College Pathways Team
2019- 2020
Before you Begin

- Application for Admissions
- P.A.W.S. Account Set Up

You must have completed an Application for Admissions and set up your P.A.W.S account to access your official College email account.

If you have not completed these steps refer back to our resources to complete those steps first.
Your official Hartnell email is our only way to communicate important information to you, such as:

- ALL correspondence from your instructors about assignments, grade information, canceled classes, etc
- Financial Aid notices such as: requests for missing info, documents needed in order for you to be awarded aid, etc
- Registration updates: newly opened classes, waitlist changes
- Support Program Communications: SVP, Trio, EOPS, MiCasa, etc.
- Student Events: Welcome Lunch, Club Rush, Career Fairs, Guest Speakers, Food Pantry, University Field Trips
- Important Campus Announcements - Campus Closures, Emergency Notices, President’s Weekly Newsletter, Scholarship Opportunities
Why a College Student Email?

There are perks to having a college email (that ends with .edu), including discounts on:

<table>
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<tr>
<th>Apple Music &amp; Products</th>
<th>Audible</th>
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<tr>
<td>Spotify</td>
<td>Hulu</td>
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<tr>
<td>Barnes and Noble</td>
<td>AT&amp;T Service</td>
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<td>Amazon Prime</td>
<td>Sprint Service</td>
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<td>Microsoft Office</td>
<td>Adobe</td>
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And many more!

Find more by searching “college email perks” online or at: [https://collegeinfogeek.com/](https://collegeinfogeek.com/)
To access your email, you will first log into P.A.W.S.

1. Go to Hartnell.edu
   The top of page will look like this.

2. Click Students
   In white banner under the page header.

3. Click Log into P.A.W.S.
   Icon is in the center of the page.

4. Click Log In
   Tab is located in the upper right side of the page.

5. Click PAWS for Students
The next screen will be the Student Menu.

1. Click “My Profile”
   - Under Academic Profile heading
   - On the bottom right of menu

2. Find the section titled Email Address
   - Towards the middle of the page
   - The email address you used on the Application for Admissions will be listed
   - Your new official Hartnell student email will be listed as well

3. Copy the email that ends with “@student.hartnell.edu”
Open a new internet tab and go to gmail.com

1. Click Sign-In
   - If you are already logged into another email account you must log out and click sign-in with a new account or click manage accounts and add a new account.
   - If your device was issued by a High School, it may not allow a new account to be added. If this applies to you, you will need to complete this on another device (cell phone or personal computer).

2. Enter the @student.hartnell.edu email address

3. Click next to get to the password screen

4. Enter your 8-digit date of birth for your password
   - It must be in this format: MMDDYYYY
     - Example: 01011990 if you were born on January 1, 1990
You’re In! Next Steps...

- You will need to accept the terms of the account.
- You will have email in your inbox that has been sent to you from the time you applied to Hartnell.
- There may already be important things you need to follow-up on.
- Read carefully before deleting any messages.
- It is STRONGLY recommended you change your password.
- SAVE THIS EMAIL INFO. You will need to access this account often.
- If you have a cell phone, add this email.
- Check your inbox regularly, messages may have deadlines to reply.
- If you forget the email address, you can find it again in your profile on PAWS.
- Go straight to gmail.com to access your account anytime.
If you have difficulty logging into your account email [jisaias@hartnell.edu](mailto:jisaias@hartnell.edu) for assistance.

Include the following information in your message:

- Full name
- Hartnell ID number
- Hartnell email address
- Error message/issue you experienced