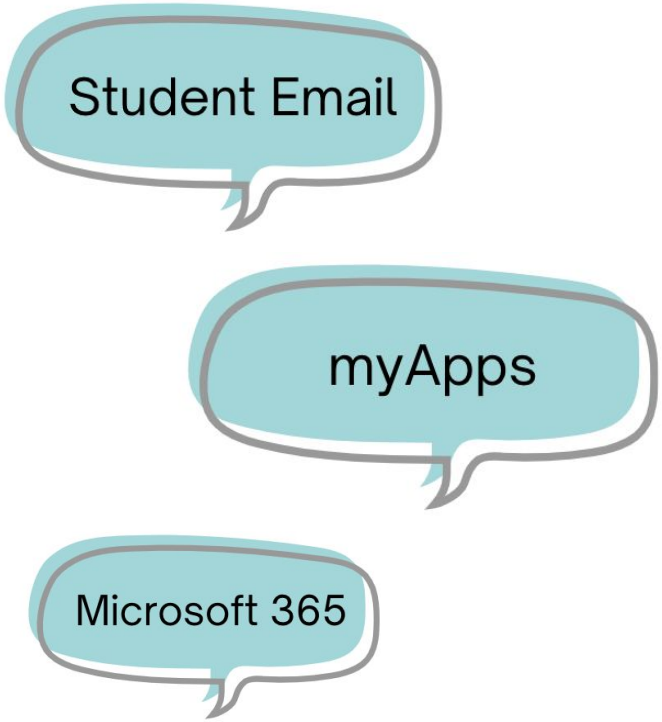
SAN DIEGO COMMUNITY COLLEGE DISTRICT

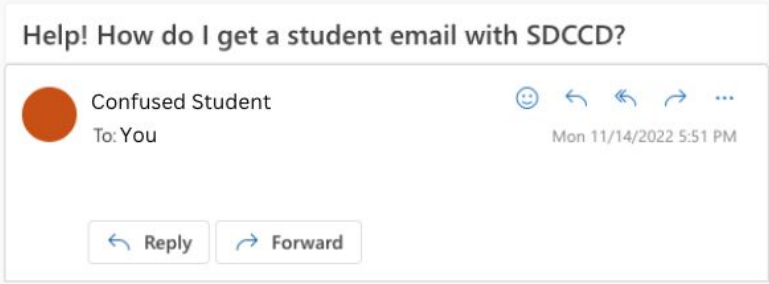
Student Email and Microsoft 365

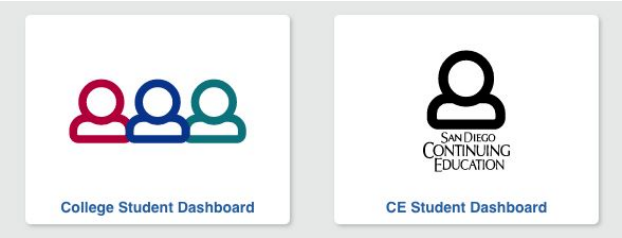
Joint School Meeting - 03/08/2023



- Student email: @student.sdccd.edu
- Cloud platform to access Microsoft applications
- 1TB storage on OneDrive
- Install Microsoft Office to your personal computers

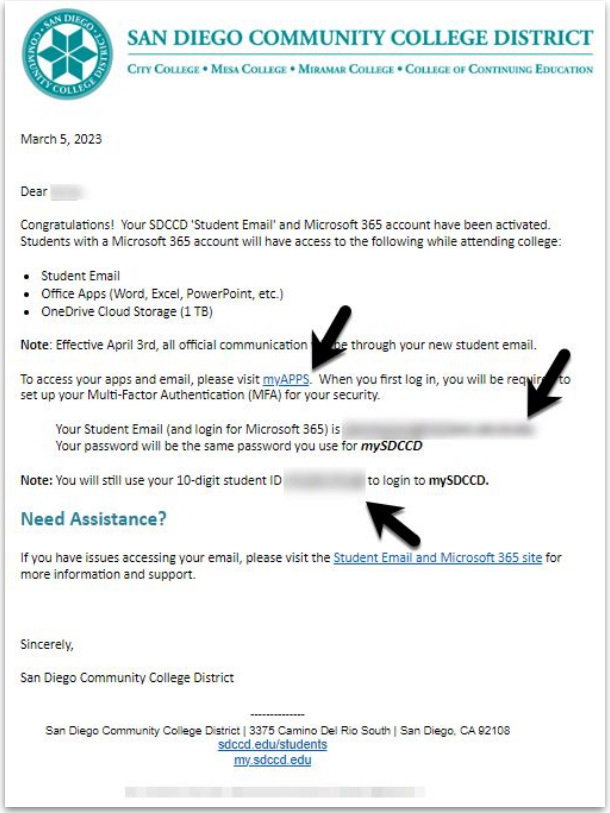
Scenario:





