

FACULTY/STAFF INITIAL ACCOUNT LOGIN

Login ID: **jsmith**

Password: **G#####**

- Your Login ID is the beginning portion of your e-mail address; consisting of your first initial, followed by your last name (**jsmith**@stcl.edu).
- Your Password initially will be set to your G-number. (*When entering your G-number be sure to use a capital "G".*) If you do not know your G-number contact Human Resources or Security.

Once logged in, activate text alerts to your cell phone and/or add alternate emails to receive ALERT messages (*under "Services" tab*).

Change/create a new password (*under the "Account" tab*).

If you receive a message of, "Username not found. Please check the username, then try again." email the Director of Security at kbrazelton@stcl.edu. Within your email, provide your first and last name, along with your G-number so that your account may be set up.

