



New Student Checklist

- Step 1: If you have not already done so, make sure you set up your eCentral account. Your username and password were emailed to you. Once you set it up, this will give you access to your Falcon Mail and Canvas.
- Step 2: Log into Falcon Mail (student email). Use your whole email address (firstname.lastname@student.eastcentral.edu) and the password you created when setting up eCentral.
 - Download Outlook app onto your phone for easy access to email
 - Download Microsoft Office to your computer. This is FREE Microsoft Word and Excel! This is found once you log into your email, but before you click on Mail.
- Step 3: Complete your FAFSA, if you haven't already
- Step 4: Log into Canvas and familiarize yourself with the layout. This is the system you will use for online classes, as well as portions of in person classes. Complete the online training for Canvas. Canvas training will be available beginning May 15, 2020.
- Step 5: Sign up for ECC alert. This is the system that will notify you of emergencies or closures. (You will also receive text messages about important dates, info from your advisor, and other reminders via text. That is a different texting platform that you are automatically enrolled in). It is important to opt into emergency alerts here:
<https://www.eastcentral.edu/campus-safety/emergency-notification/>
- Step 6: Stop by the Student Service Center to get your ID