

Institutional Email Activation - CoDE Students

The university encourages us to make extensive use of our institutional emails especially for academic correspondence. In view of this, institutional emails is being generated for students to enable them communicate with the university and also to access the university's e-learning platform. Each student's email and default password will be made available in their respective student portals.

The motive behind this guide [Steps1-7] is for CoDE students to be able to own and personalize the institutional email that will be assigned to them in their portal.

Steps 8-12 are optional, but it is important to do them to protect your institutional email account. It will also help you to engage in self-service(email password recovery) that is when you forget your password - you don't need to contact admins at UCC/CoDE to assist with password reset.

Notes

1. You will be informed WHEN to start this activation process. You may have challenges if you commence early activation than the due date to be communicated to you.
2. Your institutional email address is a customized google email (gmail) address hence most settings/configurations processes for gmail may also apply.

Let us proceed....

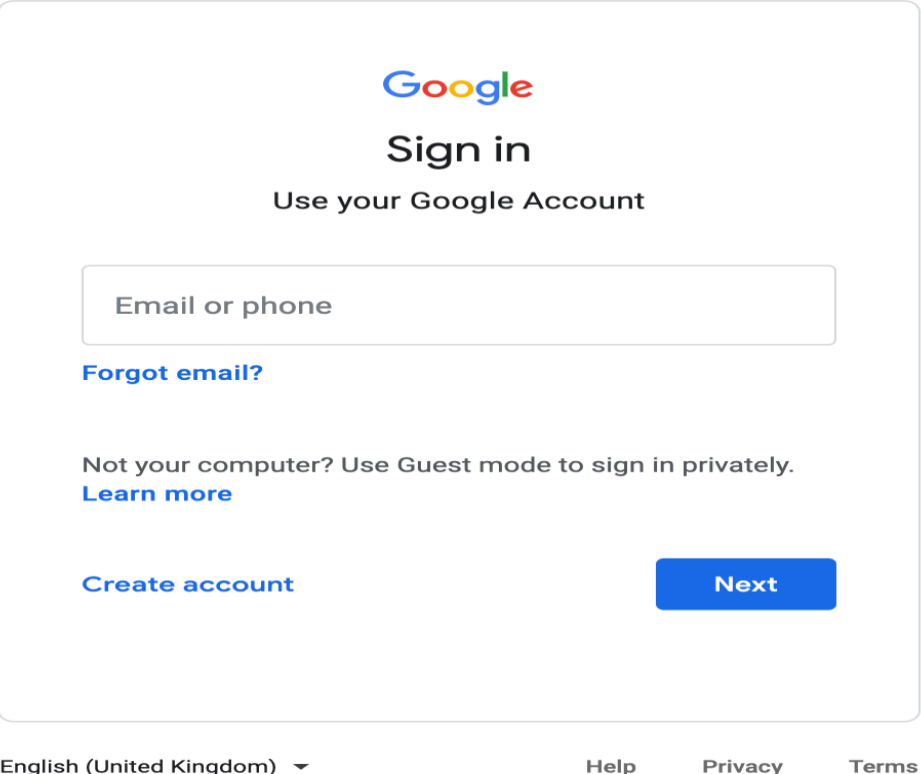
 The image shows the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "Use your Google Account" in a smaller font. There is a text input field labeled "Email or phone". Below the input field is a link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United Kingdom) ▼" and links for "Help", "Privacy", and "Terms".	<h2>Step 1</h2> <p>Launch/start your browser and enter this address https://accounts.google.com/</p> <p>You will see a page as in Fig.1 On android mobile devices with gmail already seup, u will have to click/tap on add account button.</p>
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Fig.1

