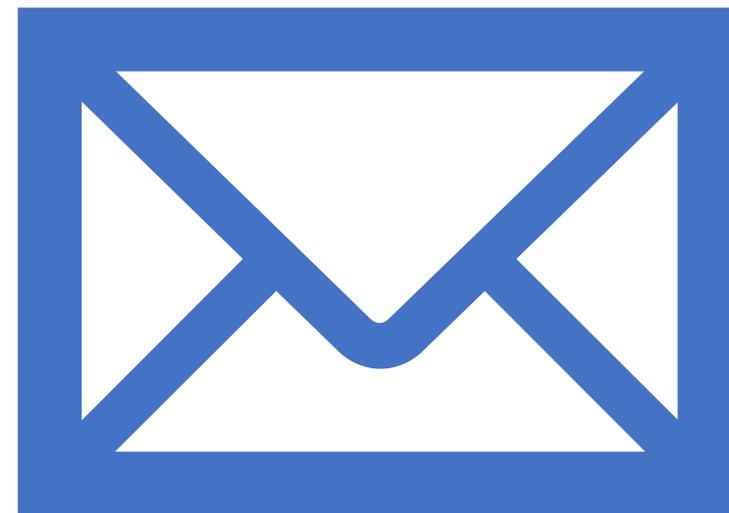


# How to Request a Student E-mail Address

Create a student e-mail address through MyGateway



## Benefits of a Student E-mail Account

- It is Free & easy to set-up
- Use for your classes, school announcements, and to communicate with your instructors, staff, and classmates in a secure manner
- No advertisements or unwanted solicitations
- Allows you to keep your personal email account for family & friends

### Step 1:

On the NOCE North Orange Continuing Education home page, you can click on the MyGateway icon or you can scroll down to the bottom of the page and click on the MyGateway link listed under *Campus Tools*.



**Questions? Call us at 714.808.4679**

#### North Orange Continuing Education

714.808.4679  
communications@noce.edu

[Contact Us](#) →

#### District Links

- North Orange County Community College District
- North Orange County Regional Consortium
- Cypress College
- Fullerton College

#### Safety and Support

- Campus Safety
- COVID-19 Information
- Discrimination, Harassment & Sexual Misconduct Resources
- Accessibility Policy

#### Campus Tools

-  [MyGateway](#)
- [Canvas](#)
- [Augusoft](#)
- [Catalog](#)
- [Office 365](#)
- [iTendance](#)

**Step 2:**  
Enter your student ID number &  
Password then Click LOGIN

The screenshot shows a web browser window with the URL `sso.nocccd.edu/login?service=https%3A%2F%2Fmg.nocccd.edu%2Fportal%2Flogin`. The page header includes the North Orange County Community College District logo and name. Below the header is a dark blue banner with the text "NOCCCD Central Authentication Service (CAS)". The main content area features a light blue box with the text "NOCCCD CAS provides authentication for our district services and campuses". Below this text are three logos: the NOCCCD logo, the Fullerton College logo, and the NOCE (North Orange Continuing Education) logo. Underneath the logos are three links: "Cypress College", "Fullerton College", and "North Orange Continuing Ed". The login form contains a "MyGateway ID:" label, a text input field with the value "@ 00123456", a "Password:" label, a password input field with masked characters, and a blue "LOGIN" button. Two blue arrows with white text are overlaid on the page: one pointing to the input fields with the text "Type student ID # & Password", and another pointing to the "LOGIN" button with the text "Click on Login".

