Instructions for accessing the Student Portal using your new Live.com's institutional e-mail

On our continuous effort for improving the quality of our services and provides a better experience in the use of your student portal, we are working hard to bring you an institutional e-mail account with Live.com.

Beginning on April 1, 2012 you will be able to access your student portal, Blackboard and Live.com services using only one account. Your new institutional e-mail will be your username on the different platforms.

Then, how can you know what is your e-mail? Here we show you how:

Now knowing your e-mail and password is easy. You only need:

- Your first name and last name
- Your last 4 digits of your student number
- Your last 4 digits of your social security number

E-mail formula:

\[
\text{initial\_first\_name} + \text{your\_first\_last\_name} + \text{last\_4\_digits\_student\_number} + @stu.ftccollege.edu
\]

Example:

Name: John Doe  
Last 4 digits of your student number: 1010  
E-mail: jdoe1010@stu.ftccollege.edu

Password formula:

\[
\text{initial\_first\_name} + \text{initial\_first\_lastname} + \text{last\_4\_digits\_social\_security\_number}
\]

Example:

Name: John Doe  
Last 4 digits of your social security number: 2020  
Password: jd2020

Now you can access your student portal. It's very easy!

1. Only visit [http://www.ftccollege.edu](http://www.ftccollege.edu) and select Student Portal.
2. Once you access the website and use your e-mail and password for first time, the system will require you to change your password (it should be at least 6 characters).
3. Once this process is done, you have activated your account in the portal and you'll be ready to access and benefit from all the services it provide.
4. Also you may access Blackboard directly from the portal without entering your e-mail and password information again. This can be done through the link called Online Courses from the portal menu.
5. **Remember, very important!** In order to activate your e-mail account in Live.com, only you should visit [http://www.live.com](http://www.live.com) and use your e-mail and new password information.

For more information visit [http://www.ftccollege.edu/portal/](http://www.ftccollege.edu/portal/)