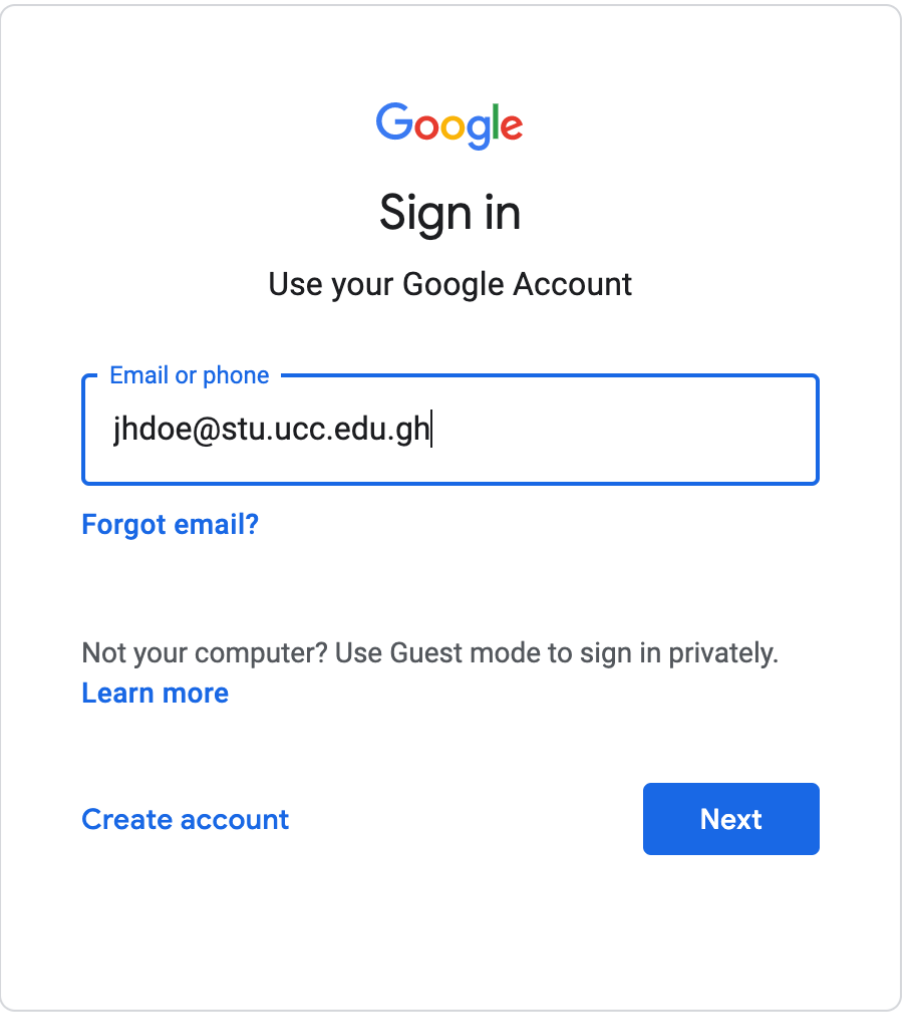
 <p>The image shows a Google Sign in page. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field with the placeholder 'Email or phone' and the text 'jhdoo@stu.ucc.edu.gh'. To the left of the input field is a link 'Forgot email?'. Below the input field is the text 'Not your computer? Use Guest mode to sign in privately.' and a link 'Learn more'. At the bottom left is a link 'Create account' and at the bottom right is a blue button labeled 'Next'.</p>	<h2>Step 2</h2> <p>Enter your provided institutional email address in full eg. (jhdoo@stu.ucc.edu.gh) and click/tap on next button.</p> <p>Your institutional email and default password is at the top page of your portal.</p> <p>Please visit your student portal and retrieve them.</p>
<p>English (United Kingdom) ▼ Help Privacy Terms</p>	

Fig.2


 <p>The image shows a Google login interface. At the top is the Google logo. Below it is the name 'Jhon Doe'. Under the name is a dropdown menu showing a profile icon with the letter 'J' and the email address 'jhdoo@stu.ucc.edu.gh'. Below this is a password input field with the placeholder text 'Enter your password' and a series of dots representing the password. To the right of the password field is an eye icon. Below the password field is a link that says 'Forgot password?'. To the right of the link is a blue button labeled 'Next'. At the bottom of the interface are links for 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'.</p>	<h2>Step 3</h2> <p>Enter the default password.</p> <p>Note that your password is different for everyone.</p> <p>click/tap on Next to continue.</p>
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Fig.3



Fig.4

Welcome to your new account

Welcome to your new account: jhdoe@stu.ucc.edu.gh. Your account is compatible with many [Google services](#), but your stu.ucc.edu.gh administrator decides which services you may access using your account. For tips about using your new account, visit the Google [Help Centre](#).

