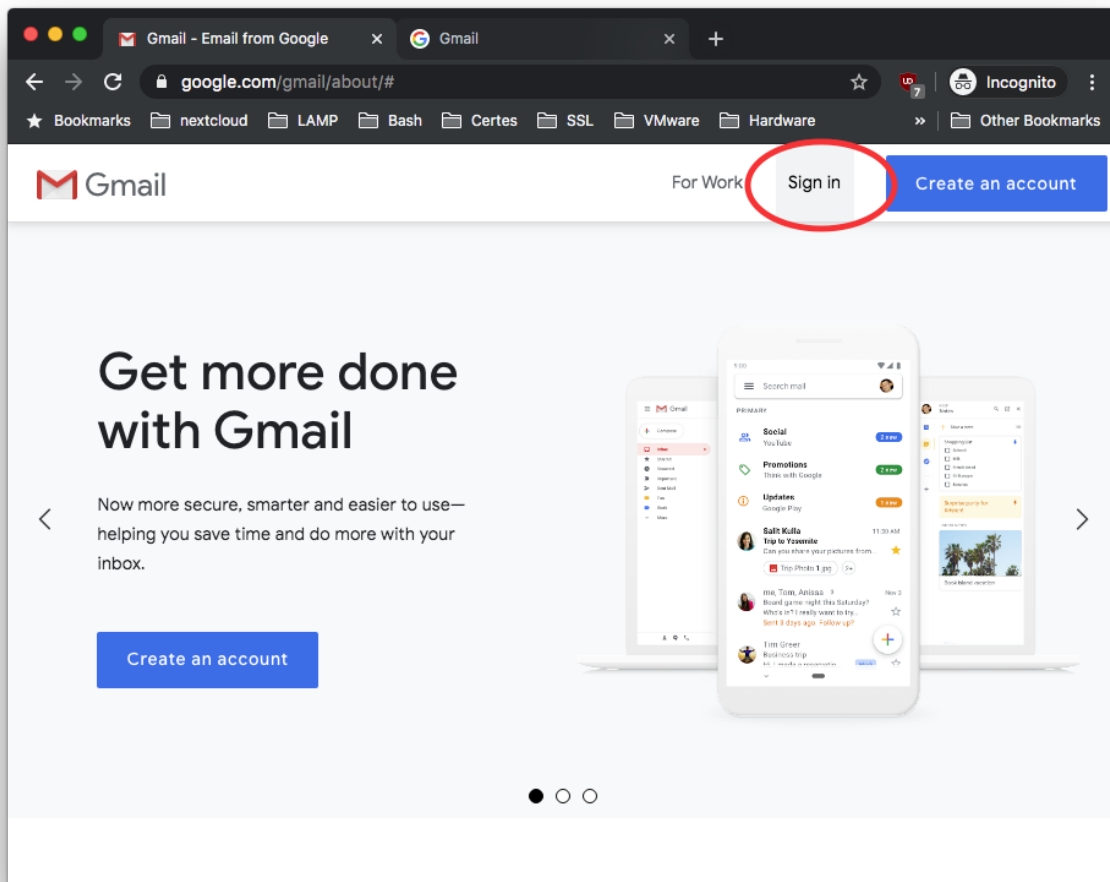


Accessing your ICTC.edu E-Mail

To log into your student email account follow the steps below:

Open your browser and go to: <https://www.google.com/gmail/>

Click “Sign in” in the top right hand corner of the page. This will open another tab in your browser.

