

Welcome to Passport and LTCC Email



Passport is now the one-stop shop for student information. Some ways you might use Passport include:

- View your LTCC email and calendar
- Receive snow closure announcements posted in Passport and broadcasted to all LTCC email accounts
- Access a variety of support services in the Student Success Center
- Contact the help desk
- Download forms
- Find out about college events
- Search the new, improved online schedule and register for classes (starting with summer registration)
- And much more...



Every student will get a new LTCC email account hosted via Live@edu. Sign on to Passport and you're also logged into your email and calendar. Features include:

- Microsoft Outlook Live with 10GB of storage for email
- 25 GB of online storage via Window Live SkyDrive
- Office Web apps including Word, Excel, PowerPoint, and OneNote
- Ability to forward your email to other accounts

To access Passport or your e-mail, go to <http://portal.ltcc.edu>

Your username: Use the lookup form on the LTCC web site or visit the Admissions & Records office with a photo ID.

Your password is: Lt + your six-digit date of birth (ex. March 15, 1965 would be Lt031565)

Your LTCC email address is: [username]@mail.ltcc.edu

The first time you login, please change your password. Choose a secure password since you may be using the portal to access confidential information about yourself such as your grades. Your secure password should include:

At least 6 characters

At least three of the following:

- an uppercase letter, a lowercase letter, a number, a special character

Examples:

- If you wanted to use Lake Tahoe as your password, you might choose **L@keT@h0e**
- If you wanted to use a specific date, you might choose **Oct#31st**

Please do not use your username as part of the password.