- ✓ Enrolled at least with 1 class for the **current term**
- ✓ Does not have an S40 hold on their account
- ✓ Does not already have another student.sdccd.edu on their account

How can students get started?



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

March 5, 2023

Dear [redacted]

Congratulations! Your SDCCD 'Student Email' and Microsoft 365 account have been activated. Students with a Microsoft 365 account will have access to the following while attending college:

- Student Email
- Office Apps (Word, Excel, PowerPoint, etc.)
- OneDrive Cloud Storage (1 TB)

Note: Effective April 3rd, all official communication will be through your new student email.

To access your apps and email, please visit myAPPS. When you first log in, you will be required to set up your Multi-Factor Authentication (MFA) for your security.

Your Student Email (and login for Microsoft 365) is [redacted]
Your password will be the same password you use for ***mySDCCD***

Note: You will still use your 10-digit student ID [redacted] to login to **mySDCCD.**

Need Assistance?

If you have issues accessing your email, please visit the Student Email and Microsoft 365 site for more information and support.

Sincerely,

San Diego Community College District

San Diego Community College District | 3375 Camino Del Rio South | San Diego, CA 92108
sdccd.edu/students
my.sdccd.edu

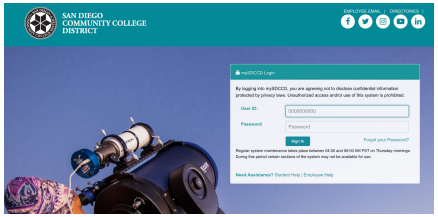
- Students will receive an email notifying them to set up their student email 2 hours after enrolling into a class

- The student's full SDCCD email address will be their log in

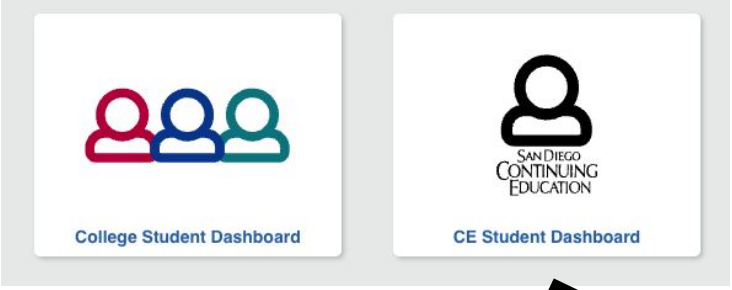
  First Name: Happy
  Last Name: Student

