

Accessing *my Tri-C space* and Student Email

my Tri-C space

- Go to *my Tri-C space*: my.tri-c.edu
- Click "Change Your Password"
- Enter your S-Number (S00000000) then click "Continue"
- Enter your birthday date (mm/dd/year) as your old password (no leading zeros)
- Create a new password containing a combination of letters and numbers (e.g., fluffy12)
- Re-enter new password, then click "Change"
- You will be redirected to *my Tri-C space*
- Log in to *my Tri-C space* using your S-Number and new password

Student Email

- Sign into *my Tri-C space*, then click on the Student or New Student tab on the left side of the page
- Click the Student Email icon. Type your S-Number [@acad.tri-c.edu](mailto:S00000000@acad.tri-c.edu) as your email address (e.g., S00000000@acad.tri-c.edu)
- Use your *my Tri-C space* password to log in
- If it is your first time logging in, select the "Eastern Time/US & Canada" time zone
- You will then be directed to your inbox