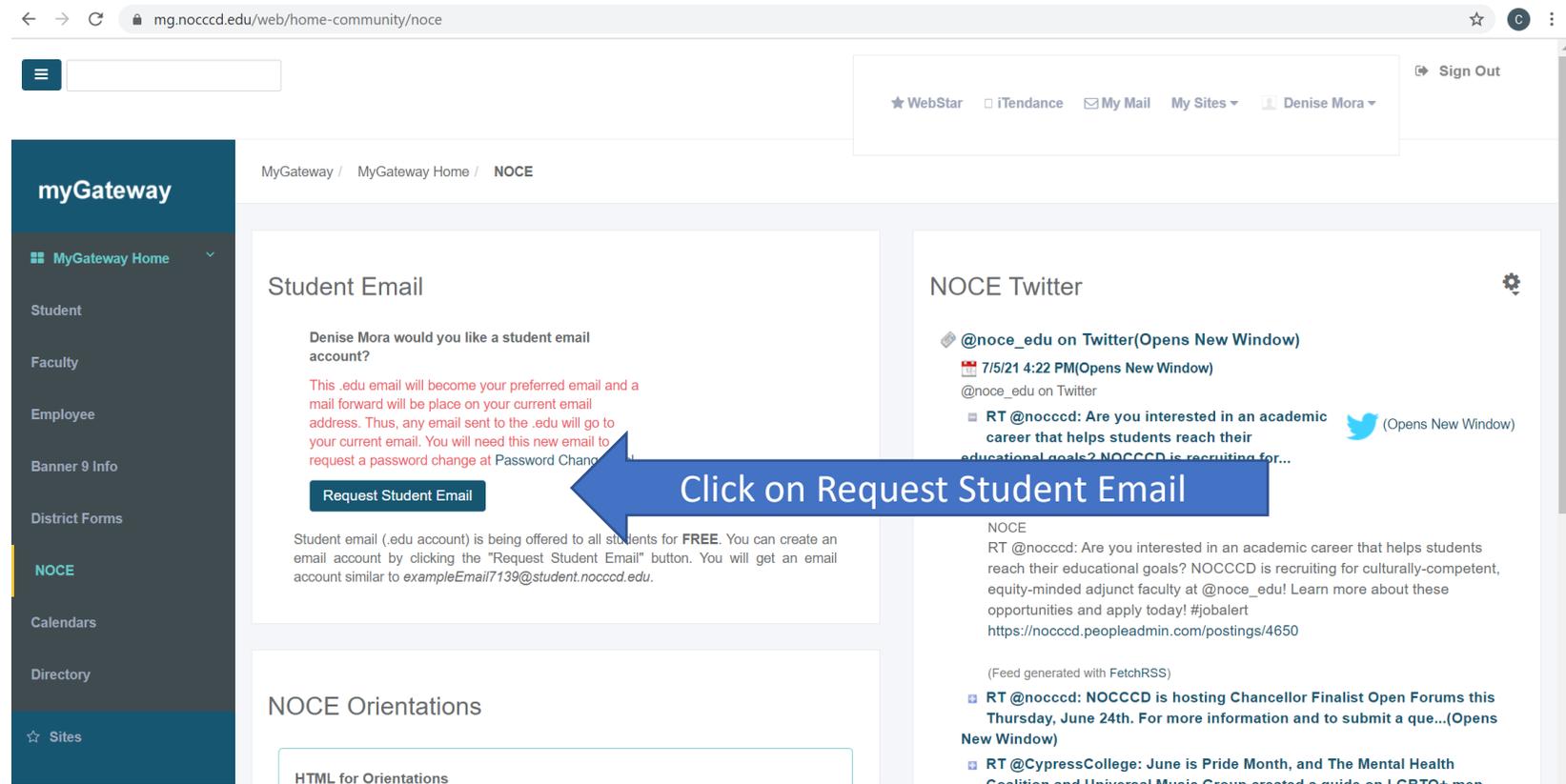
**Step 3:**  
**On myGateway panel**  
**Click on NOCE**

