Procedure for Activating Student Email Account

Students who are registered for classes at Clark College are required to have a Gmail account. You can activate your Gmail account by following the steps below.

1. To get started, open a Web browser such as, Internet Explorer or FireFox.
2. In the Address bar type; http://www.clark.edu
3. Click the Current Students tab.
4. Enter your **STUDENT ID (SID)** and **GLOBAL PIN**

5. Click **Login**.

6. If you have forgotten your Global PIN, click the **Reset Your Global PIN**. You will need your Social Security Number and your Student ID number to reset the Global PIN.
The Activate Student E-mail screen is displayed.

7. Enter a 7 - 14 character password. Password must contain at least one non-alphanumeric (see examples below).
8. Click Continue Email Activation.
The **Welcome to Clark College** page opens.

9. Enter your **Username** and **Password** (Note – you only need the first part of email address, example g.white).

10. Click **Sign in**.

11. Click **No** to the following message.

*Note* - Message varies by browser.
**Final Step** for Gmail setup.

12. Enter password (use the same password as you selected in the previous step).
13. Re-enter password.
14. Type the special character in the picture.
15. Click, I accept. *Create my account.*
Your Gmail Account.

16. Click **Email** on the left.
17. Click **Sign out** in the upper right corner.