

Student Email for New Students

Concordia provides Google-hosted email facilities for all students, allowing Concordia students to access their email from campus as well as from any location at which Web access is available. Student email accounts are automatically created a few weeks before the start of classes in each term. This guide is for **NEW STUDENTS** who wish to use their email account early.



- Open your preferred browser.
- In the address bar of your web browser, enter **http://onlineservices.concordia.ab.ca/student/** to navigate to the Concordia Services for Students web site. Click on **My Account**, and click on **Change Password**.

- On the Concordia Web Sign-in box, click the **Set or reset your password** link.

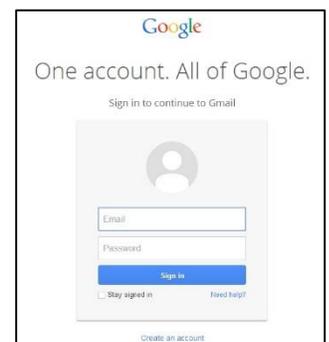
- To request new or a password reset, enter your personal email address along with your date of birth, and then click the **EMAIL ME A RESET LINK** button. You will then see a message reporting that the reset link has been sent and which email account it can be retrieved from. Follow the directions in the email to complete the password set/reset process.

Note: If you do not have an alternate email address on file with Concordia, or no longer have access to the email address on file, you will need to contact the Registrar's Office at (780.479.9220) and request they add one for you.



- Once you have set your password, return to <http://onlineservices.concordia.ab.ca/student/> and click on **Student Email** from **My Account**. Enter your Concordia email address ((john.doe@student.concordia.ab.ca), and the password that you just set, and then click the **Sign In** button.

Note: If you have used another Gmail account on the computer you are using right now, click on **Add account** to display the screen to the right.



If you have any questions or concerns about Concordia Web Sign-in, please feel free to contact the IT Services help desk by email at helpdesk@concordia.ab.ca, or by telephone at 780.479.9316.