



# E-COLLEGE & Pacific Oaks Student Email

**Classroom Syllabus**

**Book Lists**

**Course Information**



# WELCOME TO E-College & Student Email

**E-College** is your academic portal. In E-College you can obtain and submit course assignments, syllabi, and book lists. Important academic information is posted regularly in E-College.

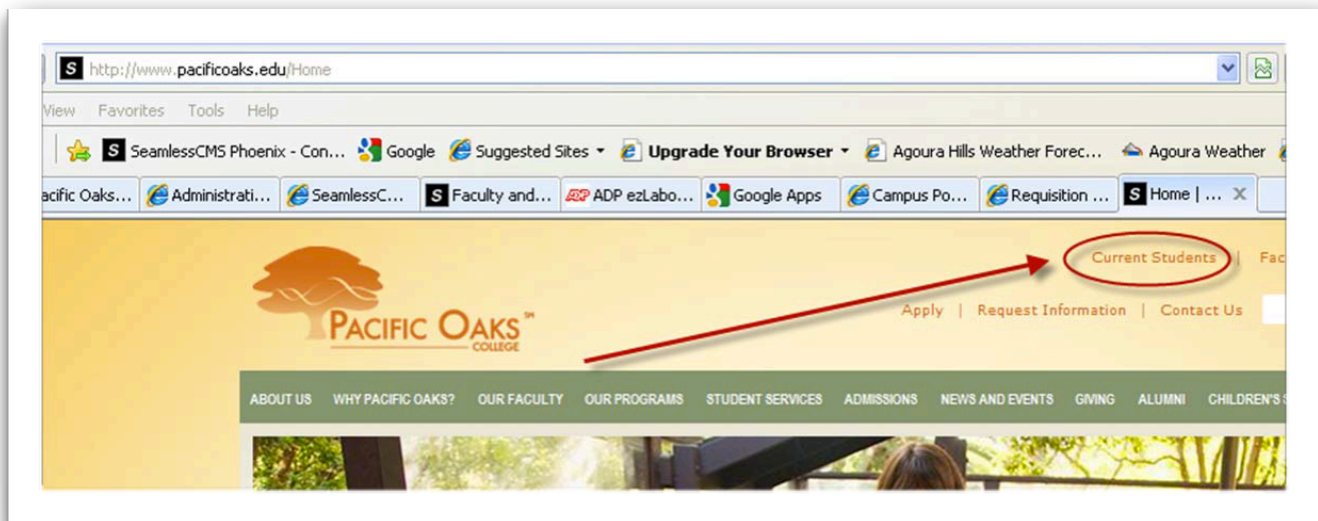
Every student is issued a **Pacific Oaks Email Account**. Important information is sent daily to your email account.

1. Accessing the E-College Online Tutorial.....pages 1-2
2. Accessing your Student Email.....pages 3-4
3. Student Services Contact Information.....page 5



## Accessing the E-College Online Tutorial

1. Go to the [CURRENT STUDENTS](#) page of the Pacific Oaks website or <http://po.coursepass.org>
2. If you use the website go to <http://www.pacificoaks.edu>. Then click on CURRENT STUDENTS in the upper right hand corner, then click on LOGIN INTO ECOLLEGE.

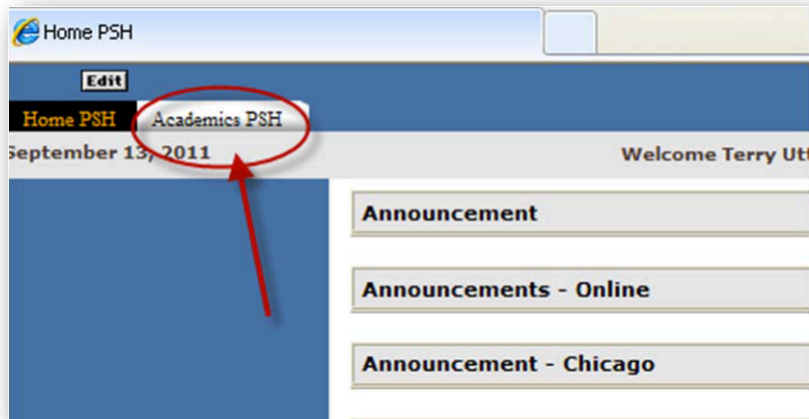


3. You must now add your User ID, which should be the same one as all of your other usernames, such as your PO email ID and/or your Intuit ID.

