

The New MyPierce Portal Guide

This guide will show you how to log in to the new MyPierce portal page, and walk you through the features that are included on the page.

Changes to the MyPierce Portal

Some features previously housed in the MyPierce Portal are now conducted within your [ctcLink Student Homepage](#). For example, procedures such as **enrolling for classes** and **viewing unofficial transcripts** have been moved to ctcLink. Go to the [ctcLink News](#) page to learn more.

Go to the MyPierce Portal

- From the [Pierce College Homepage](#), click the **MyPierce** link at the top of the page.



Your Login Credentials

Your MyPierce login credentials will be the same as your **Microsoft Office 365** (student email) credentials. If you do not know your student email, contact the [Help Desk](#) to retrieve that information.

- Click the **Sign in with O365** link to log in to MyPierce. You will then be prompted to sign in with your student email credentials.



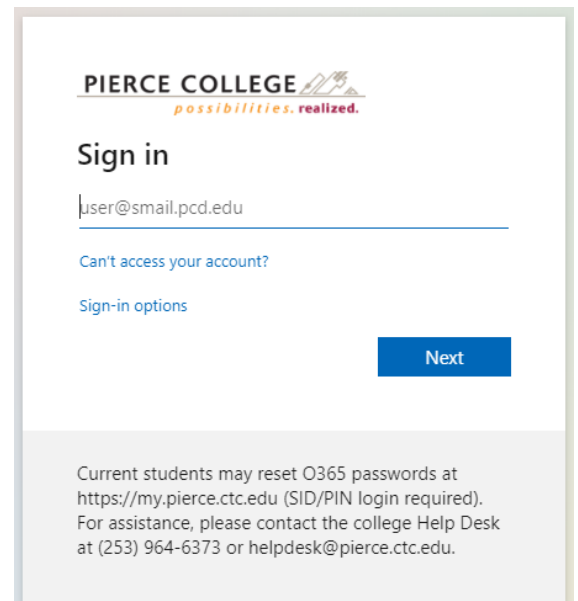
Your credentials will follow this general format:

If you were admitted to Pierce College *before* May 1st, 2020:

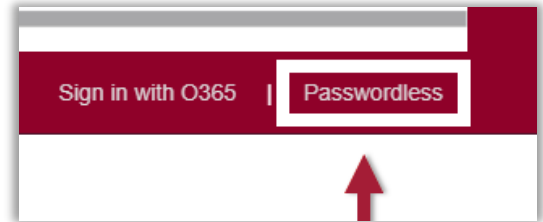
- Username: First Initial of First Name + Last Name + Last 4 digits of SID (**Example: JDoe1234@smail.pcd.edu**)
- Password: Your Student Email Password

OR If you were admitted to Pierce College on or *after* May 1st, 2020:

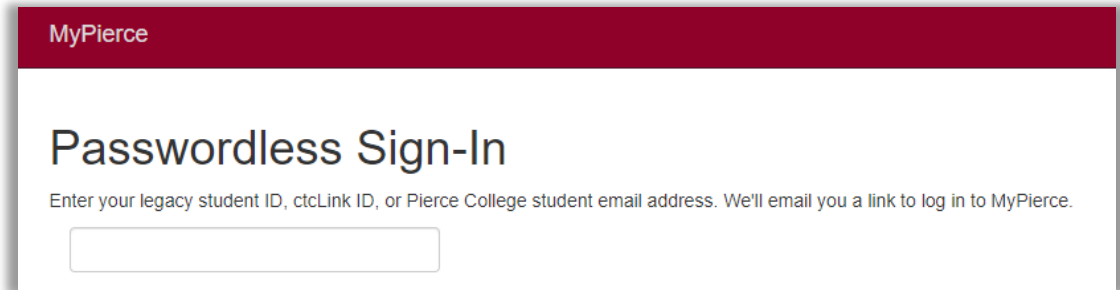
- Username: First Initial of First Name + Last Name + Last 4 digits of ctcLink ID (**Example: JDoe7654@smail.pcd.edu**)
- Password:
 - **Pierce!YYYYMMDD** (where the YYYY MM DD is your *birthdate*)
 - **OR** Your Student Email Password (if you have changed it from the default)