The screenshot shows the myGateway website interface. The browser address bar displays 'mg.nocccd.edu'. The top navigation bar includes a search box, a 'Sign Out' button, and user information for 'Denise Mora'. The left sidebar menu is expanded, showing options like 'MyGateway Home', 'Student', 'Faculty', 'Employee', 'Banner 9 Info', 'District Forms', 'NOCE', 'Calendars', 'Directory', and 'Sites'. A blue arrow points from the 'NOCE' menu item to the 'Message To All Students' section of the main content area. This section contains a message about COVID-19 challenges and provides a link to 'https://noce.edu/student-services/student-resources'. To the right, there is a 'Registration Tools' section with a list of tools including 'Instructions to Purchase Parking, AS or ID', 'Add or Drop Classes or purchase parking, AS, or ID', 'Cypress Parking System - Register your car', 'Registration Status', 'Print Schedule/Bill', 'Check for Holds', 'Pay Account Balance', 'Payments for F1/F2 Visa Students', 'Check Waitlist Status', 'Final Grades', 'Update Pass/No Pass and Change Variable Units', 'Check Registration Appointment', 'Searchable Class Schedule', 'Cypress Open Class List', and 'Fullerton Open Class List'.

## Step 4:

In the Student Email window please read all text regarding a new email account. Click on Request Student Email.

Note example:  
email8877@student.nocccd.edu



The screenshot shows a web browser at the URL [mg.nocccd.edu/web/home-community/noce](http://mg.nocccd.edu/web/home-community/noce). The page features a dark teal sidebar on the left with the 'myGateway' logo and a menu including 'MyGateway Home', 'Student', 'Faculty', 'Employee', 'Banner 9 Info', 'District Forms', 'NOCE', 'Calendars', 'Directory', and 'Sites'. The main content area is titled 'Student Email' and contains a message from Denise Mora asking if the user wants a student email account. The message explains that the .edu email will become the preferred email and that any emails sent to the .edu address will be forwarded to the current email. A blue button labeled 'Request Student Email' is prominently displayed. A large blue arrow points to this button with the text 'Click on Request Student Email'. Below the button, it states that student email is offered for free and provides an example email address: `exampleEmail7139@student.nocccd.edu`. To the right of the 'Student Email' section is a 'NOCE Twitter' feed showing tweets from @noce\_edu and @nocccd.

## Step 5:

You will receive a notice stating your request is processing.

It can take up to 3+ hours to receive your student email address.

### Student Email

Teresa Carlisle your email address has been requested and is processing! ✕

Your email account is being created. This may take up to 3 hours or more to process and complete. Once created, you will be able to access your student email here. Thank you!