Note: Your E-College password is unique and different from your INTUIT password. Your E-College password is emailed directly to your Pacific Oaks student email account. Should you have any questions about your password, please contact the E-College Help Desk at 800.767.0536 or email [eCollege Helpdesk](mailto:eCollegeHelpdesk).



4. Once you have logged in, please click Academics PSH in the upper left corner in order to access your classes.



### Can't Remember Your Password?

Your password is sent to your student email. If you do not have your password, please contact Terry Utter or Bao Le at 626.529.8401, the Pacific Oaks I.T. Help Desk. You can also reach us by email at [tutter@pacificoaks.edu](mailto:tutter@pacificoaks.edu) or [ble@pacificoaks.edu](mailto:ble@pacificoaks.edu).

### Still having problems with E-College?

E-College also has its own help desk and email which you can contact, but they cannot reset passwords. If you are experiencing technical issues or problems after logging into your account, please call 800-767-0536 or [helpdesk@po.coursepass.org](mailto:helpdesk@po.coursepass.org).

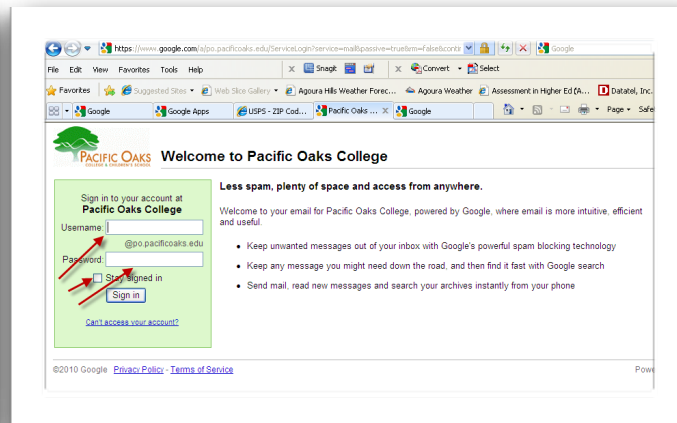
5. Please click on the Student Orientation Tutorial Course in order to find out how to navigate within eCollege.



# Setting Up Your PO Student Email

1. In order to access your Pacific Oaks email account, please go to <http://www.pacificoaks.edu>, click on Current Students in the upper right hand corner, then click on Login to Student Email or you can go directly using the link below...

<http://studentmail.po.pacificoaks.edu>



2. Once you are at the site, please enter your username and password. Your username is your first, middle and last initial, followed by the last four digits of your student id number. If you have no middle name, please insert an x.

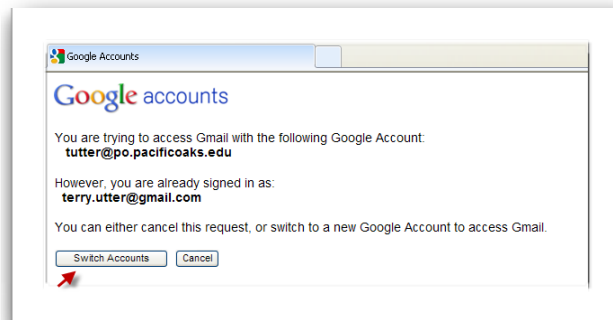
Note: Your password for E-College is unique and is emailed directly to your Pacific Oaks College student email account. It is NOT the same password as INTUIT.