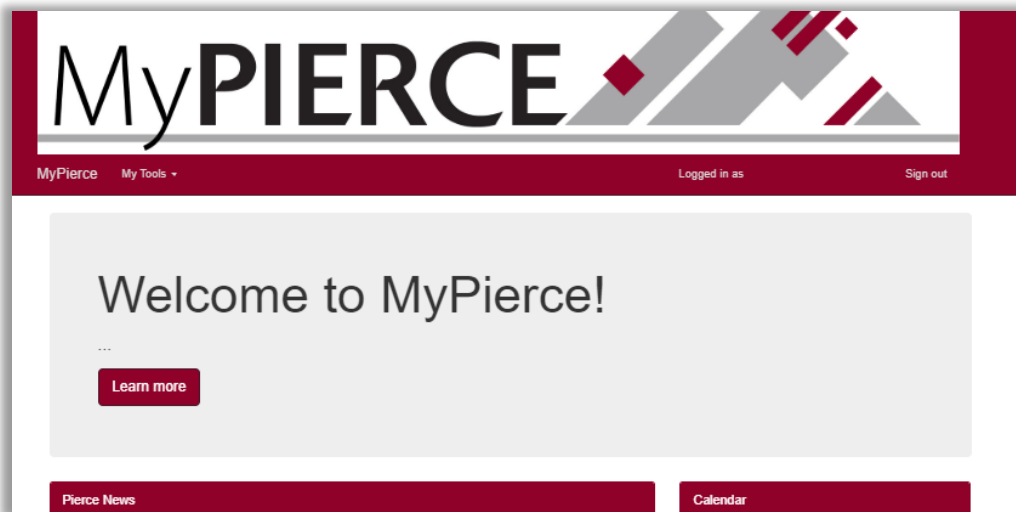
If you *do not* know your Pierce College issued student email address, **and** you have a personal email address on record in ctcLink, then you can use the **Passwordless** sign in option. This option will email you a link to your personal email on record that you can use to sign in. Your personal email address cannot contain “@smail.pcd.edu” or “@pierce.ctc.edu”.



- Enter your old SID or your NEW ctcLink ID to receive the link at your personal email address.



After logging in, you should be brought to your MyPierce Homepage.

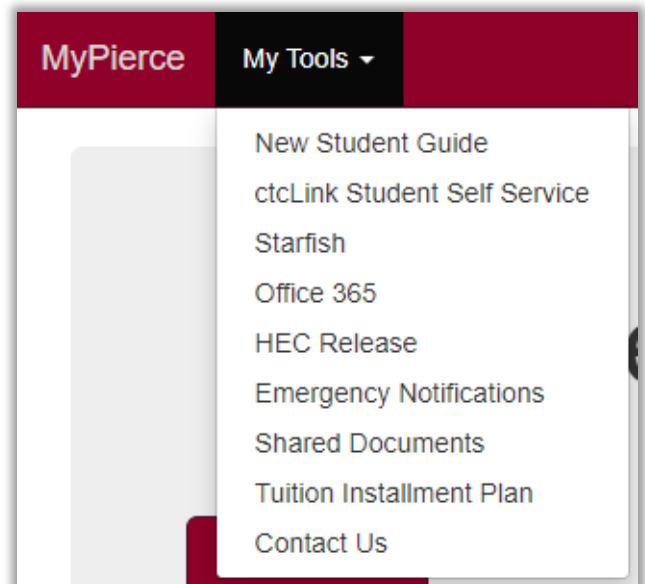


What can you do in MyPierce?

If you hover over the **My Tools** menu, you can see the list of features you can find in MyPierce. Let's do a rundown of what these are.

Tools:

- **New Student Guide** – This is a guide for students who are new to Pierce. It introduces you to Pierce College and guides you through your first steps at Pierce.
- **Running Start Book Loan** – If you are a Running Start student, you can apply for and manage your book loans on this page.
- **Shared Documents** – Employees at Pierce may have documents they want to share with you. You can find those documents on this page.



Forms:

- **HEC (Health Education Center) Release** – You will need to complete this HEC release before you can use the Health Education Centers at Pierce. Students who are not yet 18 will need to submit the paper HEC form, signed by a parent/guardian.
- **Emergency Notifications** – You can sign up for Emergency Notifications to receive important information from Pierce College regarding emergencies, delays and college closures.

Links to other webpages:



- [ctclink Student Homepage](#) – ctclink is a program that you will be using for managing classes, managing personal details, and much more. Check out the [ctclink News page](#) to see information and tutorials for ctclink.



- [Starfish](#) – Starfish is a program that connects you to the right resources when you need them. For example, you can use Starfish to make appointments with your advisor and others in your network. Check out the Starfish page on MyPierce for more information about the different features in Starfish.



- [Microsoft Office 365 Student Email](#) – Currently enrolled students are given a Microsoft Office 365 account, which includes: Outlook Email, Microsoft Word, Excel, PowerPoint, OneNote, and OneDrive. You will access your Outlook Student Email by logging in to Microsoft Office 365.

Tuition Installment Plan

- [Tuition Installment Plan Page](#) – TIP is a payment program that sets you up to pay for tuition in multiple interest-free installments that make budgeting the costs of your education easier. Find out more information about the TIP program on this page.

Contact Information

- [Contact Us Page](#) – Need to contact someone at Pierce? This page can get you started.

That's it! Now you can log in to your MyPierce Portal and use the features available on this page.