### Student Links



WebStar

Transcripts, payments,  
registration functions, grade  
posting

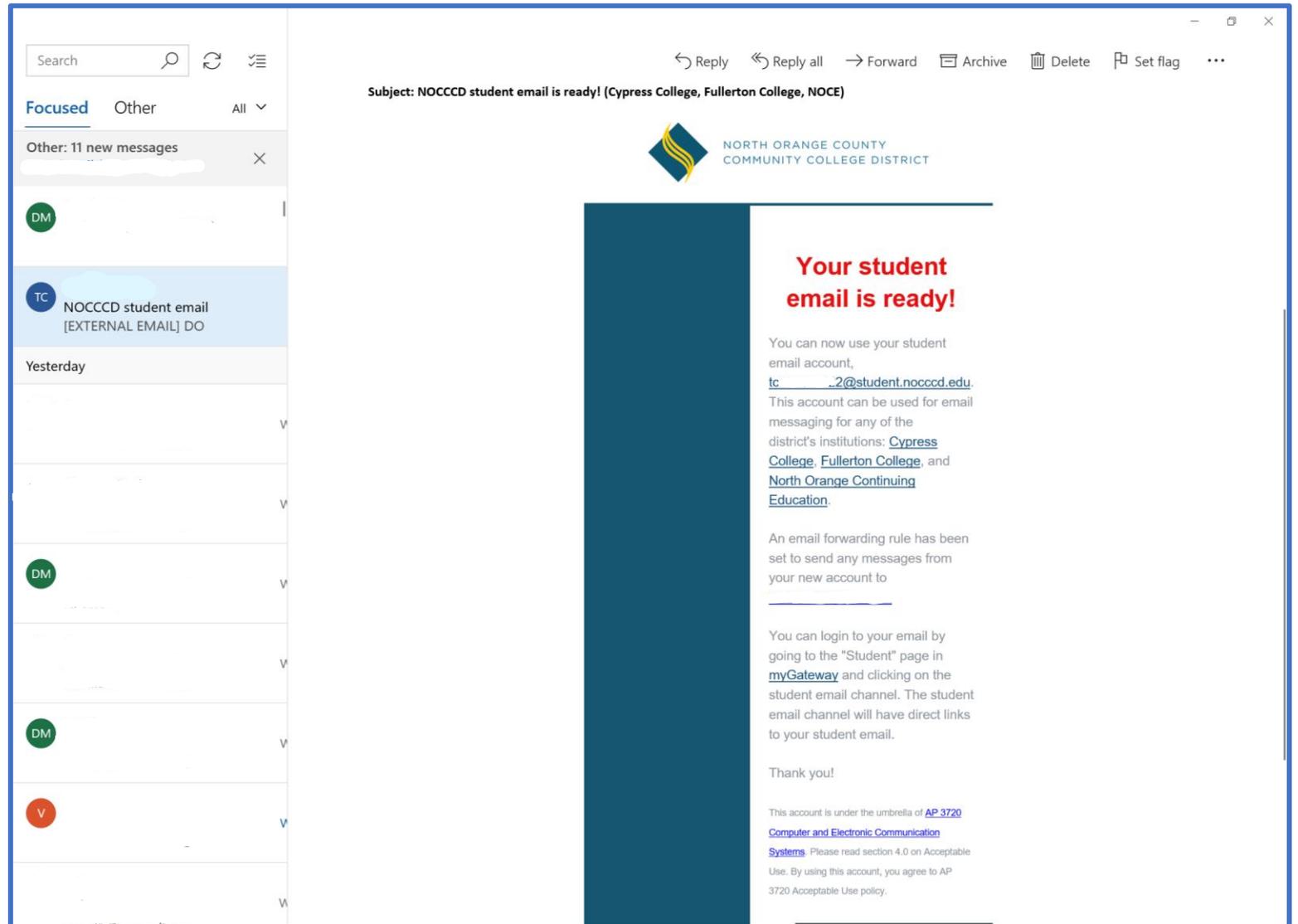


NEW! DegreeWorks Educational Plan

Introduction to Degreeworks

## Step 6:

You will receive an email in your personal email account mailbox with a message, "Your student email is ready."

