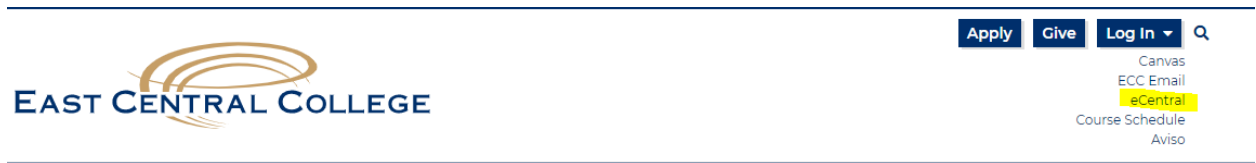


How to Access your East Central College Account (eCentral)

Steps to Locate your eCentral User ID:

1. Go to www.eastcentral.edu, and click eCentral at the top right.



2. Click Log In at the top right.



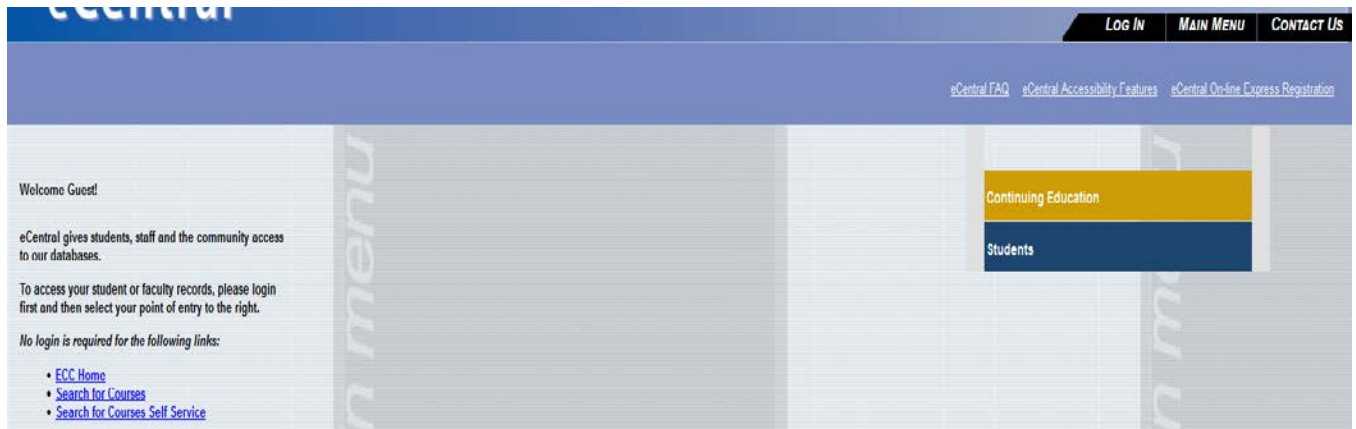
3. Click, What's my User ID? at the bottom left.

4. Enter your Last Name, one of the numbers below, and click Submit.
 - a. SOC ID # (nine digit Social Security Number) **OR**
 - b. College ID, if you know it (seven digit number WITH leading zeros).

5. Your User ID will appear on the next page.

Steps to Reset your Password:

1. Click Log In at the top right.



2. This time, click What's my Password? at the bottom left.

The screenshot shows a login form with fields for 'User ID', 'Password', and a 'Hint' checkbox. Below the form, there are two links: 'What's my User ID?' and 'What's my Password?'. The 'What's my Password?' link is highlighted.

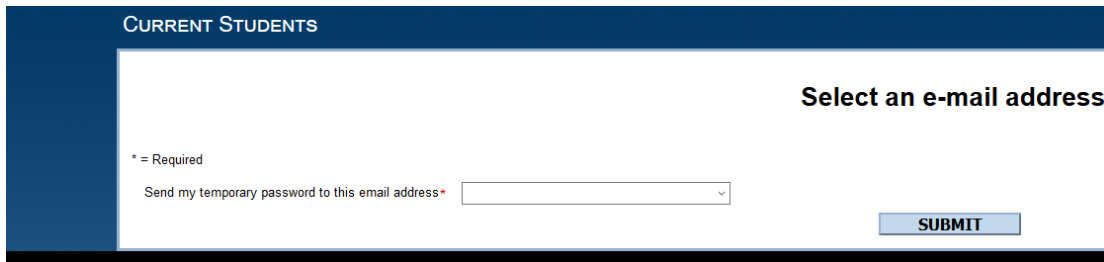
3. Click second choice, I don't remember, reset my password.

