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

In an effort to continue to provide the best quality technology service to our students, Florida Technical College is pleased to bring you your own institutional e-mail account with Live.com.

Beginning on April 9, 2012 you will be able to access your student portal and Live.com services using only one account. *Your new institutional e-mail will be your username on the different platforms.*

How easy is it to access your Live.edu email?

You only need:

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

E-mail formula:
First letter of your 1st name + your last name + last 4 digits of your 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:
First letter of your 1st name + First letter of your last name + the last 4 digits of your 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 provides.
4. **Remember, very important!** In order to activate your e-mail account in Live.com, 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/)