



How to activate your new GTC Student Email Account:

- Print this guide
- Log into BANNER Self-Serve:
https://admin3.griffintech.edu/pls/ban7/twbkwbis.P_GenMenu?name=homepage
- Go to Personal Information and get your new e-mail address from the Student E-mail field.
- Go to <http://mail.live.com>
- Proceed to next step...

For help e-mail: mail_help@student.griffintech.edu

Be sure to log in monthly to keep your account from deactivating.

1. Sign in

2. Enter your Student Email Address. This is found in Banner Self-Serve. You will need to enter the full address. So, if your name is William Smith, it may be wsmith@student.griffintech.edu. Or, if there is more than one "William Smith" on campus, it may be wsmith03@student.griffintech.edu.
3. Enter your password. Everyone's password right now is going to be the word **password**. You will need to change this later to make your email more secure.
4. Click **Sign In**

5. Change password

- Enter temporary password (Everyone's password right now is going to be the word **password**)
- Enter new password (Make sure you include at least one capital letter and one number)
- Confirm new password
- Click **Submit**

6. Verify identity

- Enter new password
- Click **Sign in**

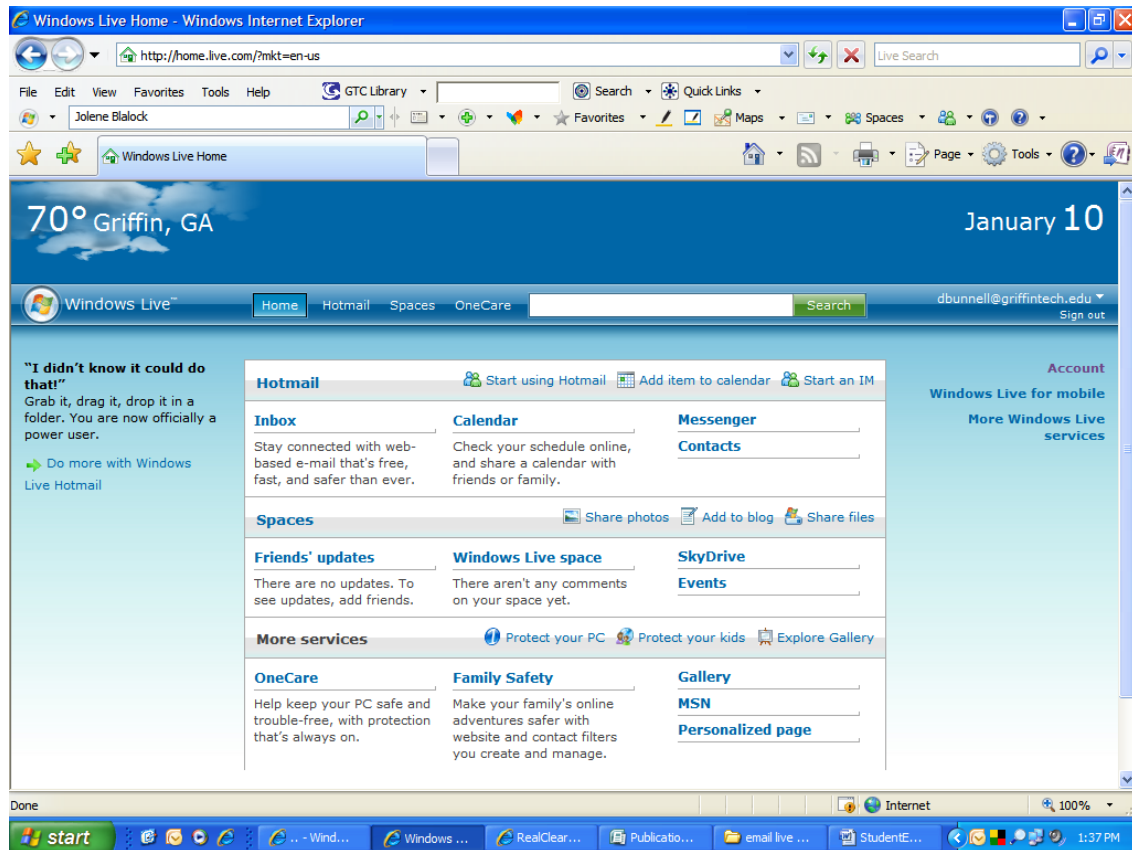
7. Secret question and alternate email address

- Enter password
- Select secret question
- Enter answer
- Enter alternate email (Recommended for password reset!)
- Confirm alternate email
- Click **Submit**

8. Review and accept agreements

- Review the agreements and click **I accept** if you want to accept and complete activation

9. Your account is now activated!



PASSWORD RESET

1. On the sign in page, click **Forgot your password**
2. Match the characters
 - Enter your entire student email address
 - Enter the characters in the picture
 - Click **Continue**
3. Choose reset by **email** or **secret question**

Reset email

- A reset email is sent to your alternate email address (*available only if provided during activation*), or
 - A reset email is sent to your student email address (*accessible only if you checked **save password** during log in*).
4. Create new password
 - Enter a new password
 - Confirm new password
 - Click **Continue**
 5. Click **Done** and log in with your new password