For example, Jane Doe who has a student ID of 0123456 and your email address would be

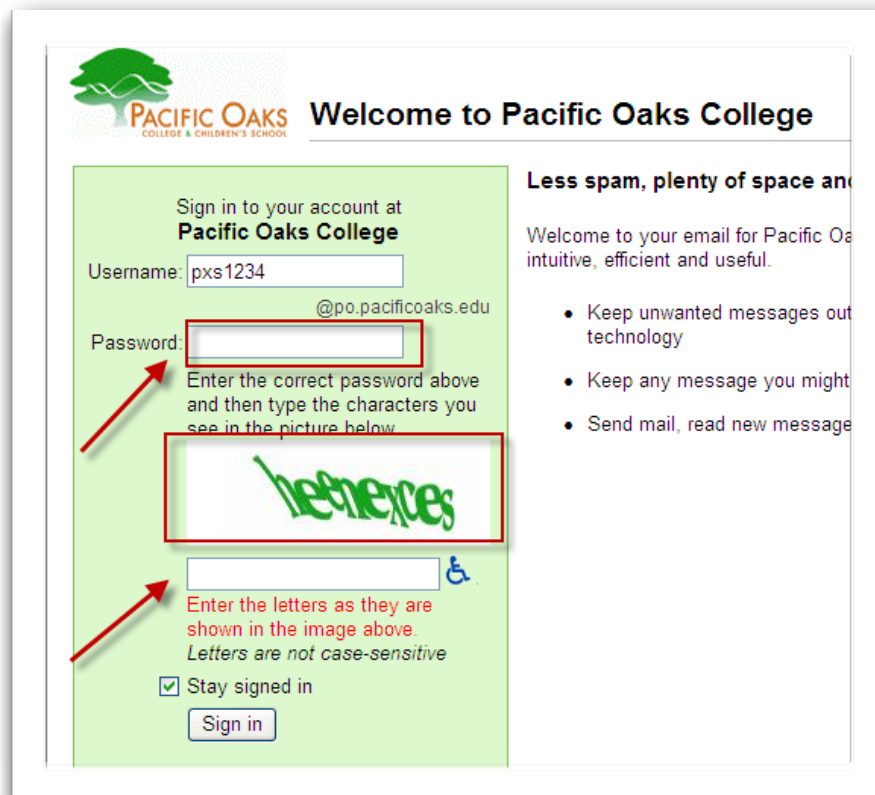
[jxd3456@po.pacificoaks.edu](mailto:jxd3456@po.pacificoaks.edu)

Your username and initial password was sent to your personal email, you may have to change it the first time you log in. The new password must be at least 8 characters long. **Do not click** "STAY SIGNED IN unless" you are on your home computer. Be sure to always log off so no one can access your email, especially if you are on a public computer.

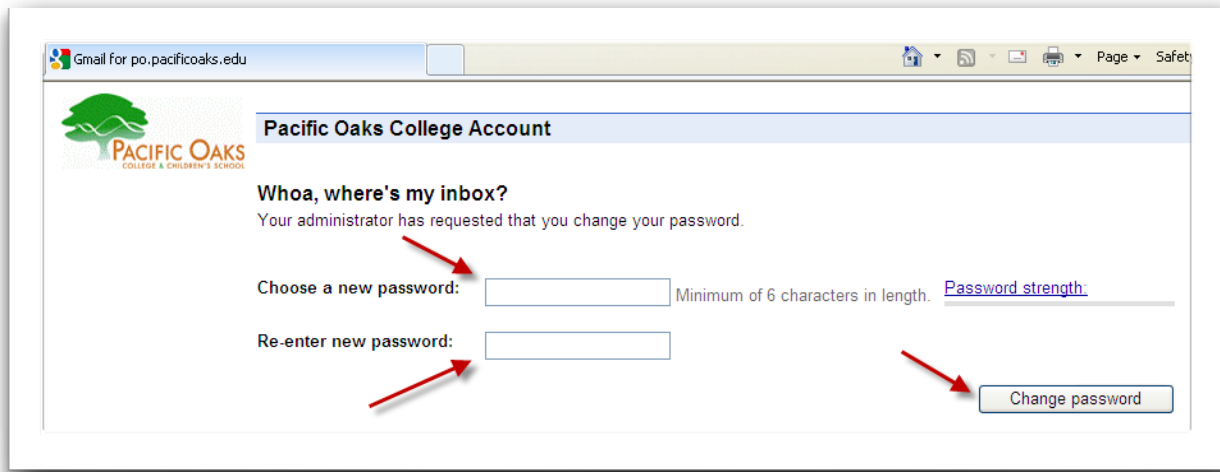
If you get the message below, please click switch accounts. Gmail, our student email client, no longer allows multiple logins.



