

## CLOVIS COMMUNITY COLLEGE

### STUDENT EMAIL

#### Logging into your student email account:

1. Open an Internet browser (e.g. Internet Explorer).
2. In the address field of your internet browser, type [mail.clovis.edu](http://mail.clovis.edu) (without www).
3. Click on **New! Student Email**.
4. Under the Email section click the **Sign in** link.
5. Enter your Username and Password.
6. Click the **Sign In** button.

#### Username and Password Information:

- Your username and password will be mailed to you.
- Default username consists of:  
First initial + last name (this is not case sensitive)
- Your password is the same as your Online Services password.
- Default password consists of:  
Date of birth in MMDDYY format

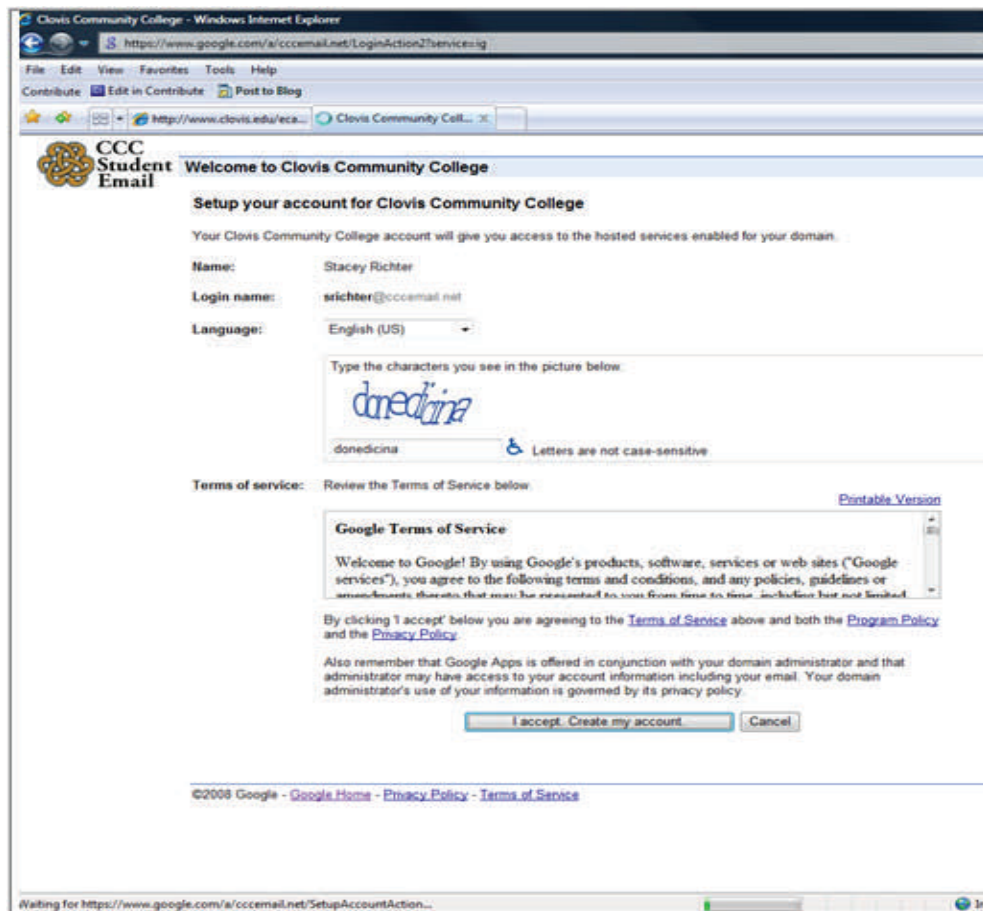
Example: Allan Greener, born on May 4, 1979

Username: agreener      Password: 050479

**Important Note:** Do **not** change your password from within your cccemail.net account. Your password is tied to your Online Services password which will override any password changes you make within cccemail.net. Go to <http://myccc.clovis.edu> to change your password.

## First-time Users of cccemail.net

1. The first time you log you will be asked to setup your account for Clovis Community College.
2. Select your language preference.
3. Type in the characters you see provided in the picture on your screen.
4. Review the Terms of Service.
5. Click the “**I accept. Create my account.**” button.



For questions, call Student Services

575-769-4747

[ccc.stuserv@clovis.edu](mailto:ccc.stuserv@clovis.edu)