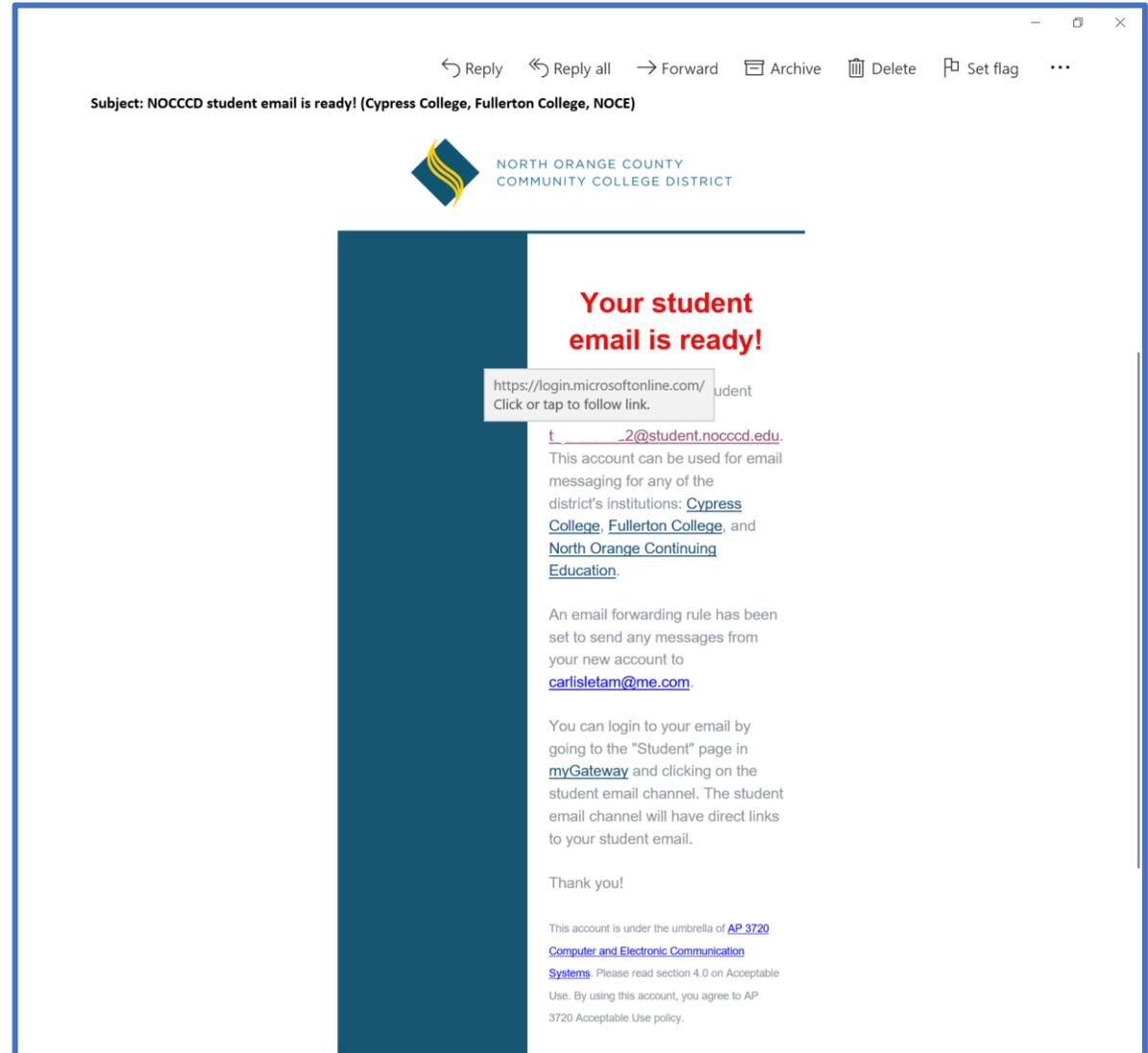


The screenshot shows an email client interface. On the left is an inbox with a search bar at the top. The inbox lists several messages, with one highlighted: "NOCCCD student email [EXTERNAL EMAIL] DO" with a "TC" icon. Below this is a "Yesterday" section with several other messages, some with "DM" icons. On the right, an email is open. The subject line reads "Subject: NOCCCD student email is ready! (Cypress College, Fullerton College, NOCE)". The sender is identified as "NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT" with a logo. The main content of the email is a dark blue vertical bar on the left and a white area on the right. The white area contains the text: "Your student email is ready!" in red, followed by a paragraph explaining that the user can now use their student email account, providing the email address [tc.....\\_2@student.nocccd.edu](mailto:tc....._2@student.nocccd.edu). It lists the institutions: Cypress College, Fullerton College, and North Orange Continuing Education. It also states that an email forwarding rule has been set to send messages from the new account to the user's personal email. The email concludes with "Thank you!" and a reference to the AP 3720 Computer and Electronic Communication Systems policy.

