Network and Email Login Instructions

Welcome to Shasta College!

To log in to any computer on our Shasta College staff network OR your Shasta College email you will use the same user name and password. For a majority of our staff and faculty, your user ID will be set to the first letter of your first name followed by your last name. Your initial password will be your 6 digit date of birth.

For instance, John Smith born November 1, 1987 would be User
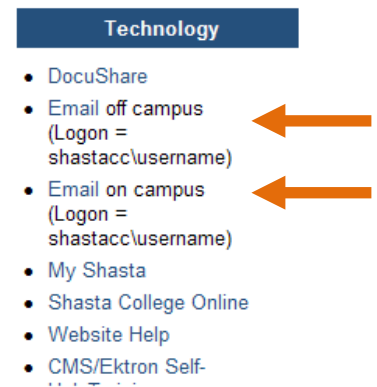
Name = jsmith

Password = 110187

The **first time** you log into the Shasta College network please change your password:

- If on campus, after logging in, please click CTRL ALT delete to access the option to change your password *OR*
- If you are off-campus and accessing your Shasta College email, after logging in, select the OPTIONS menu/link directly under your name in the top right area and select the Change Password option.

From the Shasta College main page, click **Faculty/Staff** in the lower left hand corner.

Once you are on the Faculty and Staff Resources Page, under the Technology area, click the appropriate email option (on or off campus login):

Technology

- DocuShare
- Email off campus (Logon = shastacc\username)
- Email on campus (Logon = shastacc\username)
- My Shasta
- Shasta College Online
- Website Help
- CMS/Ektron Self-

Regardless of whether you are logging on from on-campus or off-campus, you must enter your full email address as your user name. (See the example below.)

Microsoft®
Outlook Web App

Security (show explanation)
- ◉ This is a public or shared computer
- ◯ This is a private computer

☐ Use the light version of Outlook Web App

Domain\user name: jsmith@shastacollege.edu

Password: ••••••

Sign in

Connected to Microsoft Exchange
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For more information about Shasta College Information Technology, including how to setup your including how to setup your phone's voicemail and feature, how to enter helpdesk request tickets, and other useful training documentation, visit our webpage at:

http://www.shastacollege.edu/Information%20Services/Pages/IT-services.aspx