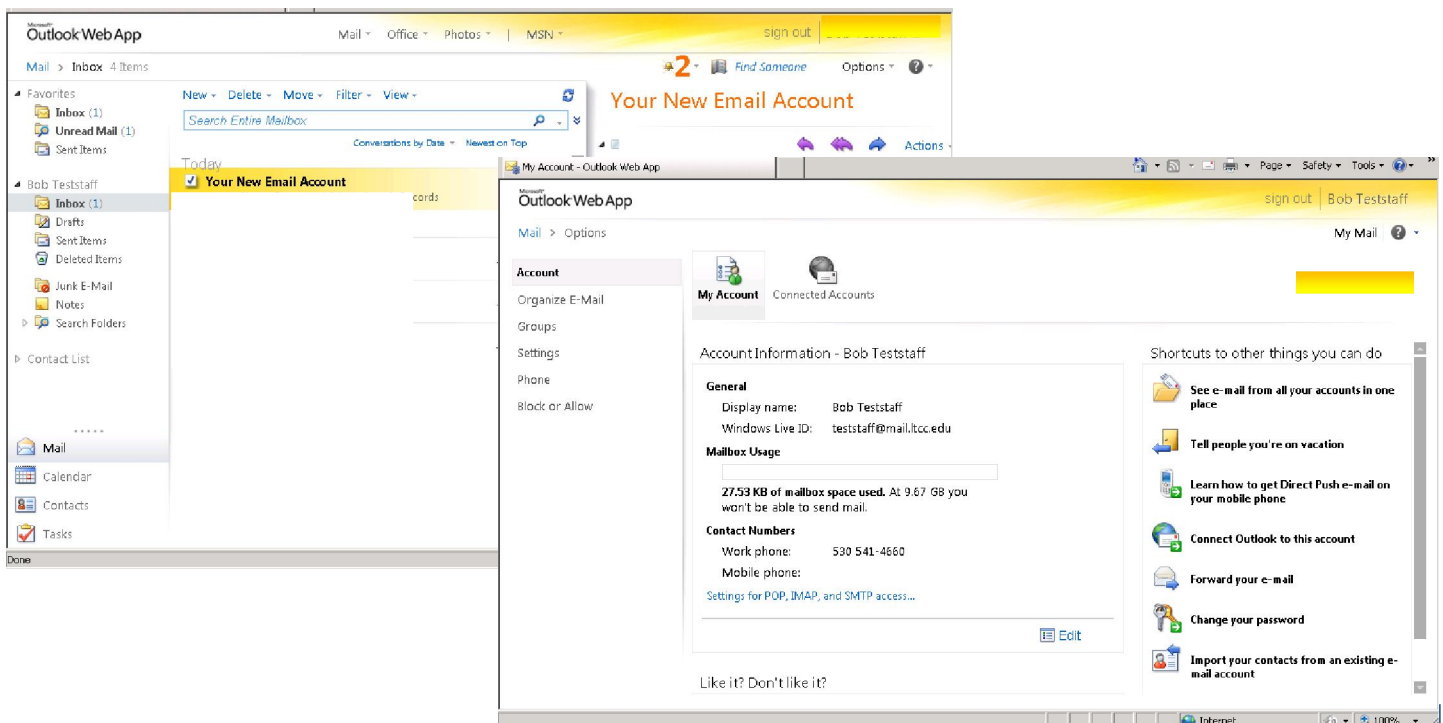
<http://portal.ltcc.edu>

LTCC E-mail

After logging into Passport, you'll see a link telling you about your unread messages. Click the link to go to your Live@edu e-mail inbox.

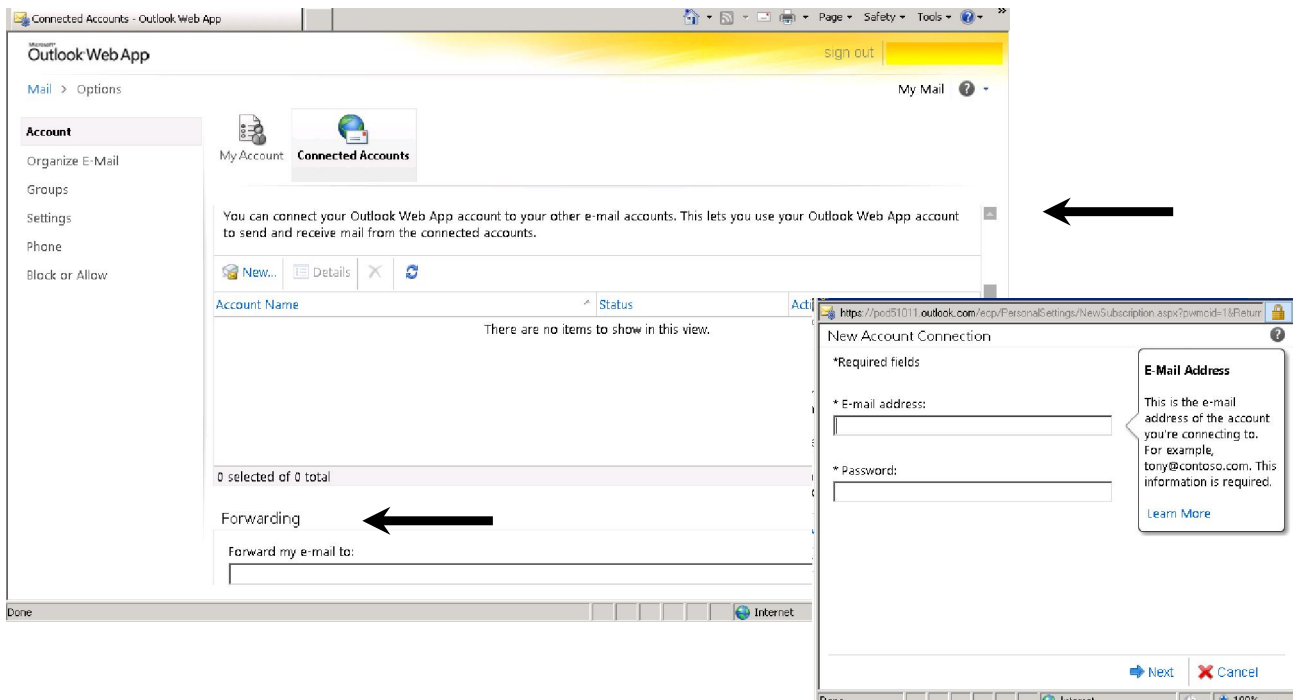


Your LTCC student e-mail account will be the account that LTCC uses for all official e-mail communications beginning this spring. When you use your Outlook calendar, your appointments will automatically display in Passport. Click options to personalize your account.



Have multiple e-mail accounts? If so, you can either forward your LTCC email or connect your other accounts.

- **Connected accounts** – connect your other email accounts so that messages for various accounts can be sent and received in this inbox.
- **Forwarding** – forward your messages to a different address.



You can also access Office Web apps including Word, Excel, PowerPoint, and OneNote. You can store your files and access them from anywhere.

