

To receive email privileges, students must be registered in an academic course or specified Continuing Education program.

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## Username:

Enter rccc (period), first 10 characters of your last name (period), first initial of the first name followed by the last 4 digits of the Student Identification number. The student ID is NOT the Social Security Number.

Please note: you will need to use your first and last names as they appear on your RCCC registration information.

### Example:

for student John Doe with a Student Identification number of 3456789,  
the email username would be rccc.doe.j6789  
John's email address would be: rccc.doe.j6789@students.rowancabarrus.edu

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## Where can I find my Student ID number?

If you do not see your Student ID number at the bottom of your registration form or did not receive a Student ID card when you registered, please contact your Advisor OR Student Services, as these are the only departments able to retrieve this information for you.

To contact Student Services:

North Campus Office: 704-216-3593

South Campus Office: 704-216-3637

For the Student Services contact information directory, please review:

[http://www.rowancabarrus.edu/directory/student\\_services.html](http://www.rowancabarrus.edu/directory/student_services.html)

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## Password:

Enter the generic password of **password** the first time you login to your email account.

## How do I change my password?

To change your email password, you will need to successfully login to your new email account. Click on the "settings" link at the top right of the screen. You will then need to click on the "accounts" tab where you can change your password.

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## Login Assistance

### **NEED HELP LOGGING IN THE FIRST TIME?**

If you would like assistance completing the login process for the **FIRST TIME**, you can visit the [ICLC](#) (computer lab) on campus (North, South, or CBTC) during their normal operation hours.

### **CHANGED YOUR PASSWORD ... BUT FORGOT THE NEW ONE???**

Please [click here](#) to reset your password.