

Username

Your username format is firstname.lastname. If that username has already been assigned to another person, a number will be added to the end (firstname.lastname.1). Your first name will be the official first name in your name record on our college administration system. If you supplied a "preferred name" or a nickname on your admissions application or your employment forms, we will use that.

Example: The name John Wayne Smith would be used to create a username of john.smith, but if that name is already assigned to another person, a sequential number would then be used to create a unique name as john.smith.1.

Password

The student's default password is the first 2 letters of the first name (**first letter uppercase**) first 2 letters of the last name (**first letter upper case**) and the last four numbers of the social security number.

Example: Regarding the above example for John Wayne Smith, his password would be "JoSm1234."