When you use Google services, your domain administrator will have access to your jhdoe@stu.ucc.edu.gh account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your jhdoe@stu.ucc.edu.gh account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Step 4

The page displays a welcome message with Terms and Conditions of using the Institutional Email Service provided with the help of Google.

Click/tap on **Accept** button to continue.



Change password for
jhdoe@stu.ucc.edu.gh

[Find out more about choosing a smart password](#)



Create a new, strong password that you
don't use for other websites.

Create password

Confirm password

Change password

Step 5 (very important)

Create a new password and confirm same in the input boxes provided. **Note that this password change make the default one given you invalid.**

Make sure you type a password that is strong but easy to remember.

Pls make sure you type your desired password in a visible text area especially if you are using a phone. This will let you be certain of the characters for your new password

Click/tap on **change password** to continue.

Fig.5

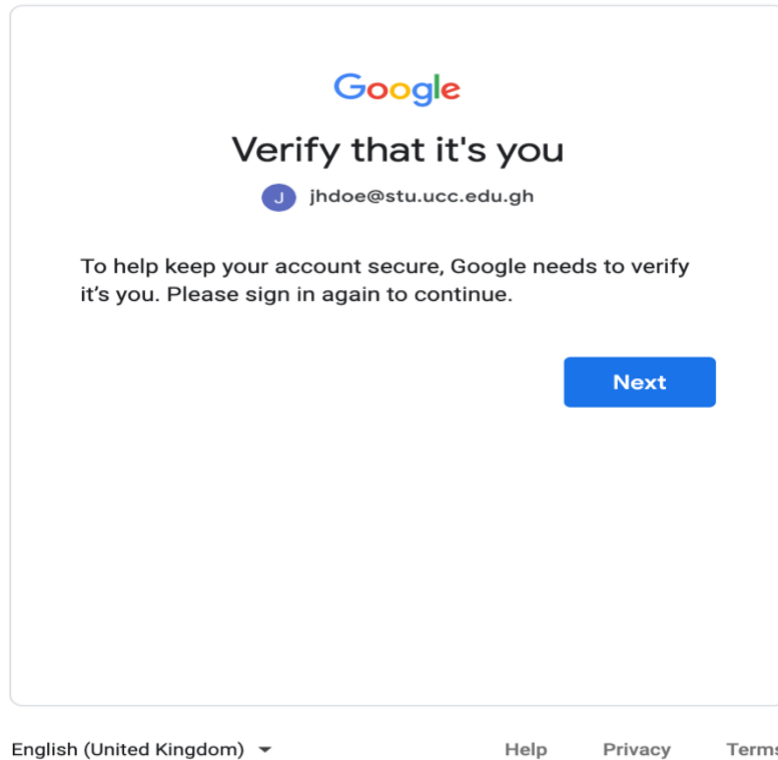
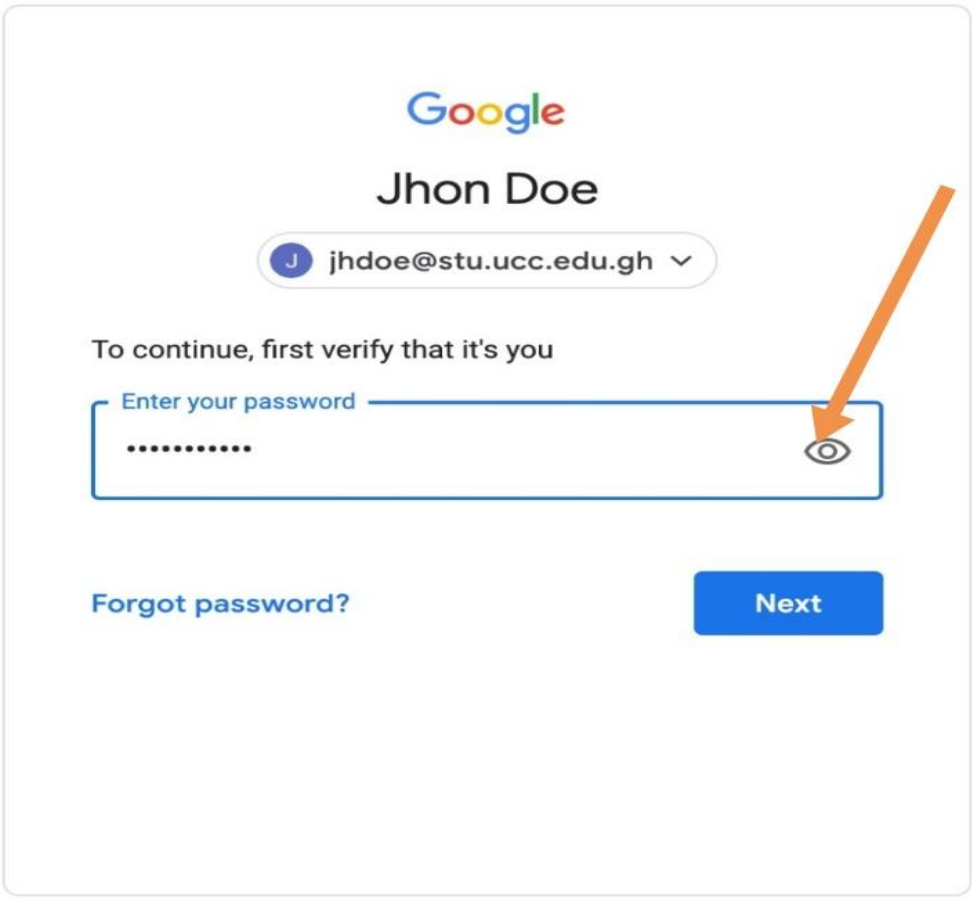


