

How to Log into your SPCC Student Accounts

Step 1: Receive an e-mail from SPCC Admissions with SPCC Student ID Number

- 24-48 hours after submitting your application, you should receive an email titled “ACTION REQUIRED: SPCC Student Account Information”. Please check your SPAM/JUNK folder.
- At the top of this email is your SPCC student ID number, this is **NOT** your Public/Homeschool ID number
- If you did not receive this e-mail, please contact our admissions team at admissions@spcc.edu and request for them to re-send the email with your SPCC student ID number.
- Once you have your SPCC ID number, you can move on to Step 2.

Step 2: Log into Go Portal and Change your Password

- All your SPCC Student accounts will be located on www.spcc.edu in the **Student Panel** (top right-hand corner of the website).
- Click on the Go Portal link **FIRST**.
- Enter your username and temporary password
 - **Your Username and Temporary Password**
- Your username will be the first letter of your first name, the first three letters of your last name, and the final four digits of your SPCC student ID.
 - Example: If your name is Steve Student and your student ID is 1234567, the username is sstu4567.
- Your temporary password is the word **SouthPiedmont**, followed by your two-digit birth month, your two-digit birthday, and the plus sign.
 - Example: If your birthday is 06-04-1989, your password is SouthPiedmont0604+.
- You will then be prompted to change your password.
 - Your username stays the same (it never changes).
 - The old password is the temporary password.
 - Your new password is whatever you want it to be, but it has to have the following:
 - Uppercase letter, lowercase letter, a number, be at least 8 characters long and cannot be any part of your full name
- Once you have successfully logged in, you should see “Students Home”. This is the homepage of your Go Portal.
 - Go Portal is where you will view your SPCC Schedule

Step 3: Log into your SPCC Student Email → Microsoft Outlook

- All of your SPCC Student accounts will be located on spcc.edu in the Student Panel (top right hand corner).
- Click on the E-mail link.
- If it automatically logs you in without asking for sign in information, then it probably logged you into another e-mail account. **(Please check the e-mail listed before proceeding if you have another Microsoft account.)**
- Click on your initials in the top right corner to verify if it is your another e-mail account. **If it is, then you will need to sign out.**
- Once signed out, please go back to www.spcc.edu → Student Panel → Email and re-sign in with another account.
- **Your SPCC email is your username@student.spcc.edu (username from the Go Portal log in) and your password is your NEW password that you changed from the temporary password.**
- When you log into your e-mail for the first time, you will be prompted to set up a 2-factor authentication. You must set up at least one, either your cell phone number or your personal e-mail. **IMPORTANT: If you ever change to a new phone number, you will need to update this with the college or you will not be able to log in to verify your SPCC accounts.**
- Once you have successfully logged in, you should see “Good Morning, Name”
 - **This is NOT your email.** This is called **One Drive** (similar to Google Drive) and this is where your saved work will show up.
 - **In order to check, send and receive e-mails, you must click on the Outlook app on the left-hand side of the screen.**
 - There is also a menu in the top left (nine little dots) you can click on and select it Outlook from there or other apps as well.
 - This is how you will send and receive emails from your SPCC student e-email.
 - You must check this account **EVERYDAY** because this is the only place your instructors and anyone else at SPCC will contact you

Canvas

You will also use Canvas and as student at SPCC to access your college courses (through the Student Panel), but you will not log into this until you are registered for your first semester!