Go to your campus website: Fresnocitycollege.edu, Cloviscollege.edu, Reedleycollege.edu

Click in upper right hand corner: MyPortal then click Sign-In

Username/Login ID for WebAdvisor, Canvas & Wi-Fi:
Your 7 digit College ID number

First Time Password:
• First letter of your FIRST NAME (UPPERCASE)
• First letter of your last name (lowercase)
• Your 6 digit date of birth in the mmddyy format

For Example:
Robert T. Jones Martinez is born on January 5, 1999 and his ID number is 0123456. His login information would be:
Username/Login ID: 0123456
Password: Rj010599

□ **STEP 1:**
Go to: www.scccd.edu/studentemail

□ **STEP 2:**
• Click Office 365
Sign in on the first screen
• Username: SCCCD ID number@my.scccd.edu
(There are 3 c's in SCCCD)
For example: 0123456@my.scccd.edu

□ **STEP 3:**
The password to log in is:
• Capital letter of first name
• Lower case letter of last name
• 6 digit date of birth
• For example: Js122597

□ **STEP 4:**
If you cannot log in please call (559) 499-6070 for assistance.

□ **STEP 5:**
Make sure to:
• Choose the language
• Choose the time zone
• Click the OK button. (You are in Pacific Standard Time scroll up to see it. It's 7th from the top, below Baja California)

□ **STEP 6:**
Don't forget to sign out.
• Top right hand side of the page.