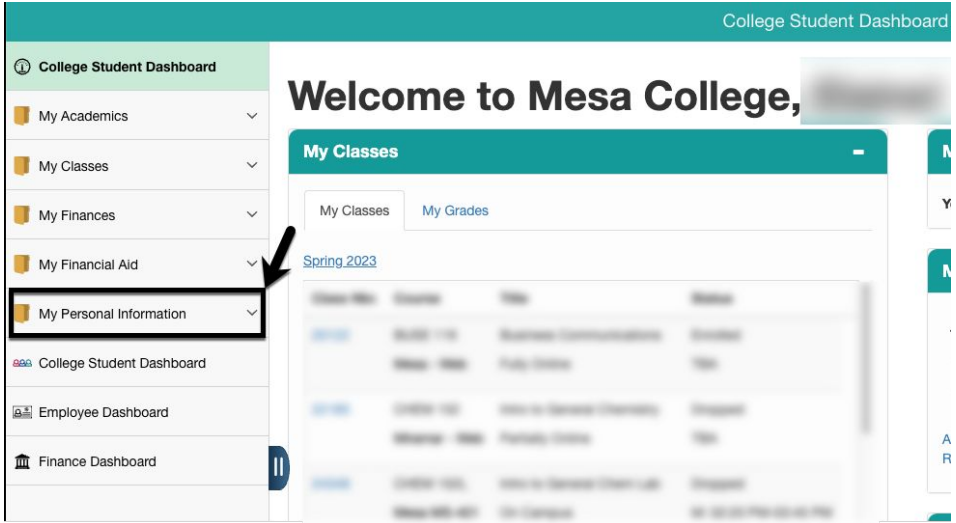
  hstudent@student.sdccd.edu

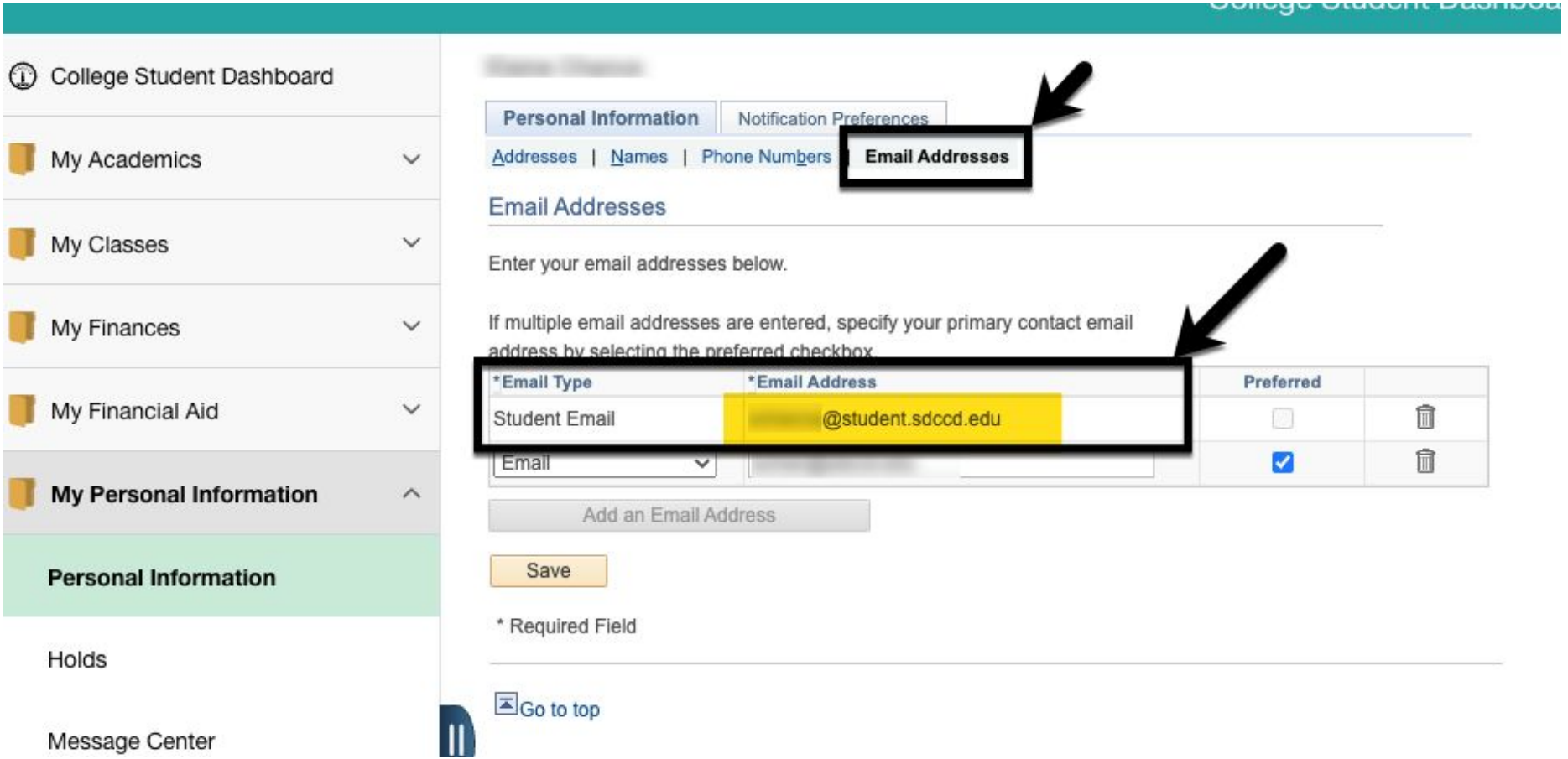
- Their password will be the same password to their student portal -> mySDCCD



How to find my student email if I am a student?