Fig.6

Step 6

The next page prompts you to verify your account.

Click/tap on the **Next** button to continue.

 <p>Fig.7</p>	<h2 style="text-align: center;">Step 7</h2> <p>Enter your new password to continue.</p> <p>Note that the password being asked here is not the default password generated for you in your portal.</p> <p>It is requesting for the one you created and confirmed in step 5 above.</p> <p>To see your entered password, You can click/tap on the eye icon arrowed to reveal and or hide your password characters.</p> <p>Not recommended when others are around you because password is supposed to be secret.</p>

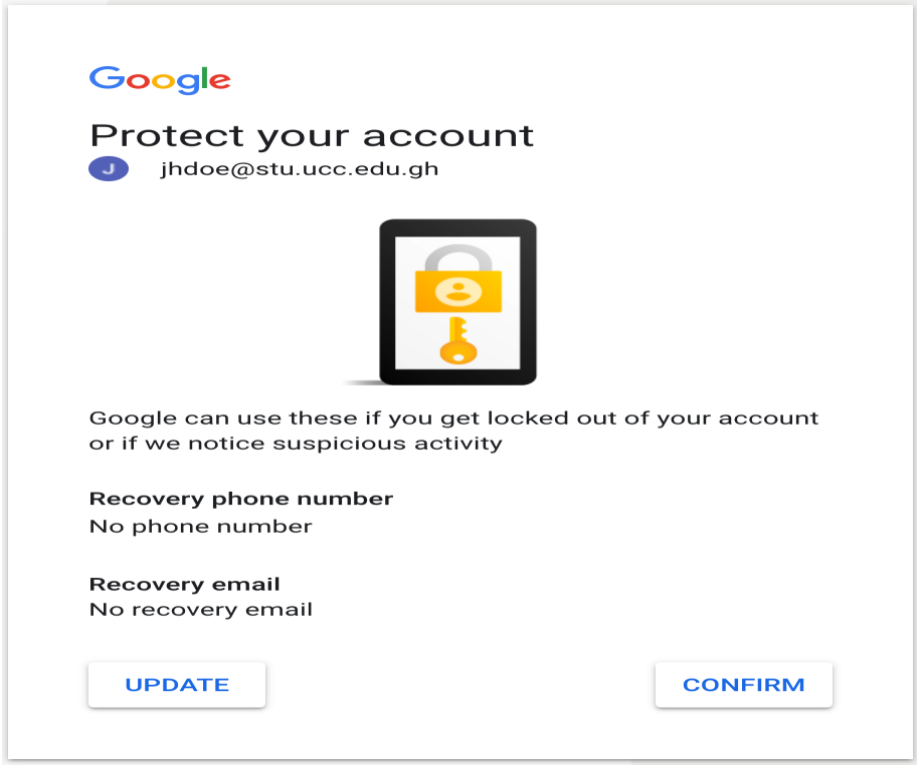


 <p>Google</p> <p>Protect your account</p> <p>J jhdoe@stu.ucc.edu.gh</p>  <p>Google can use these if you get locked out of your account or if we notice suspicious activity</p> <p>Recovery phone number No phone number</p> <p>Recovery email No recovery email</p> <p>UPDATE CONFIRM</p>	<h2>Step 8</h2> <p>The following steps are optional, but it is important to do them to protect your account.</p> <p>If you do not want to do proceed, please go ahead to Click/tap on the CONFIRM button to finish.</p> <p>If you wish to proceed, click/tap the UPDATE button to add your mobile phone number (Recovery Number) to your institutional email account.</p>

Fig. 8



Verifying your phone number

 jhdoe@stu.ucc.edu.gh

Verify your phone number so that Google can help you if you forget the password to your account



