**HOW TO ACCESS YOUR WARREN E-MAIL**

Because Cengage information is being sent to the @student.warren.edu message, all students should access their e-mail accounts as soon as possible.  Note that Cengage information has already been sent to students who registered prior to January 9.

**New or Re-admitted Students**

New Spring semester students are issued a student e-mail account from WCCC.  These accounts are active for all students within 48 hours of registration as long as the student has made payment arrangements (payment, payment plan, or financial aid).

Student E-Mail Address

The general naming convention for email is first initial, last name @student.warren.edu.  So John Doe would be jdoe@student.warren.edu.  In a few cases, where someone else has the same first initial last name, we have to create another name (like jdoe2). Contact support for your information (support@warren.edu) if your email name isn't working.

When John Doe wants to access his email through Webmail, he uses jdoe as his user name.

Student E-Mail Password

New students have been set up with a default 8 digit numerical password, which is the same as the My Warren initial password.  This is birth day (XX), birth month (XX) and last four digits of the social security (XXXX).

So if John Doe was born on July 5 and has an SSN of 123456789, his password would be 05076789.

Logging into Webmail

So if our John Doe above is logging into Webmail (see link at top of www.warren.edu for access), he would do the following:

Username: jdoe
Password: 05106789

**Continuing Students from Fall 2019 Semester**

There has been no change in the student e-mail address or passwords for continuing students.