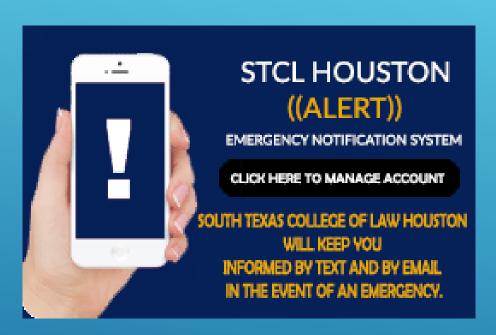
FACULTY/STAFF INITIAL ACCOUNT LOGIN



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.