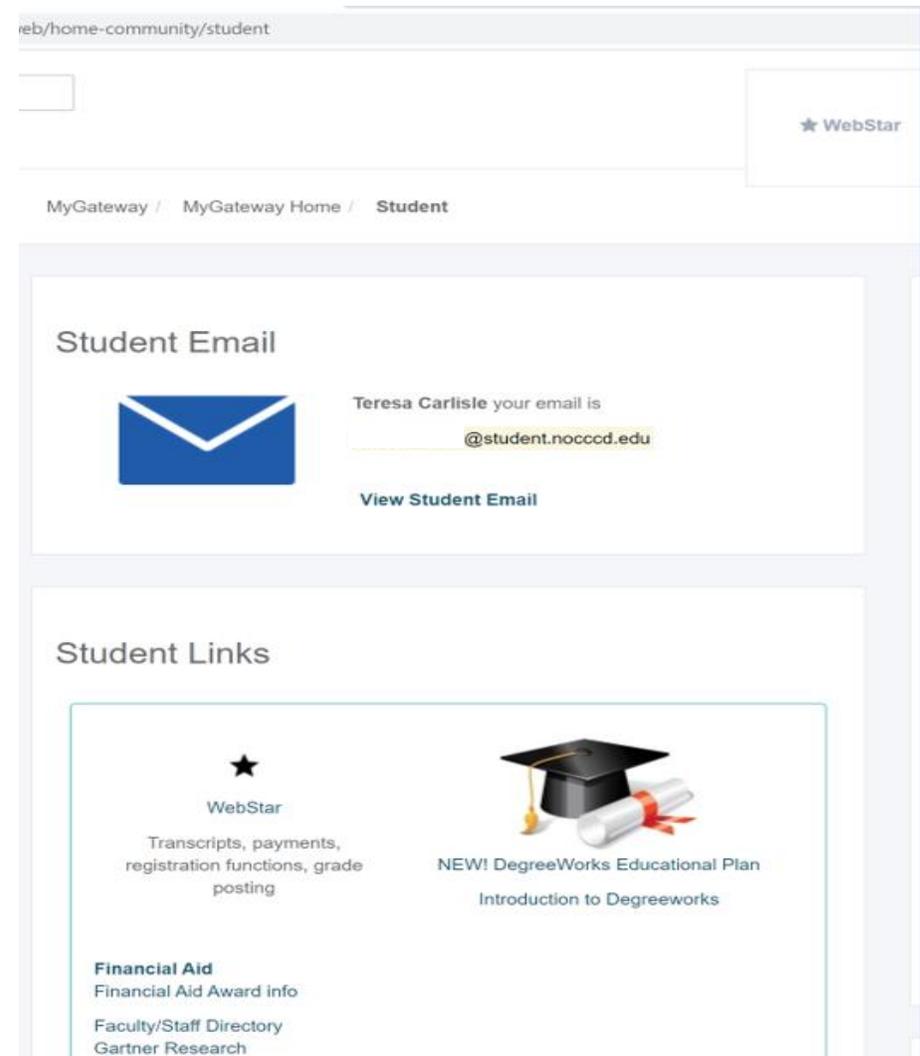
## Step 7:

Click on the link to view your new student email account.

Note: You can access your student email account on myGateway.



You can access your student email account anytime from any computer or electronic device by logging into myGateway



The screenshot shows a web browser window with the address bar displaying "web/home-community/student". The page has a breadcrumb trail: "MyGateway / MyGateway Home / Student". A "WebStar" icon is in the top right corner. The main content area is titled "Student Email" and features a blue envelope icon. To the right of the icon, it says "Teresa Carlisle your email is" followed by a text input field containing "@student.nocccd.edu". Below this is a "View Student Email" link. The "Student Links" section below contains a "WebStar" link with a star icon and a description: "Transcripts, payments, registration functions, grade posting". To its right is a link for "NEW! DegreeWorks Educational Plan Introduction to Degreeworks" with a graduation cap icon. At the bottom left of the "Student Links" section, there is a "Financial Aid" link with sub-links for "Financial Aid Award info", "Faculty/Staff Directory", and "Gartner Research".

