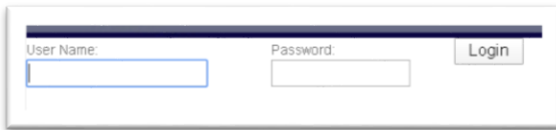


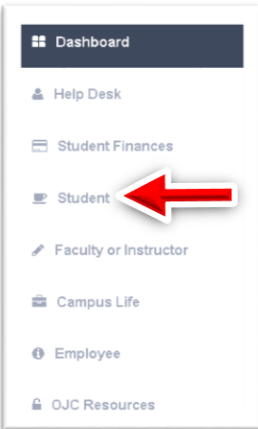
Step by Step Instructions for Activating Your Students Email Account

1. Start by going to www.ojc.edu, then click on **MyOJC** on the top-left side of the page to access your portal account.
2. Log in to your portal account.

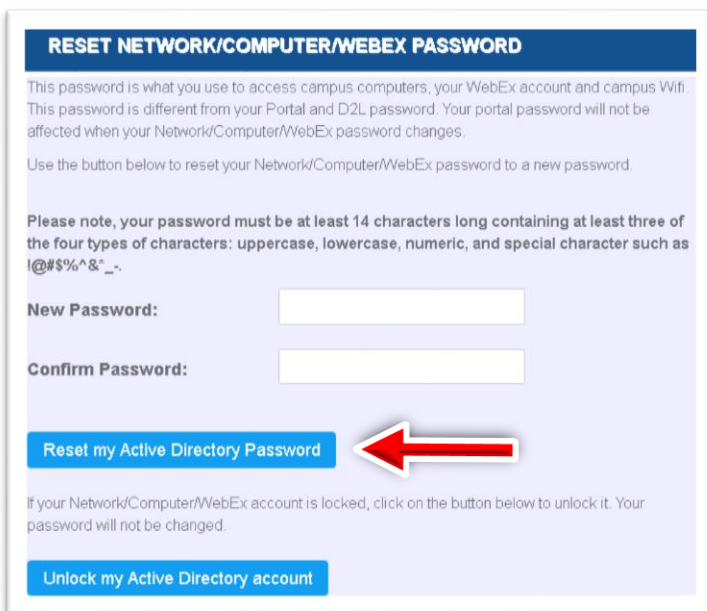


A login form with two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a "Login" button.

3. Once you are in My OJC click on the student tab on the left side of the screen.



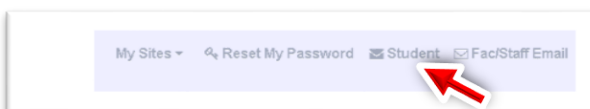
4. Navigate to the "Rest Network/Computer/ WebEx Password" panel on the left side.



A panel titled "RESET NETWORK/COMPUTER/WEBEX PASSWORD". It contains instructions about the password and a "Reset my Active Directory Password" button (highlighted with a red arrow). Below the button is an "Unlock my Active Directory account" button.

5. Select "Reset my Active Directory Password." **NOTE:** If you ever get locked out of your network account you can always come here to reset this password on your own.

6. Once you are in My OJC click on the student Email icon at the top right side of the screen, located on the top right side of the screen.



7. A Microsoft dialog box will appear. If this is your first time accessing Student Email, you will be prompted to enter your network password.
8. You will be prompted to set a time zone.

Great job! You have now activated your student email address! Monitor your students email account often for important messages. It is the official means of communication at OJC. When you are finished accessing your student email, be sure to click the “sign out” link at the top of the page and then close the browser window.

