

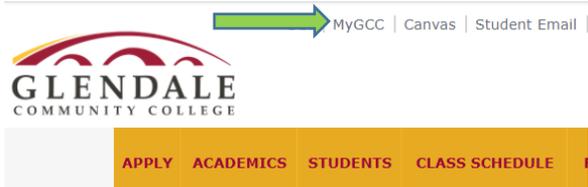


# Guide: How to Activate your Student Email

Before you begin activating your email make sure you have:

- Your Noncredit Student ID Number and MyGCC Password
  - If you need any assistance with your ID Number or Password, please call **(818) 240 – 1000 ext. 1370**

**STEP 1** Go to [www.glendale.edu](http://www.glendale.edu) and then click on MyGCC



**STEP 2** Click on **MYGCC LOGIN** then enter your Student ID number and Password

User ID  
10204040

Password  
\*\*\*\*\*

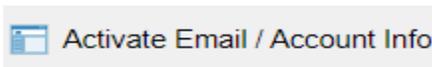
[Forgot your password?](#)

**STEP 3** Click on the My Profile box

My Profile



**STEP 4** Click on Activate Email/Account Info



**STEP 5** Accept the Terms & Conditions for your student email

**STEP 6** Click on the blue [GCC Email](#) link

A GCC Student email account has been created for you. Your account information is below:

Email Account: **JSMITH040@student.glendale.edu**  
 Temporary Password: **6z4g5m6q**  
 Password format: NumberLetterNumberLetterNumberLetter  
 (password all lowercase)

When you log in for the first time you will be required to change your password.

To log in to your student email account, click here [GCC Email](#)



**STEP 7** Enter your **student email** and click on **Next** and then enter your **temporary password**.

Sign in  
to continue to Gmail

Enter your email: JSMITH040@student.glendale.edu

Enter your password: .....

Show password

[Forgot password?](#)

[Create account](#)

**STEP 8** Create your **new password** and click on **Next**.  
*Make sure to write it down and keep safe.*

Create a strong password

Create a new, strong password that you don't use for other websites

Create password: |

Confirm

At least 8 characters

Show password

English (United States) Help Privacy Terms

**STEP 9** Click **confirm**.

Google can use these if you get locked out of your account or if we notice suspicious activity

Recovery phone number  
No phone number

Recovery email  
No recovery email

**Congratulations!**

Your email is now activated. Keep this information safe; you will need it during your studies at GCC