# Reminder

- In order to access your student emails, you need to log into MyGateway
- If you forget your MyGateway password, you will need to click on the Forgot password password button from the home screen
- The student email address automatically becomes the preferred email address once it is requested/created
- If you would like to change your preferred email back to your personal email address, you will not be able to make that change on MyGateway
- Please email [starthelp@noce.edu](mailto:starthelp@noce.edu) and request the change

# How to Reset MyGateway Password

Go to [sso.nocccd.edu](https://sso.nocccd.edu)  
Click on **Forgot password**, this  
is located right below the  
LOGIN button

NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

OCCCD Central Authentication Service (CAS)

NOCCCD CAS provides authentication for our  
district services and campuses

  **NOCE**  
NORTH ORANGE  
CONTINUING EDUCATION

Cypress College Fullerton College North Orange Continuing Ed

**MyGateway ID:**  
@ |

**Password:**

**LOGIN**

[Forgot username?](#) [Forgot password?](#) [MyGateway Status](#)

For security reasons, please logout and **exit** your web browser when  
you are done accessing services that require authentication!  
[How to change your password](#)

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# Resetting Password Continued

Enter the **LAST** four digits of your Banner ID number. This is the eight-digit number located at the bottom of your access card  
Click on “I’m not a robot” and then click “Next”

**NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**  
*Greatness. Achieved.*

Set your password

Enter your preferred email address (*preferred email address set in MyGateway*) and the last 4 digits of your ID (student/employee id).

[Forgot your username?](#)  
[Forgot email address?](#)

\* Email Address

\* Banner ID (last 4 digits)

I'm not a robot 

[Privacy - Terms](#)

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# Resetting Password Continued

You will see “Change Password- Confirmation” if everything was entered correctly.

**YOU HAVE 1 HOUR TO RESET YOUR PASSWORD**



## Change Password - Confirmation

We have sent instructions on how to set your password to the email address below. You should receive an email shortly.

*You have 1 hour to set your password.*

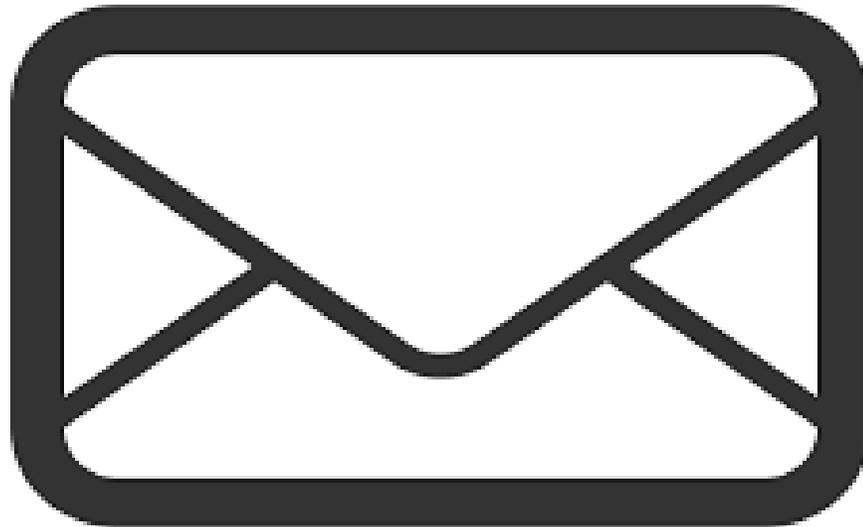
**Email:** a\*\*\*\*\*@noce.edu

© 2019 NOCCCD (Cypress College, Fullerton College, and NOCE)

# Resetting Password Continued

Log-in to your personal email account

An email from NOCCCD will be sent. This may take a few minutes, so please be patient.



# Resetting Password Continued

Click on the email from  
NOCCCD

no-reply@nocccd.edu

NOCCCD (MyGateway) Password Change Re 2:53 PM

We've received a request to set your MyGateway pass...

# Resetting Password Continued

Click on the blue link to reset your password

## NOCCCD (MyGateway) Password Change Request

 no-reply@nocccd.edu  
Today, 2:53 PM

We've received a request to set your MyGateway password. To set your password for your North Orange County Community College account, click the link below:

<https://sso.nocccd.edu/PassReset/RID?c=EFLthivn7ptrZETUTVHlr%2F7uoJ811S2%2FcYuKLOIY&t=1561067565137>



If clicking the link above doesn't work, please copy and paste the URL in a new browser window instead.

