As a new student at Houghton College, you are given an email account. This email account is the way you will communicate on a daily basis with professors and classmates and receive important information about what is happening around campus.

The same username and password will also act as your network account information. While an email account and a network account are technically two different things, for the sake of simplicity, they have the same username and password unless you intentionally give them different passwords. Your college network account is used to access numerous network resources, such as printing, Moodle, online course selection, and more.

**Signing up for a Houghton email account is a simple four-step process.**

**STEP 1:** Gather your data. You will need the following information before you get started:
- Legal first and last name
- Date of birth
- Social Security Number (leave blank if none)
- The year you intend to graduate from college

**STEP 2:** Go to the website.
- Open https://tech.houghton.edu in your web browser.
- In the New Students section, click “Get New Student Account.”

**STEP 3:** Fill out each part of the form. While doing so, keep in mind the following:
- It is important that the information you enter matches the information you provided in your admission application.
- Select a secure password. Read the back of this sheet for tips on selecting a good password.
- Provide the four-digit year in which you anticipate graduating from college. (DO NOT provide the year you graduated from high school.)

That is it! Your network and email accounts have been created. Your username will be displayed on the results page and your password will be the one you specified.

**What if I have a problem or need help?**
If you have any difficulties creating your accounts, please contact the Helpdesk at 585.567.9349 or helpdesk@houghton.edu.

**How do I access my email?**
Simply go to www.houghton.edu. At the top right of the page you will see a drop-down box labeled Quick Links. Select the option labeled “Web Mail (students).” When the page loads, enter your username and password.
How do I change my password?
Every six months, you will receive notifications to change your password. To change both accounts at the same time:
1. Open https://tech.houghton.edu in your web browser.
2. In the Current Students section, click “Change Student Password” and follow the directions.

How safe is your identity?
The first step in protecting your online privacy is creating a safe password – i.e., one that a computer program or persistent individual won’t be able to easily guess in a short period of time.

Tips for creating a secure password:
• Include punctuation marks and/or numbers.
• Mix capital and lowercase letters.
• It should be at least 8 characters long, but the longer the better.
• Include similar looking substitutions, such as zero for the letter ‘O’ or ‘$’ for the letter ‘S’.
• Include phonetic replacements, such as ‘Luv 2 Laf’ for ‘Love to Laugh’.
• BEST TIP: Think of a phrase that is easy for you to recall and use the first letter of each word to create an acronym password. Be extra safe by including symbols like pound or dollar signs or numbers in the middle of the password or between letters.

Things to avoid:
• Don’t reuse passwords for multiple important accounts, such as Gmail and online banking.
• Don’t use a password that is listed as an example of how to pick a good password.
• Don’t use a password that contains personal information (name, birth date, etc.).
• Don’t use words or acronyms that can be found in a dictionary.
• Don’t use simple keyboard patterns (asdf) or sequential numbers (1234).
• Don’t make your password all numbers, uppercase letters or lowercase letters.

Tips for keeping your password secure:
• Never tell your password to anyone (this includes significant others, roommates, parrots, etc.).
• Never write your password down.
• Never send your password by email.