

## How to get started with Hartnell Student Email

To use your college email account, go to [mail.student.hartnell.edu](mailto:mail.student.hartnell.edu) to login and follow the log-in procedures as outlines below. For in-depth email FAQs visit the [Gmail Help Center](#).

### 1. Enter your username

Use the same User ID you already have for PAWS, which is your first name middle initial last name, as one long word. For example if you name is John Michael Smith your username would be johnmsmith

If you don't have a middle name your login is your first name and last name together. Using the previous example, your username is johnsmith

If another student has the same name as you, a four-digit number will be added after your name. For Example for two students with the name Maria Lucy Ortiz: marialortiz0001, marialortiz0002, etc.

Remember your username for the Email is the same as your username for PAWS. If you are having trouble and you are unsure of your username [click here](#) to go to the PAWS system and under "Student menu" click the option "What's my User ID".

### 2. Enter Your Password

initial passwords are your eight digit date of birth **mmddyyyy**  
***(students who registered before 3-14-11 will use a 6 digit date of birth mmddy)***

For example if you were born on February 14, 1985 your initial password is 02141985  
It is STRONGLY recommended that you change your password.

If you need to have your Hartnell Gmail password reset either contact Jorge Isaias at 755-6728 or Frank Mendoza at 759-6087. Located in CAB 211. Additionally, Frank Henderson in the Tutorial Center located in the Annex can provide additional help with Passwords and getting logged in.