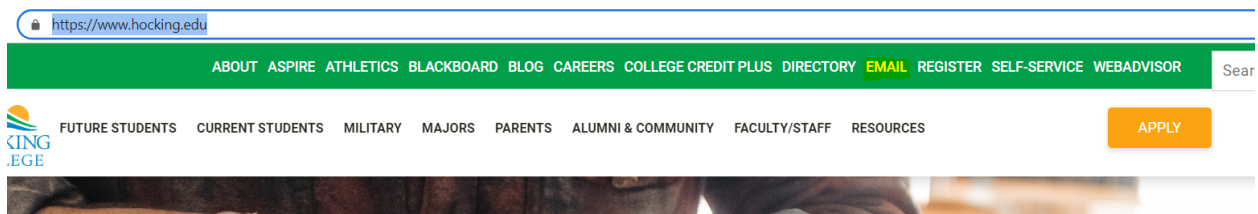
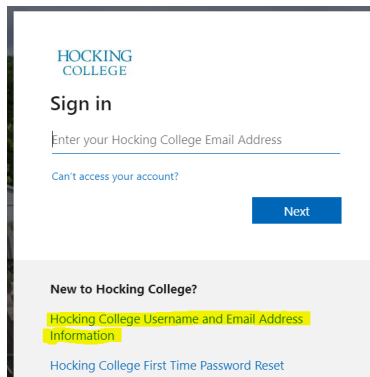


Instructions for first-time users to obtain your Username and create your Password.

1. Go to <https://www.hocking.edu> in your browser and click on Email.



2. Click on Hocking College Username and Email Address Information.



3. Enter your first name, last name, email address and submit. Make sure that the email address entered is the **personal email on your student application**.

Enter the following information, use the personal email address included on your application. If the information matches what's on your account, an email will be sent with your username information. Contact the Registrar's Office if you can't remember the email address you supplied.

First Name

Last Name *

Email Address *- *Personal Email*

4. You will receive an email from donotreply@hocking.edu with the subject line: **Hocking College Username and Email Address Information** in your inbox. Please check the Junk/Spam folders as well. You will receive your username in your email.

From: <donotreply@hocking.edu>
Date: Fri, Mar 31, 2023, 10:24 AM
Subject: Hocking College Username and Email Address Information
To: [REDACTED]

Your username and email address has been sent at your request.

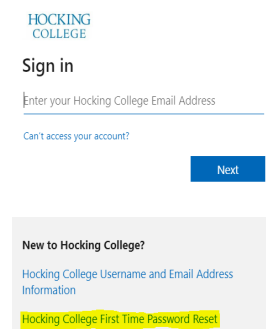
Your Username is: [REDACTED]

Your Email Address is: [REDACTED]

If you did not request this information you should contact the [Hocking College Helpdesk](#). Otherwise, return to your web browser and log in.

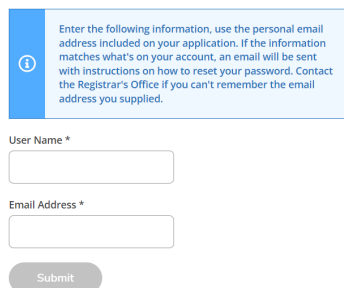
5. Repeat step 1.

6. Click on Hocking College First Time Password Reset.



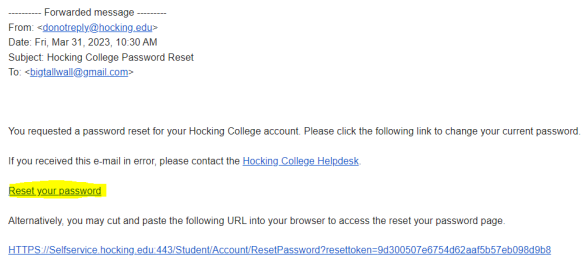
The image shows the Hocking College sign-in page. At the top is the Hocking College logo. Below it is the heading "Sign in". There is a text input field labeled "Enter your Hocking College Email Address" with a blue underline. Below the field is a link that says "Can't access your account?". To the right of the field is a blue button labeled "Next". Below the "Next" button is a grey box with the heading "New to Hocking College?". Inside this box are two links: "Hocking College Username and Email Address Information" and "Hocking College First Time Password Reset", which is highlighted in yellow.

7. Enter your username and email address. Make sure that the email address entered is the **personal email on your student application**.



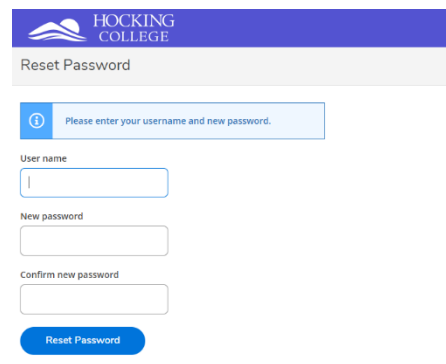
The image shows a form for entering user information. At the top is a blue box with an information icon and text: "Enter the following information, use the personal email address included on your application. If the information matches what's on your account, an email will be sent with instructions on how to reset your password. Contact the Registrar's Office if you can't remember the email address you supplied." Below this are two text input fields: "User Name *" and "Email Address *". At the bottom is a grey button labeled "Submit".

8. You will receive an email to reset your password with the subject line **Hocking College Password Reset**.



The image shows the body of an email. It starts with "----- Forwarded message -----". Below that is the email header: "From: <donotreply@hocking.edu>", "Date: Fri, Mar 31, 2023, 10:30 AM", "Subject: Hocking College Password Reset", and "To: <bigtailwall@gmail.com>". The main body text says: "You requested a password reset for your Hocking College account. Please click the following link to change your current password." Below that is a link: "If you received this e-mail in error, please contact the [Hocking College Helpdesk](\"#\")." Then is a link: "[Reset your password](\"#\")". Finally, it says: "Alternatively, you may cut and paste the following URL into your browser to access the reset your password page." followed by a long URL: "HTTPS://Selfservice.hocking.edu:443/Student/Account/ResetPassword?resettoken=9d300507e6754d82aa15b57eb098d9b8".

9. Use the link to reset your password. Your password must be 10 characters long and contain upper, lowercase letters and numbers.



The image shows the Hocking College "Reset Password" page. At the top is the Hocking College logo. Below it is the heading "Reset Password". There is a blue box with an information icon and text: "Please enter your username and new password." Below this are three text input fields: "User name", "New password", and "Confirm new password". At the bottom is a blue button labeled "Reset Password".

10. Repeat step 1 and login to your email with your username and password.

11. Please refer to the MFA guide for first time users.