How to log in to your SWIC student email account

Last Updated: 10/18/2013

Step	Action
1.	If you just activated your eSTORM account today, you should wait until tomorrow to log in. Student email accounts are created nightly.
2.	You will log in to an Office 365 portal. This link is subject to change so clicking the envelope in the upper right part of eSTORM or swic.edu is recommended versus bookmarking this link to get to the portal.
3.	Enter your student email address which will be firstname.lastname@student.swic.edu, unless another has the same name. If you don't know your address, look in the Contact Information in the bottom of your eSTORM Student Center.

4.	***What is my SWIC email password?***
	The first time you log in to your student email account, you must follow the initial password steps you used for eSTORM, unless you've just changed your eSTORM password in which case you can use it.
	
	What do I do if I forget my password?
	If you forget your password, you can create a new one using eSTORM:
	• Go to http://estorm.swic.edu
	• In the Log In box, under Student, select Forgot your password.
	• Enter the requested information and click Validate My Information.
	• Your password is now set to the default:
	   o Step 1: Enter a "$" and a "W"
	   o Step 2: Enter the last four digits of your Social Security Number (or "XXXX" if you don't have a SSN)
	   o Step 3: Enter your two-digit birth month, then your two-digit birth day
	   o Example: If your SSN is 123-45-6789 and your date of birth is Jan 1, your default password would be: $W67890101.
	• Click Home in the upper right corner of the page.
	• Enter your Student ID in the Username field.
	• Enter your default password in the Password field (example: $W67890101).
	• Create and confirm a new password:
	   o Your eSTORM password must have a minimum of eight characters and a maximum of 16 characters without spaces and include a combination of both letters and numbers plus at least one special character for the allowed list.
	   o The allowed special characters are: !, @, #, $, %, *, (,), ?, and _.
	   o Password may not contain three or more consecutive characters from your UserID or name. (e.g., If your name is 'Bingo', then your password may not contain 'bin', 'ing', or 'ngo' within it.)
	• You will be required to change your password every 90 days for security purposes.
	• **Please note: this will now be your password for eSTORM, Blackboard, Wifi and your student email.**
	• If you need further assistance, call eSTORM at 618-222-SWIC (7942).

5.	**End of procedure.**