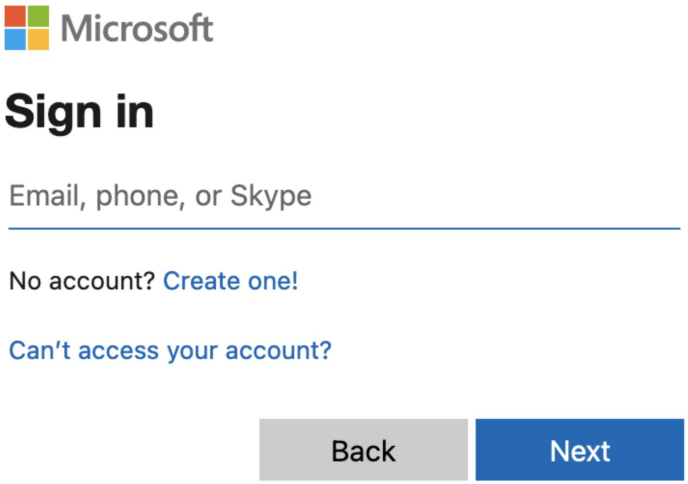





College Student Dashboard
My Academics
My Classes
My Finances
My Financial Aid
My Personal Information
Personal Information
Holds
Message Center
Personal Information
Notification Preferences
Addresses | Names | Phone Numbers | Email Addresses
Email Addresses
Enter your email addresses below.
If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.
*Email Type
*Email Address
Preferred
Student Email
@student.sdccd.edu
Email
Add an Email Address
Save
* Required Field
Go to top

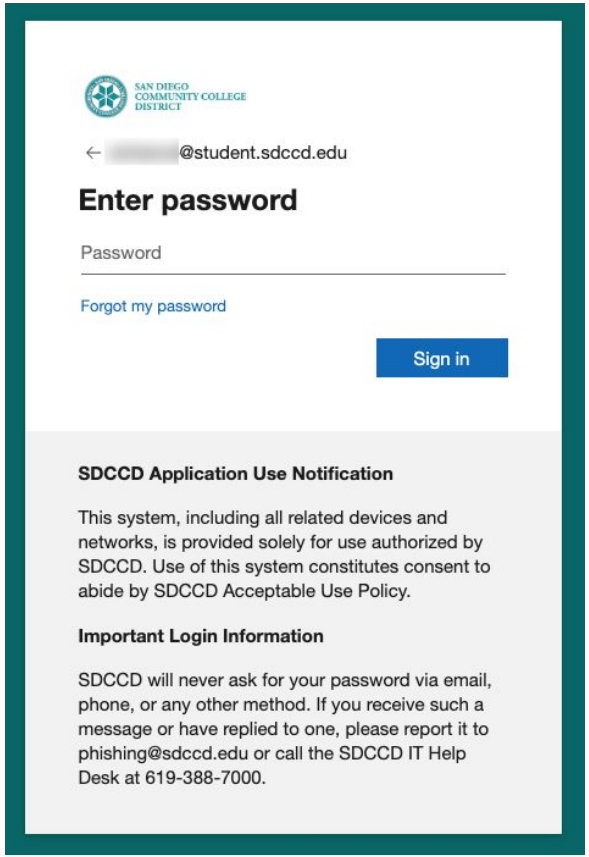
Steps to set up Student Email:

1.

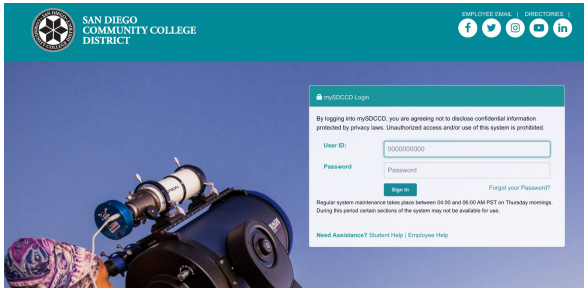


- http://myapps.sdccd.edu
- Students will type in their full SDCCD student email address
- Click **Next**