If you've received this mail in error, you don't need to take any further action and can safely disregard this email.

Thank you for choosing North Orange County Community College District.

For questions or concerns about your account, please contact the appropriate campus at:

Cypress College Students, Faculty and Staff.....714-484-7346  
Fullerton College Students.....714-905-5162  
SCE Students, Faculty and Staff.....714-808-4679

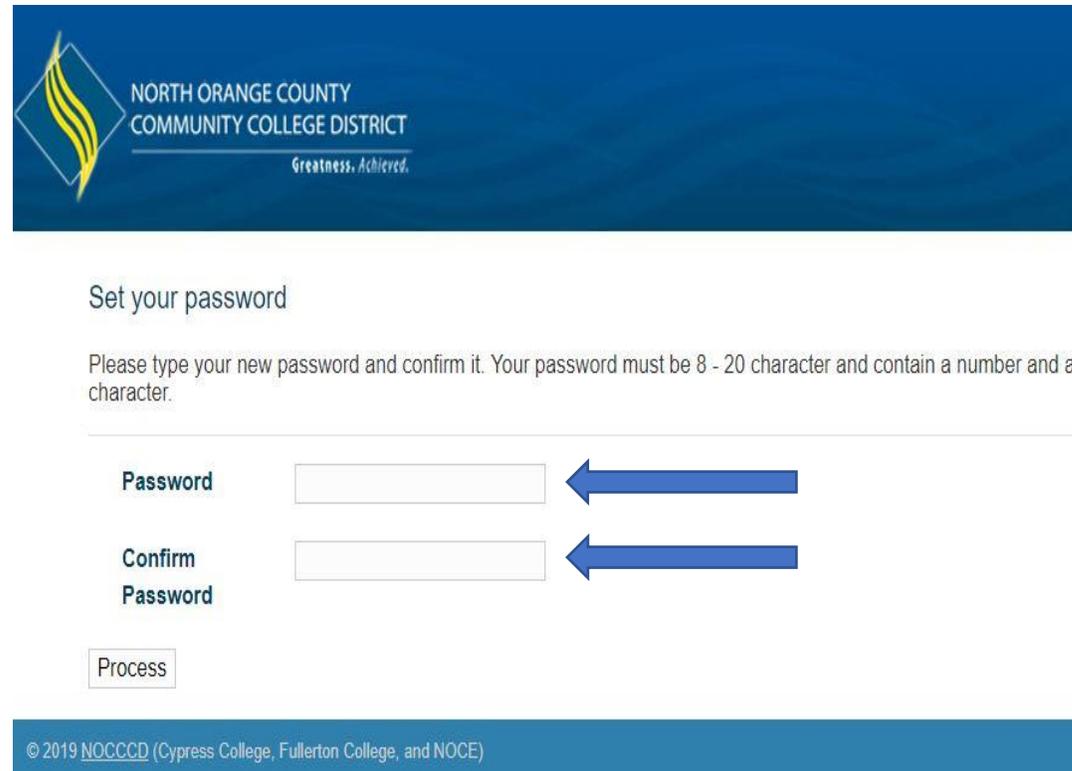
This is a post-ONLY mailing. Replies to this message are not monitored or answered.

\*\*\*\*\* Client Request Originated from 10.200.7.61 \*\*\*\*\*

# Resetting Password Continue

Enter your new password with at least 8-20 characters long and contain at least one number

Once Processed, you may login to MyGateway



The screenshot shows the password reset interface for the North Orange County Community College District. At the top, there is a blue header with the college's logo and name: "NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT" and the tagline "Greatness. Achieved.". Below the header, the section is titled "Set your password". A message reads: "Please type your new password and confirm it. Your password must be 8 - 20 character and contain a number and a character." There are two input fields: "Password" and "Confirm Password". Each field has a blue arrow pointing to it from the right. Below the input fields is a "Process" button. At the bottom of the page, there is a blue footer with the copyright notice: "© 2019 NOCCCD (Cypress College, Fullerton College, and NOCE)".