

December 2, 2014

«AddressBlock»

FLORIDA GATEWAY COLLEGE - NOTIFICATION TO STUDENT OF: ISSUANCE OF STUDENT ID, PIN & WOLVES E-MAIL ACCOUNT

PLEASE READ CAREFULLY & RETAIN FOR FUTURE REFERENCE

PERSONAL STUDENT IDENTIFICATION NUMBER/PIN

Please do not share this information.

- ▶ Your FGC student ID number is: «**ID**». **This is your *User ID*** for “MyFGC”.

Your student/user ID number is the number you will use to access your FGC records (academic, financial aid, etc.) via “My FGC” at www.fgc.edu.

- ▶ Your *temporary* PIN is: «**STUDPIN**».

This is a system generated *temporary* PIN. You will be required to update your PIN following your initial login to “MyFGC” which can be accessed by going to the college web-site at www.fgc.edu.

Your new PIN must contain 8-16 characters consisting of *numbers and letters only*. **It is case sensitive.**

Please write your new PIN in the following area, while safeguarding this information for your future reference:

New PIN (8-16 alpha- numeric characters/case sensitive): _____.

When you update your PIN you will be asked to provide answers to two (2) personal security questions. Answers to these questions will be required for future PIN updates. You may wish to write the answers to your two security questions in the following area:

STUDENT E-MAIL ACCOUNT (*Please read carefully*):

▶ A wolves e-mail account has been established for your use at FGC. **Your student e-mail account will be the primary method by which communication from the college will occur. It is your responsibility to check your e-mail for college communication regarding your enrollment, which will include important information regarding financial aid. You are therefore strongly encouraged to check your e-mail daily.**

- ▶ To access your wolves e-mail account please go to www.outlook.com/fgc.edu.

- ▶ Your e-mail address is: «**STUDMAL**»

Your e-mail password is the same as your “MyFGC” PIN (see above).