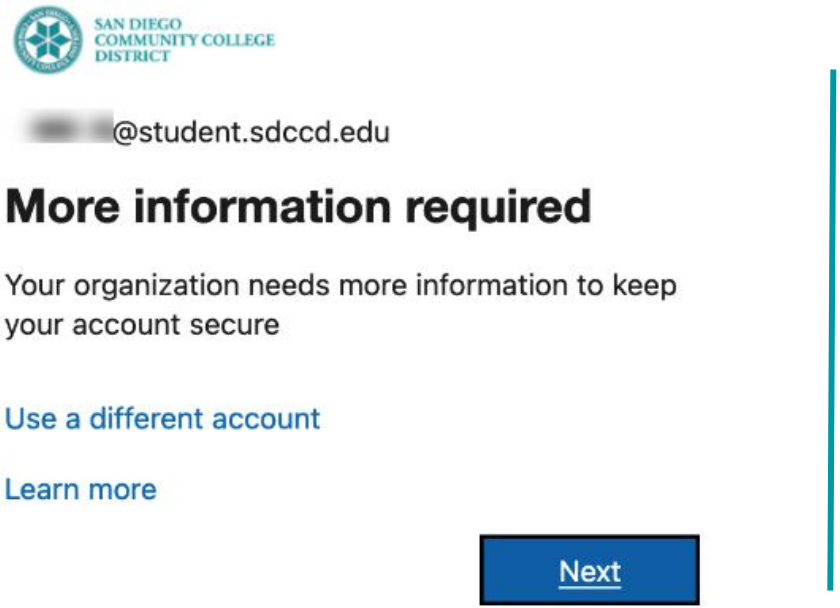
2.



- The password will be the same password for the student portal (mySDCCD)



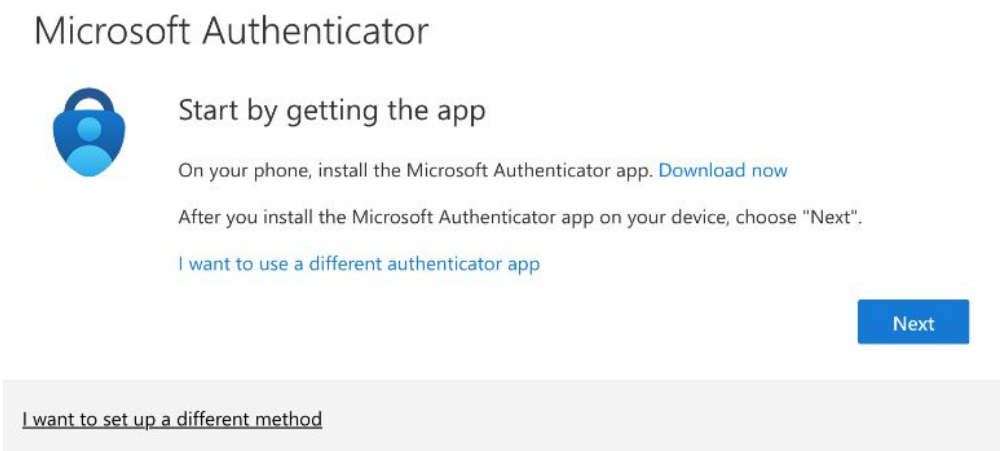
3.


SAN DIEGO COMMUNITY COLLEGE DISTRICT
[redacted]@student.sdccd.edu
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next

- Click **Next**

4. MFA

- an authentication method that requires you to provide two or more verification factors to gain access to an application

