

Directions for Student Email

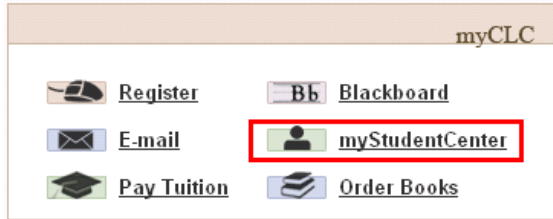
Before you can create your CLC Email and activate it, you must first create a Student ID.

((Note: You will need your CLC Pin and ID Number which you have been using to sign in. If you do not have this information, call CLC admissions at 1-847-543-2061 to request it))

- 1) First, visit the CLC webpage-

<http://clcillinois.edu/>

- 2) Select 'myStudent Center'



- 3) Next, select 'Create myLogin'

myStudentCenter

Registration, Tuition Payment, and Other Academic Services Online for CLC

ATTENTION! We Have a New Login Process
ALL students must create a new login. Your old W+CLCID and V

1. Create myLogin

[Create myLogin](#)

Note: Once you have created myLogin, you do not need to do it again.



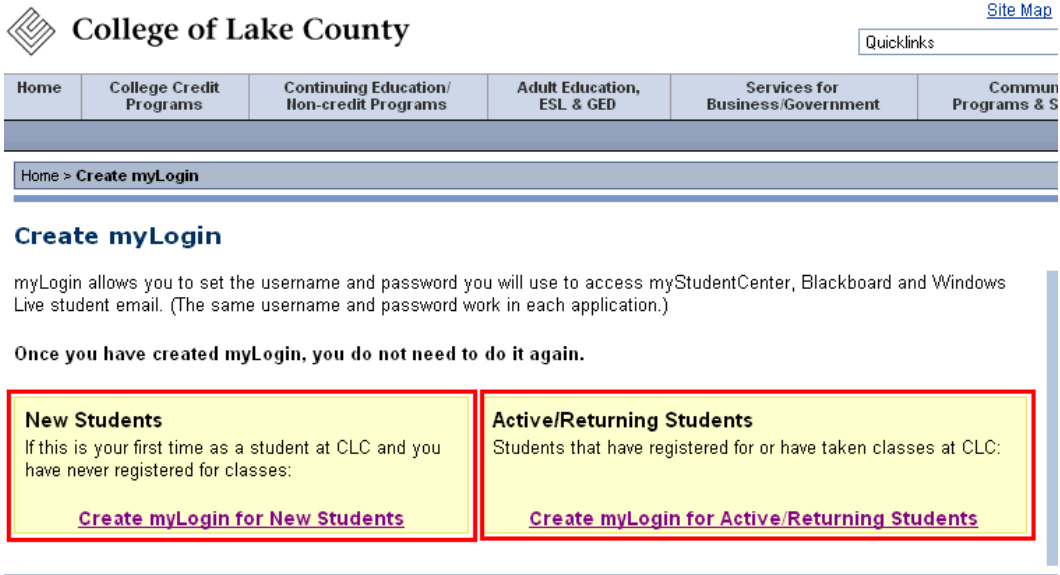
2. Use myStudentCenter

[Login to myStudentCenter](#)

[myStudentCenter: Help and Instructions](#)

- 4) Scroll down to 'Create myLogin' and follow the link

- 5) Select and follow the link that applies to you (New or Returning/Active Student)

A screenshot of the College of Lake County website's 'Create myLogin' page. The page features a navigation menu with links for Home, College Credit Programs, Continuing Education/Non-credit Programs, Adult Education, ESL & GED, Services for Business/Government, and Community Programs & Services. Below the navigation menu is a breadcrumb trail: Home > Create myLogin. The main heading is 'Create myLogin'. The text explains that myLogin allows users to set a username and password for accessing myStudentCenter, Blackboard, and Windows Live student email. It notes that once created, the login does not need to be repeated. Two options are provided: 'New Students' and 'Active/Returning Students'. The 'New Students' option includes a link to 'Create myLogin for New Students'. The 'Active/Returning Students' option includes a link to 'Create myLogin for Active/Returning Students'. Both option boxes are highlighted with red borders.

6) Fill in the requested information and proceed with Submit or Login

<p>CLC ID: <input type="text"/> Lookup CLC ID</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Birth Date: <input type="text"/> (ex. mmddyy)</p> <p><input type="button" value="Submit"/></p> <p>(New Student)</p>	<ul style="list-style-type: none">• Use UPPERCASE W• User ID is W + CLC ID• Password is W + CLC PIN <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>(Returning/Active Student)</p>
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7) After having created your Student ID, return back to the CLC homepage and select 'Email'.



8) Select 'Login to Student Email'



9) You will be taken to what is known as 'Windows Live', but can be accessed as: <http://www.hotmail.com>

10) Here you can sign-in

Sign in

Windows Live ID: **StudentID/Username@stu.clcillinois.edu**
(example555@hotmail.com)

Password: **Temporary password is your birthdate (mmddyy)**
[Forgot your password?](#)

Remember me on this computer (?)
 Remember my password (?)

Use enhanced security

11) Upon first login, you will be prompted to :

- a) Create a new password
- b) Create a Secret Question

- c) Enter an alternative Email (recommended)
 - d) Enter some basic information
 - e) Agree to Terms
- 12) After selecting 'I Accept', you will now be able to Sign-in to your CLC Email Account using your new information from any computer at anytime by visiting <http://www.hotmail.com>.