

Hartnell College

Student Gmail Set-Up Instructions

College Pathways Team

2019- 2020





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



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

Apple Music & Products	Audible
Spotify	Hulu
Barnes and Noble	AT&T Service
Amazon Prime	Sprint Service
Microsoft Office	Adobe

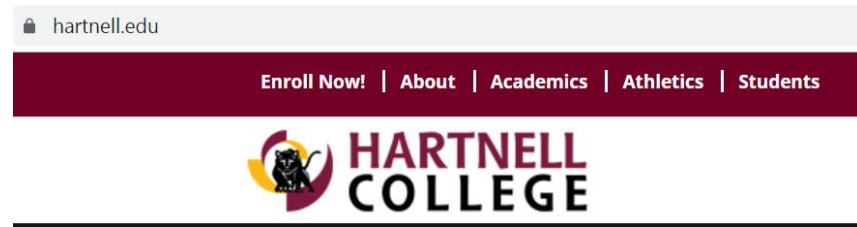
And many more!

Find more by searching “college email perks” online or at: <https://collegeinfo geek.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

E-mail Address	Type
[redacted]@student.hartnell.edu	Student
[redacted]	Internet

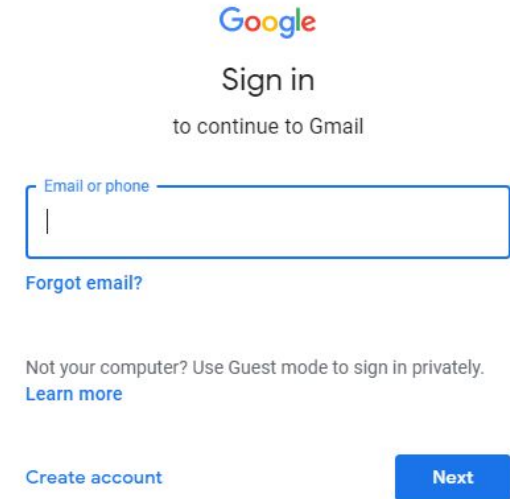


3. Copy the email that ends with “@student.hartnell.edu”

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)



The screenshot shows the Google Sign-In interface. At the top is the Google logo. Below it, the text reads "Sign in to continue to Gmail". There is a text input field labeled "Email or phone" with a vertical cursor. Below the input field are three links: "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right of the form area.

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 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 for assistance.

Include the following information in your message:

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