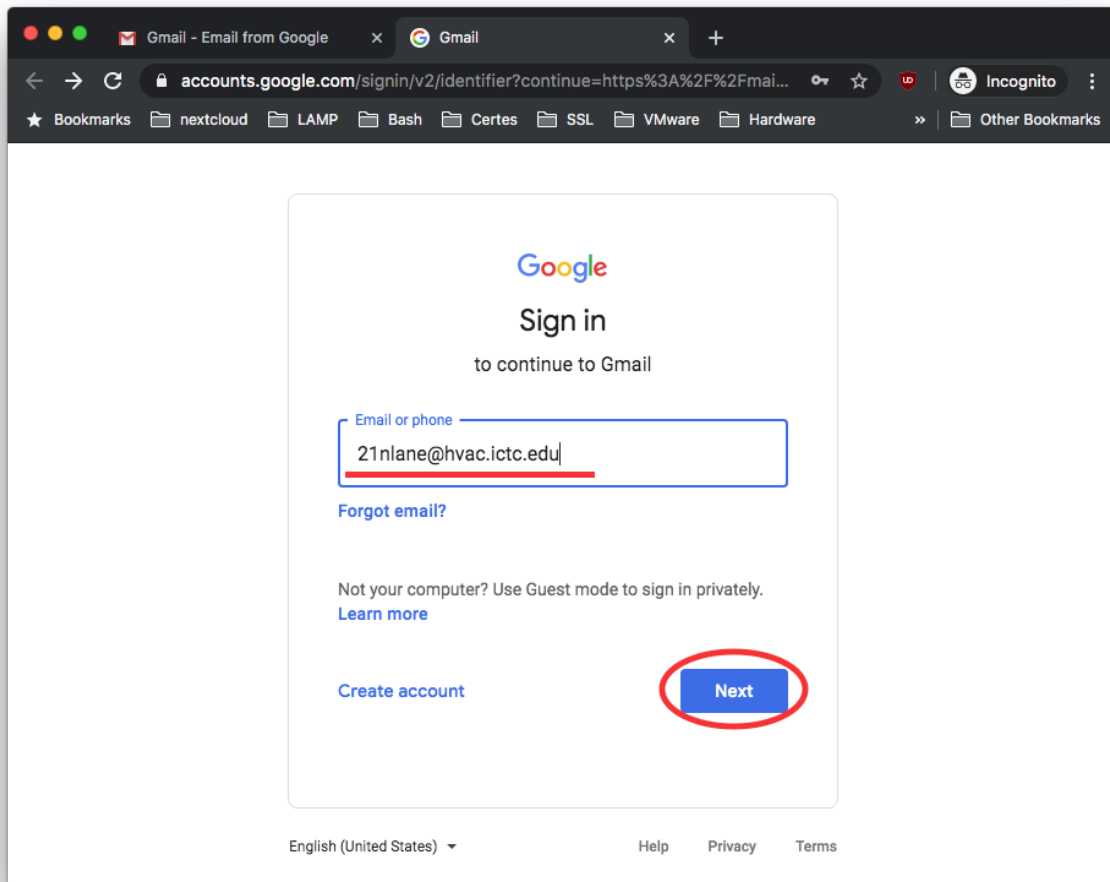


You will need to enter your student e-mail address. A student's e-mail address should look something like this:

21nlane@ictc.edu

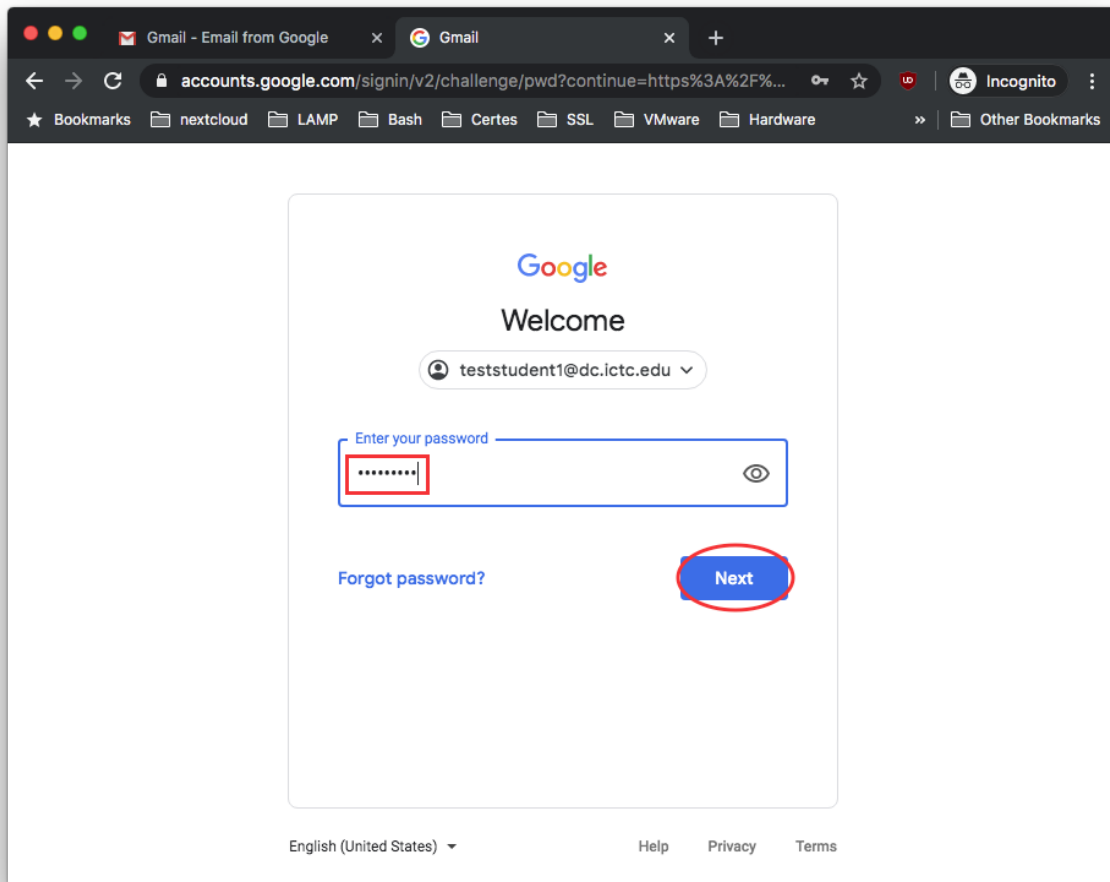
- Student e-mail addresses start with the last two digits of the student's graduation year - IE- 20 for 2020 and 21 for 2021
- Followed by the first letter of their first name.
- Then the student's entire last name.
- Next comes the "@" symbol.
- Then comes the student's educational department
- Finally, comes .ictc.edu

Note: There are no spaces in an e-mail address.



When you're finished entering your e-mail click the blue "Next" button.

Finally enter the student's password, and click the blue "Next" button.



Students are asked to change their password upon logging into their accounts for the first time.
If a student cannot remember their password please e-mail helpdesk@ictc.edu

If you do not have access to another e-mail account please reach out to their instructors, or the staff at ICTC. You can reach instructors and staff by dialing [\(724\) 349-6700](tel:(724)349-6700) followed by the instructor or staff extension. Extensions can be found on ICTC's website: <http://www.ictc.edu/>

If a student is still having difficulty accessing their account they can send an e-mail with a third party e-mail to helpdesk@ictc.edu. From there we can assist with students accessing their e-mail addresses.