

Welcome to YCCC! Here's how to log on to email for the first time...

We have a "how to" video on our YouTube channel:

<https://www.youtube.com/watch?v=R1zrHv6dhck&list=PLxchl4UeUxhYSsSGtEAp4TgSu94rNL06>

Please navigate to the following address: <https://my.yccc.edu/ics> and click the Email link at the top right.

Please TYPE the following information in. Copy/Paste may not work and will create false errors.

Your username is : sFirstLast@yccc.edu (for example, Han Solo would be sHanSolo@yccc.edu, staff will have no "s" in front of their username.)

Your password is: Yc# then your Student or Staff ID Number (for example "Yc#123456" with no quotes)

Once you log in to email, you'll be asked to set up an account recovery option, if you haven't already done so. Please use either a personal phone number (like your mobile) or a personal email address that you'll have access to if you need to reset your password.

After that, you'll be able to log into BrightSpace using the full email address for the username and the MyYCCC portal using sFirstLast (the part before the "at" sign) for the username. The password is the same for all three sites.

If you would like to change your password to a personal (known only to you) one, ***please be sure you can log in to all three sites first!*** Once you change your password from the YCCC assigned one, it may take up to thirty (30) minutes for it sync throughout the systems.

If you need further help, please open a ticket with Technology Support Services. To avoid confusion and delay of service, please open only **ONE TICKET** for the issue.

Technology Support Service Ticket Request Form:

https://help.yccc.edu/widget_standalone.php?la_widget_id=10311