Accessing LTC Student Email

1. Go to www.laniertech.edu/whatismyusername.

Student Info-Enter Student ID

Student ID #: [   ]

Submit

2. Enter your student ID # and click *Submit*. Your Student Login (username) and Email Address will display.

Student ID	Student Login	Student Email Address
910129846	itest3	itest3@student.laniertech.edu

3. Go to http://outlook.com/student.laniertech.edu to access your Student email.

    a. Enter your email address and your initial password.
    b. Your initial password is your birthday in the form of MonDDYYYY.
       Ex: January 1, 2000 = Jan012000.
    c. Click *Sign in*.

> Sign in with your organizational account
>
> jdoe@student.laniertech.edu
>
> ●●●●●●●●●●
>
> Example: Jan012000
>
> Sign in
>
> When signing in please be sure to include your entire email addreess. Example: name@student.laniertech.edu

4. Change your password.
    a. Enter your initial password in the *Old Password* block (as shown below).
    b. Enter your new password twice. Your new password must be 8 characters long, have an upper case and lower case letter and at least one number. You also cannot use part of your username as part of your password.
    c. Click *Submit*.

> Update Password
>
> You must update your password because your password has expired.
>
> Jan012000
>
> jdoe@student.laniertech.edu
>
> Old password
>
> New password
>
> Confirm new password
>
> Submit   Cancel

You're in! Be sure to check your email account daily. You have now also enabled your BannerWeb and Blackboard logins. For those platforms, you will use "jdoe" part of your email address before the @ symbol as your username and the password you chose in #4 above.