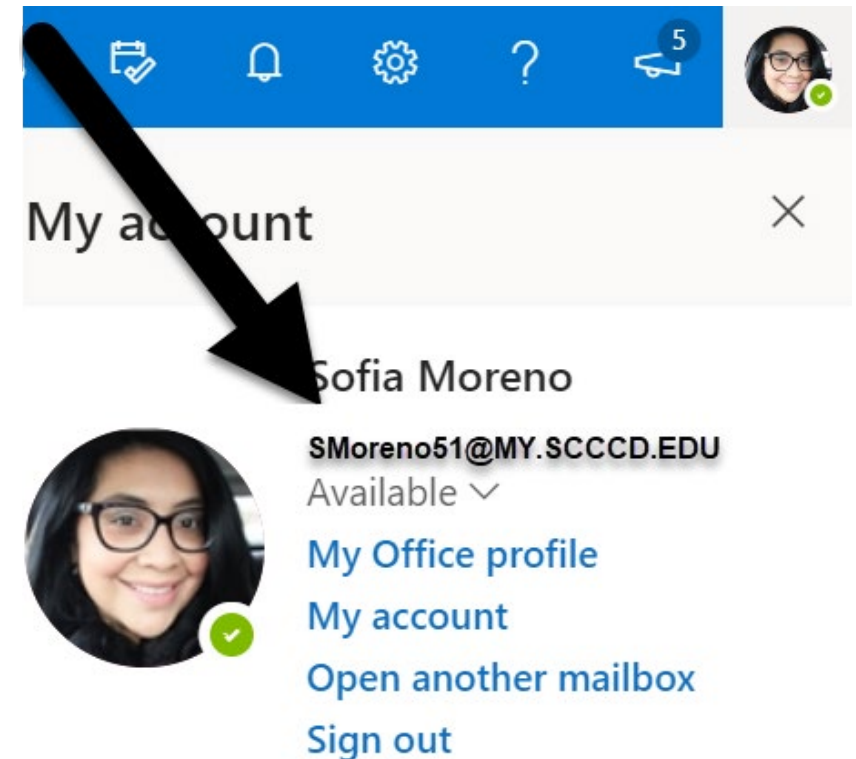
# Welcome to your STUDENT EMAIL



**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.





My account

Sofia Moreno

SMoreno51@MY.SCCCD.EDU
Available

My Office profile

My account

Open another mailbox

Sign out

# FORWARDING YOUR EMAIL
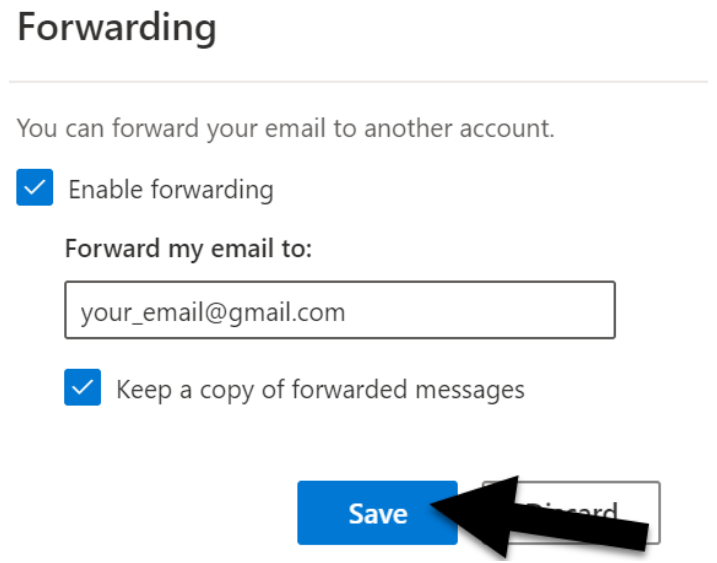## To forward your Student email to your personal email, see steps below.

1. Click the Settings icon on the right side. Then, select **"View all Outlook settings"**
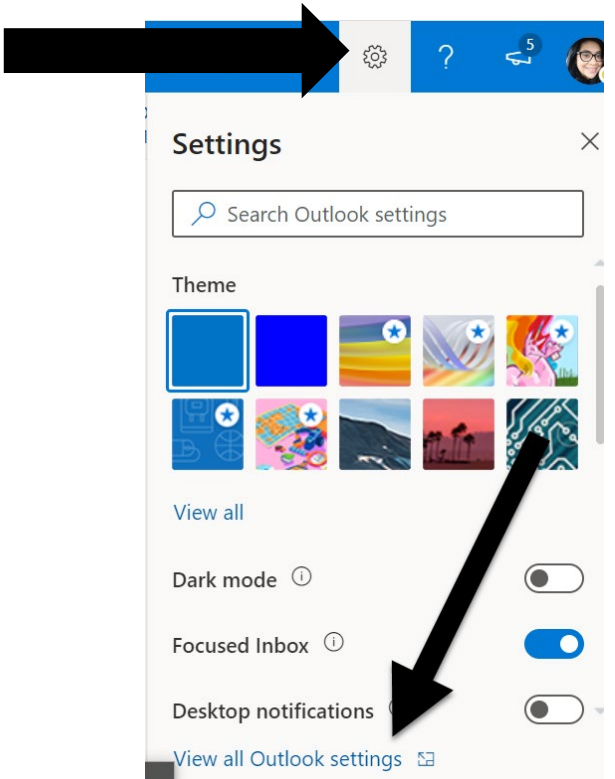
2. Click **"Forwarding"**
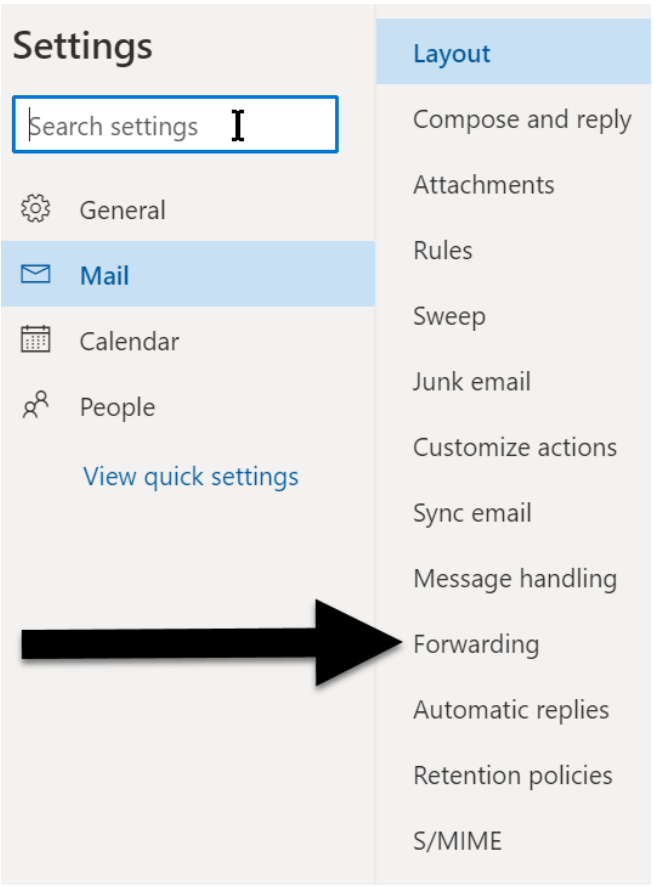
3. Check both boxes, enter your personal email, and **"Save"**

# 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