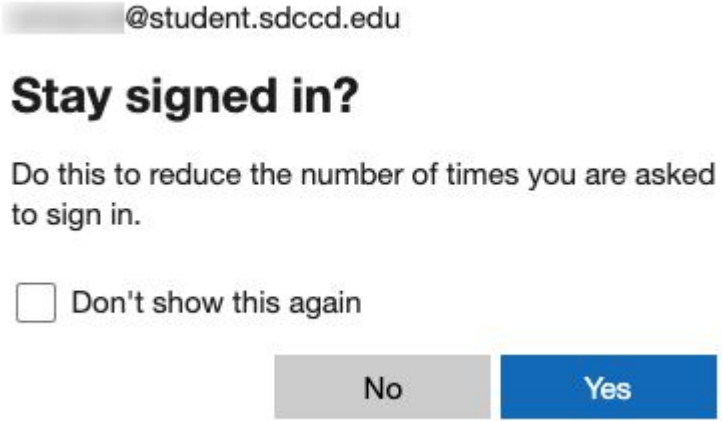


1. Microsoft Authenticator (Mobile App)
2. Text or Phone Call
3. Other Authenticator App (Google Authenticate)

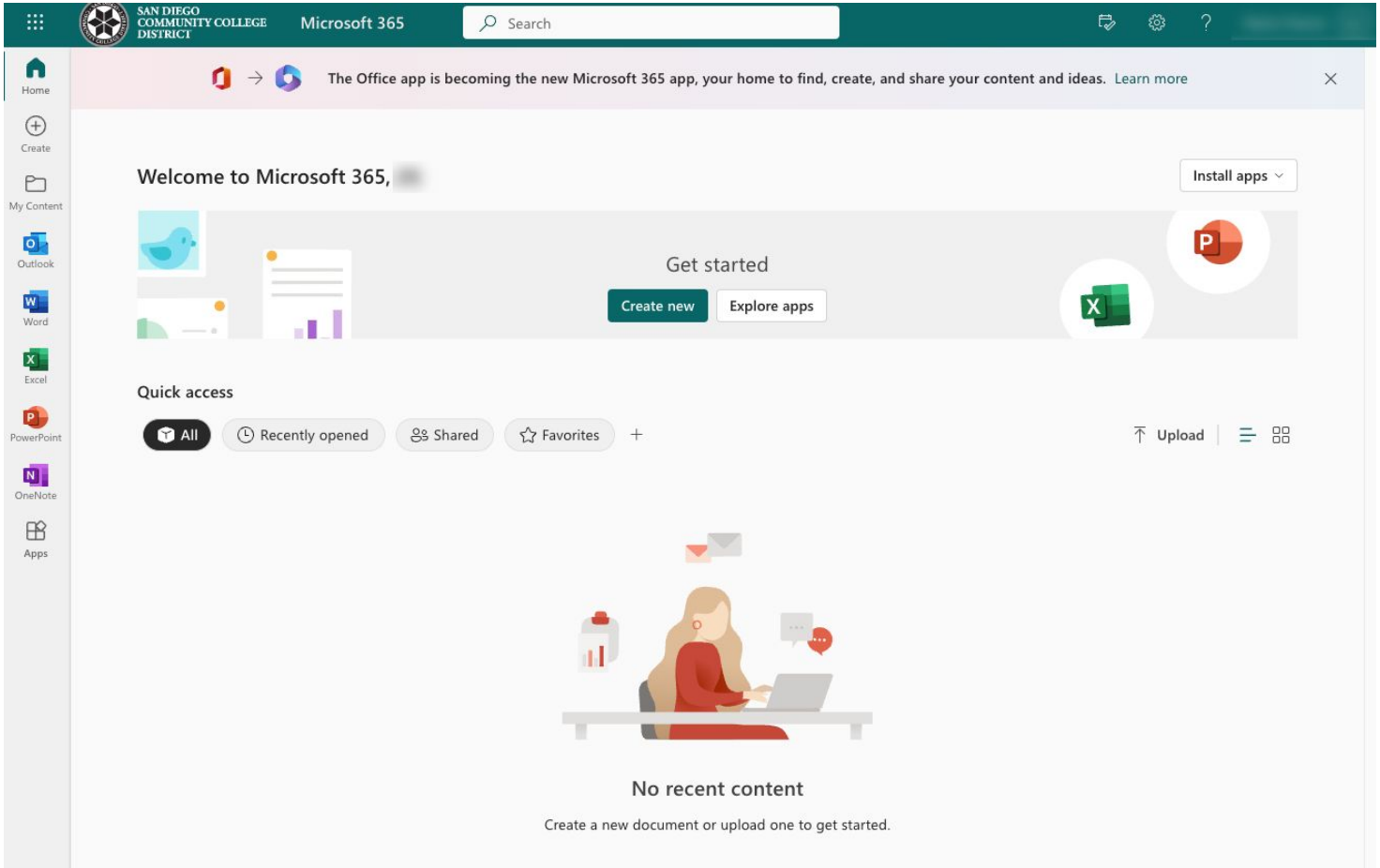
What are the options for students who do not have access to phone, mobile devices, etc?

- Students will submit a ticket to request a key fob
- Once a key fob is setup, student will receive a 6-digit code when logging in
- Key fob should be treated as a wallet
- Battery life 5-7 years
- First key fob free, replacement: $16/each

5.