The screenshot shows three links for password reset: 'I might remember, show my password hint', 'I don't remember, reset my password', and 'I'm new to WebAdvisor, setup my password'. The 'I don't remember, reset my password' link is highlighted.

4. Enter your Last Name, one of the numbers below, and click Submit.
 - a. SOC ID # (nine digit Social Security Number) **OR**
 - b. College ID (seven digit number).

The screenshot shows the 'Reset my password' form. It includes a heading 'Reset my password' and a sub-heading 'In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.' Below this, there is a legend '* = Required'. The form has three main fields: 'Last Name' (with the value 'strubberg'), 'SOC ID #' (with a placeholder 'xxxxxxxxx'), and 'College ID' (with a placeholder). There is an 'OR' label between the 'SOC ID #' and 'College ID' fields. At the bottom right, there is a 'SUBMIT' button.

5. The next screen gives you the ability to email a temporary password to yourself to reset the original account password. To receive this information, please **be sure** to indicate your **non-ECC email address** that you provided to us during your application process.



The screenshot shows a web interface for 'CURRENT STUDENTS'. On the right, it says 'Select an e-mail address'. On the left, there is a note '* = Required' and a label 'Send my temporary password to this email address*'. Below this is a dropdown menu. A 'SUBMIT' button is located on the right side of the form.

6. After you receive the email with your temporary password, bring up a **new** browser window or tab.
7. Go to **eCentral**, and click on **Log In**.
8. Type in your **User ID** and **Password** (this is the temporary password in the email you received. ***Be sure not to include the period at the end of your temporary password from the email***).
- On the next screen, type in your **User ID** again.
 - In the **Old Password field** - type in your temporary password in the email you received. (*Again, do **not** include the period at the end of your temporary password from the email*)
 - In the **New Password field** – create a new password.
 - In the **Confirm Password field** – enter the same password you entered in the New Password field.
 - This will now be your login for eCentral, ECC Email, and Canvas.



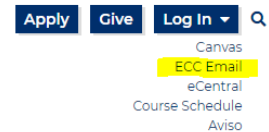
The screenshot shows a login form. It has three input fields: 'User ID', 'Password', and a 'Hint' checkbox. Below the form, there are two links: 'What's my User ID?' and 'What's my Password?'. The form is set against a dark background.

If you experience issues logging into your account, ***clear your browser cache and try again***.
If you still need assistance, please contact the **IT Help Desk at 636-584-6738**.

(See next page for ECC Email instructions.)

How to Access your ECC Email Account

1. Go to www.eastcentral.edu and click on ECC Email in the top right.



2. You will see a Microsoft Sign in box.
 - a. **Students:** Using the User ID you created for eCentral, add it to @student.eastcentral.edu. For example, if your eCentral user name is franklin.falcon, your ECC Email address will be franklin.falcon@student.eastcentral.edu
 - b. **Faculty/Staff:** Using the User ID you created for eCentral, add it to @eastcentral.edu. For example, if your eCentral user name is franklin.falcon, your ECC Email address will be franklin.falcon@eastcentral.edu

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "franklin.falcon@student.eastcentral.edu". Under the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" (disabled) and "Next" (active).

3. Enter the password you created for eCentral in the next screen.

A screenshot of the Microsoft "Enter password" screen. It features the Microsoft logo at the top left, followed by a back arrow and the email address "franklin.falcon@student.eastcentral.edu". Below this is the heading "Enter password" and a text input field labeled "Password". Under the input field is a link: "Forgot my password". At the bottom is a blue "Sign in" button.