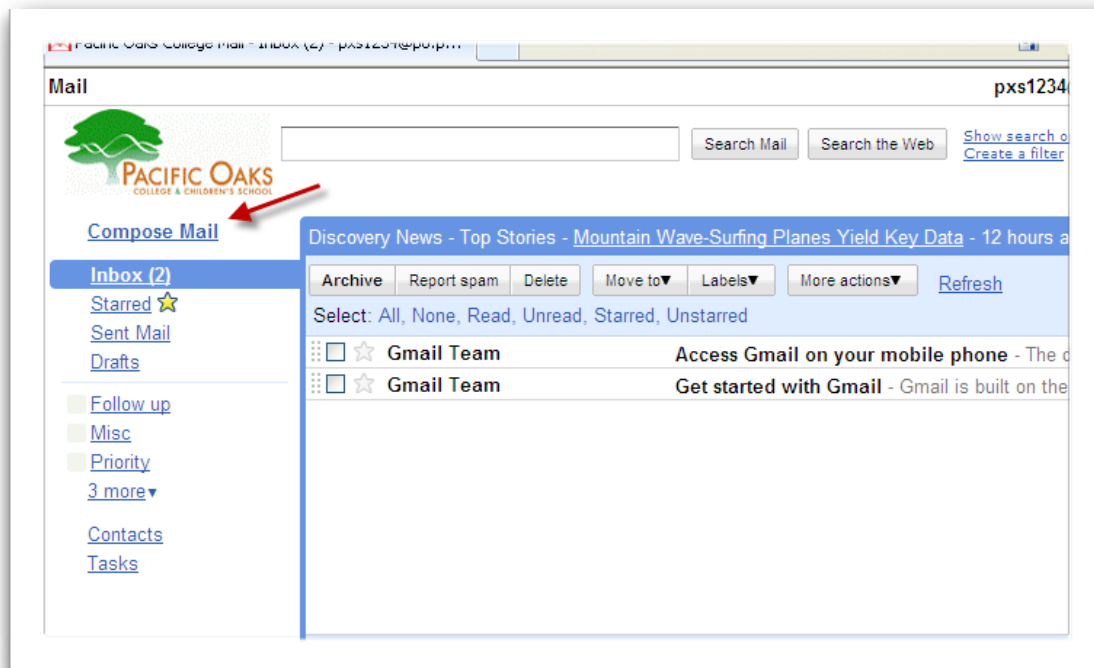
3. The first time you sign in you will be asked to re-enter your password and type in some hard to read characters. This is to make sure you are a person and not a machine trying to hack the system. You will only have to do this once. If you cannot read the letters, just give it a try, it will keep asking you until there are one you can correctly read. Then click sign in.



4. You may now have to change your password, it must be at least 8 characters long. You will have to type it in twice, then click Change password on the lower right hand side. If not you will automatically go to your inbox.



5. Your email account should now open. In order to create a new email, please click COMPOSE. To read mail in your inbox, just click it.



If you have any further questions, please contact the IT helpdesk at 626.529.8401 or [helpdesk@pacificoaks.edu](mailto:helpdesk@pacificoaks.edu).

# Questions?

Contact the IT Help Desk at 626.529.8401

or

[helpdesk@pacificoaks.edu](mailto:helpdesk@pacificoaks.edu)