- **No**, if you are using a public computer or workstation


SAN DIEGO COMMUNITY COLLEGE DISTRICT
Microsoft 365
Search
Home
Create
My Content
Outlook
Word
Excel
PowerPoint
OneNote
Apps
The Office app is becoming the new Microsoft 365 app, your home to find, create, and share your content and ideas. Learn more
Welcome to Microsoft 365,
Install apps
Get started
Create new
Explore apps
Quick access
All
Recently opened
Shared
Favorites
Upload
No recent content
Create a new document or upload one to get started.

Calendar

Lists

Planner

Productivity

Storage

OneDrive

MS Office

Presentation

Excel

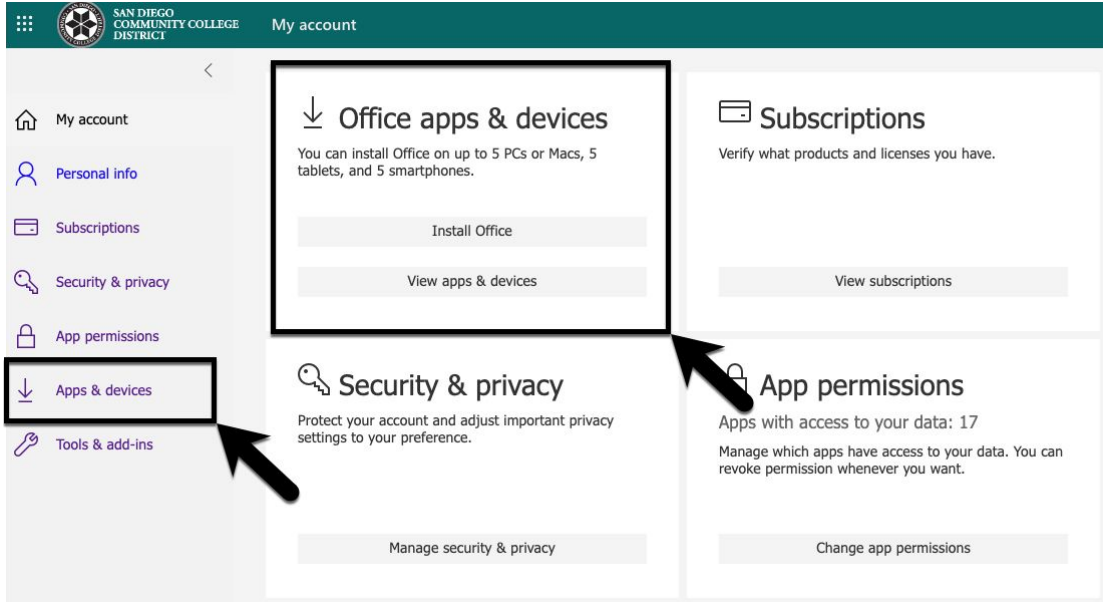
OneNote

Word

Outlook

PowerPoint

Visio



Ways to access Microsoft 365 with your SDCCD student email account:

1. Download to desktop
2. Internet Browser
3. Mobile App

Q1: What happens to the student email address when a student does a name change?

