



## Instructions for Creating Your MySVC Account

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### **Information you will need to set up your account:**

**Student ID:** Your Student ID, or SID, is a 9-digit number. You can find it in your SVC admissions notification. If you are not sure what your SID is, you can check it at [www.skagit.edu/checkmysid](http://www.skagit.edu/checkmysid) or visit the Enrollment Services office with valid photo ID.

**Personal Identification Number:** Your default Personal Identification Number, or PIN, is your birthday in mmddyy format. For example, January 1, 2007 would be: 010107.

### **Create Your Password:**

To access the SVC Cardinal Pre-Flight Online Orientation, all of your eLearning Tools, and Student Toolbox functions, you will need to create a password.

Go online here to assign yourself a password here: [www.skagit.edu/password](http://www.skagit.edu/password)

### **Instructions to access your Email:**

**Every student is provided with a free email account. This account is the primary communication tool for official college communications.**

1. Go to the MySVC page: <http://www.skagit.edu/mysvc>
2. Click on “**My Gmail**” at the top of the page.
3. **Enter your MySVC Email:** Your SVC email is the first initial of your first name, your full last name, followed by the last 4 digits of your student identification number (SID). Example: [jsmith2345@mysvc.skagit.edu](mailto:jsmith2345@mysvc.skagit.edu). Not working? Verify your username/email here: [www.skagit.edu/account](http://www.skagit.edu/account)
4. **Enter your password**
  - The first time accessing MySVC email the student will be required to enter a distorted combination of letters and numbers. Contact SOS if you have problems entering it.
  - MySVC email is powered by Google Gmail. Click on the “Help” link in the top right of the page once logged in for assistance directly from Google.
5. Your MySVC email account can be accessed from your phone or other device.
  - Android: [www.skagit.edu/gmailandroid](http://www.skagit.edu/gmailandroid)
  - Apple: [www.skagit.edu/gmailapple](http://www.skagit.edu/gmailapple)
  - All others use IMAP or POP: [www.skagit.edu/gmailother](http://www.skagit.edu/gmailother)

### **Instructions to access the Skagit Valley College Pre-Flight Online Orientation:**

Use your SVC email address with your password to access the SVC Pre-Flight Online Orientation here: [www.skagit.edu/canvas](http://www.skagit.edu/canvas). You will click on “Courses” in the left column and click the link.