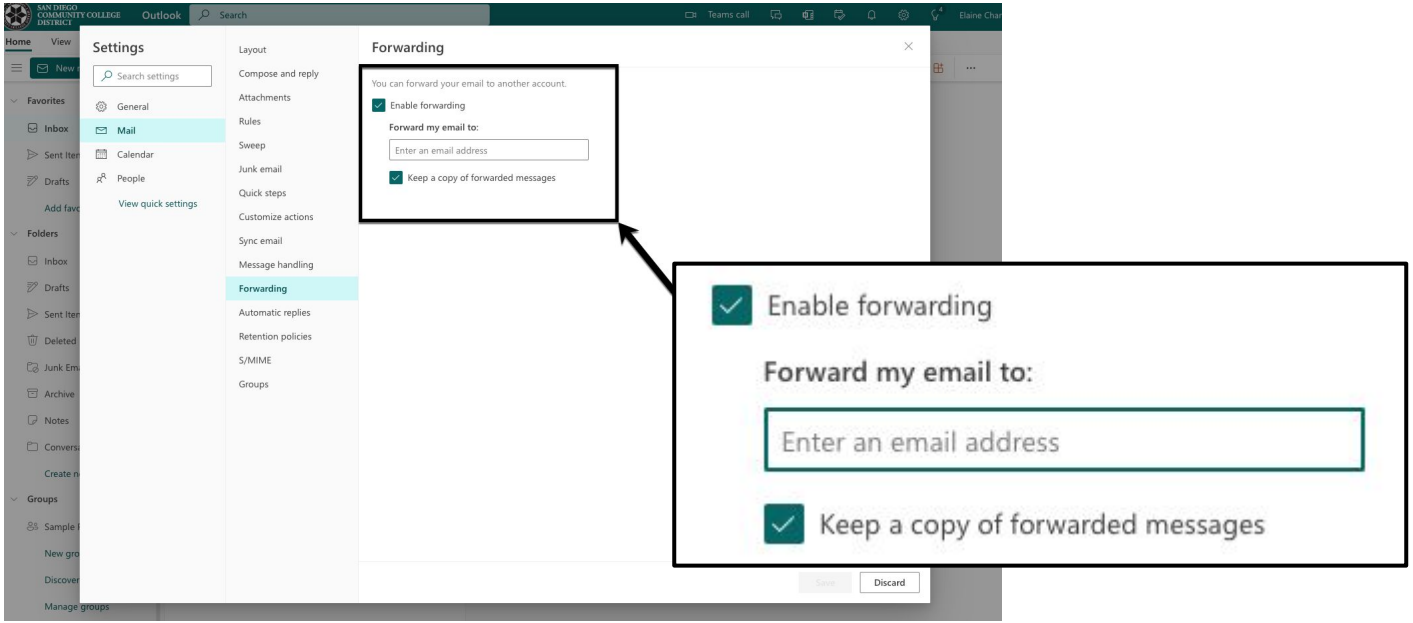
1. Turn in a mySDCCD Help Desk ticket to request a name change
   (This is only for **LEGAL NAME CHANGE**)
   a. Government Issued Photo ID
   b. Name Change Supporting Document

2. Name change will be processed in the student portal

3. Once the name change is reflected in the student portal and the ticket is marked as "Done", student will receive an email notifying of the change.

   *Processing time for a new email: 24 hours once student portal is updated
   **When a student has a new email with an updated name, they do not have to reset their MFA.

Q2: What to do if a student does not want to use their SDCCD student email?



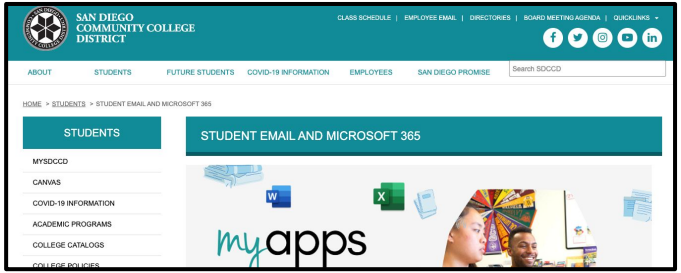
Q3: How long will student have access to their student email and Microsoft 365 apps?

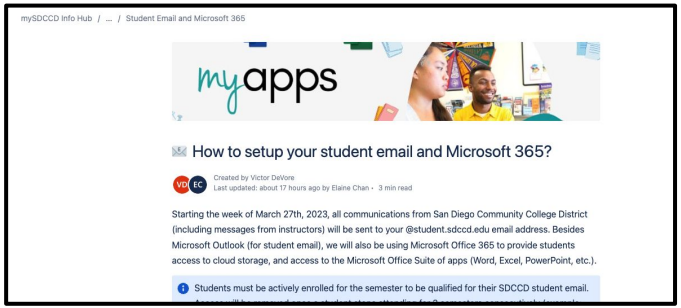
- Students will have access as long as they are enrolled in City, Mesa, Miramar, or CCE

- Will lose access **after 4 semesters of not attending**
  Example: Student will lose access in Spring 2024 if they did not enroll in Fall 2023, Summer 2023, Spring 2023, and Fall 2022

- Will be assigned to same email address if returning

Q4: Where can students find help for topics on student email and Microsoft 365?





- SDCCD Website - https://www.sdccd.edu/students/student-email.aspx
- Step-By Step Instructions on Jira - https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/1913749505/How+to+setup+your+student+email+and+Microsoft+365

In Development…

- Communication campaign on SDCCD social media platforms
- Align information on all emails, websites, and platforms
- Training and overview on campuses and departments
- Key fob

If you need assistance, such as, “resetting MFA”, “cannot log in”, etc:

Email: support@student.sdccd.edu
Call: 619-388-1140