Enter a phone number

023 625 4451|

Skip

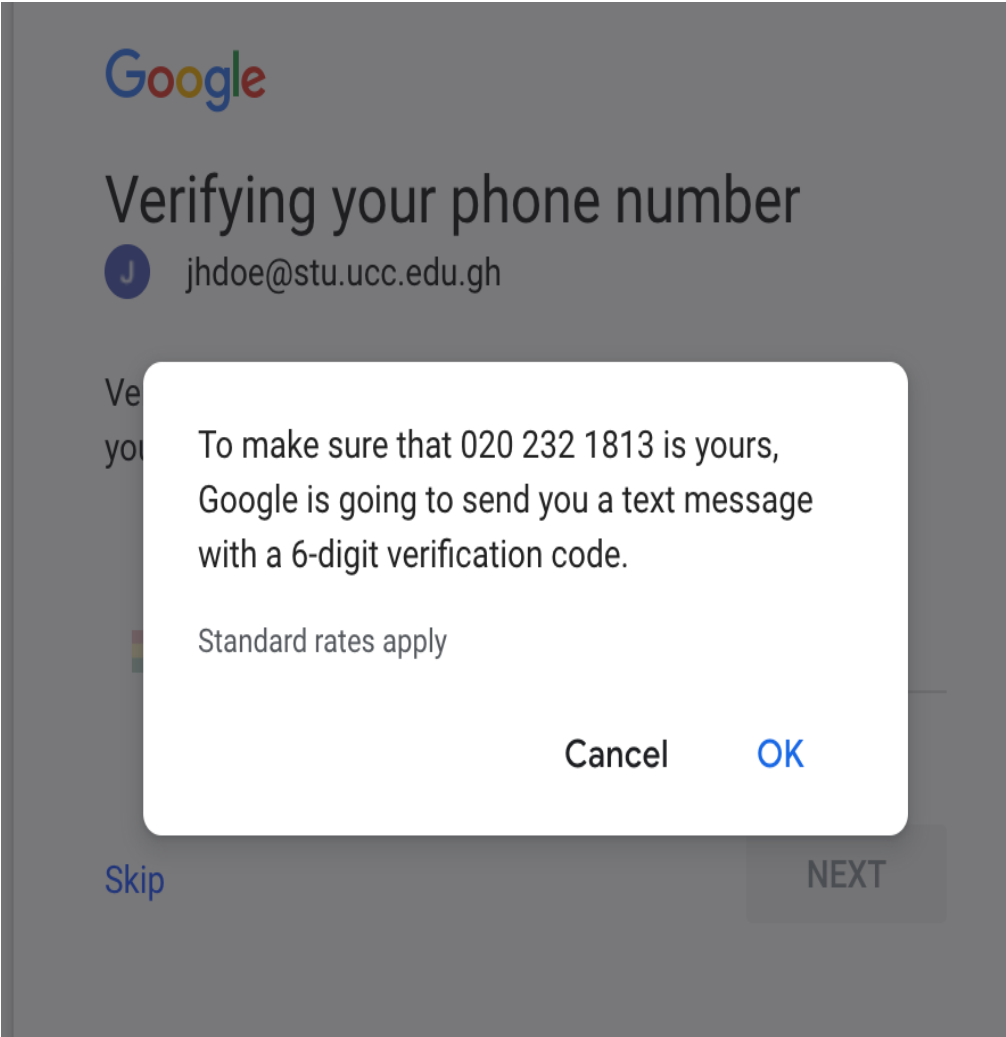
NEXT

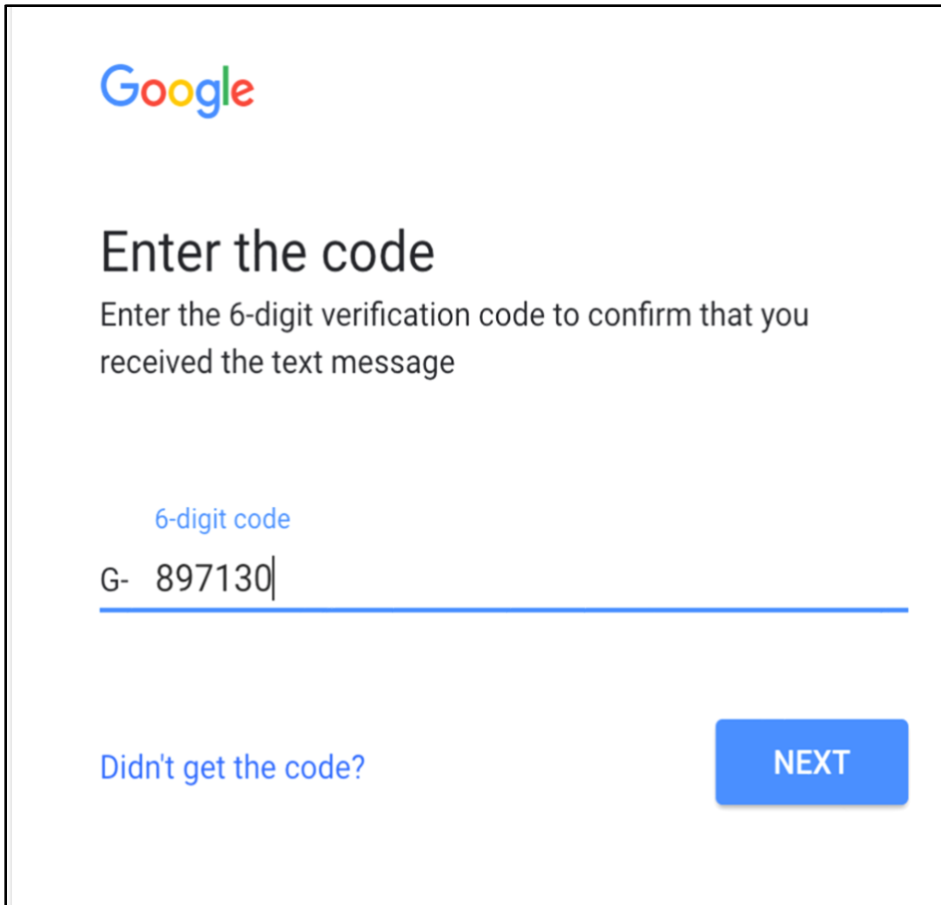
Step 9

Enter your mobile phone number. Click/tap on **Next** to continue.

The phone must be accessible because google will send u an SMS for verification purpose.

Fig. 9

 <p>The screenshot shows the Google 'Verifying your phone number' screen. At the top is the Google logo. Below it, the title 'Verifying your phone number' is displayed. Under the title, there is a profile icon with the letter 'J' and the email address 'jhd@stu.ucc.edu.gh'. A white confirmation dialog box is centered on the screen, containing the text: 'To make sure that 020 232 1813 is yours, Google is going to send you a text message with a 6-digit verification code.' Below this text, it says 'Standard rates apply'. At the bottom of the dialog are two buttons: 'Cancel' and 'OK'. In the background, at the bottom left, is a blue 'Skip' link, and at the bottom right is a grey 'NEXT' button.</p> <p>Fig.10</p>	<h2>Step 10</h2> <p>Click/tap on the OK link to receive a text message from Google.</p>
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Google

Enter the code

Enter the 6-digit verification code to confirm that you received the text message

6-digit code

G- 897130|

[Didn't get the code?](#)

NEXT

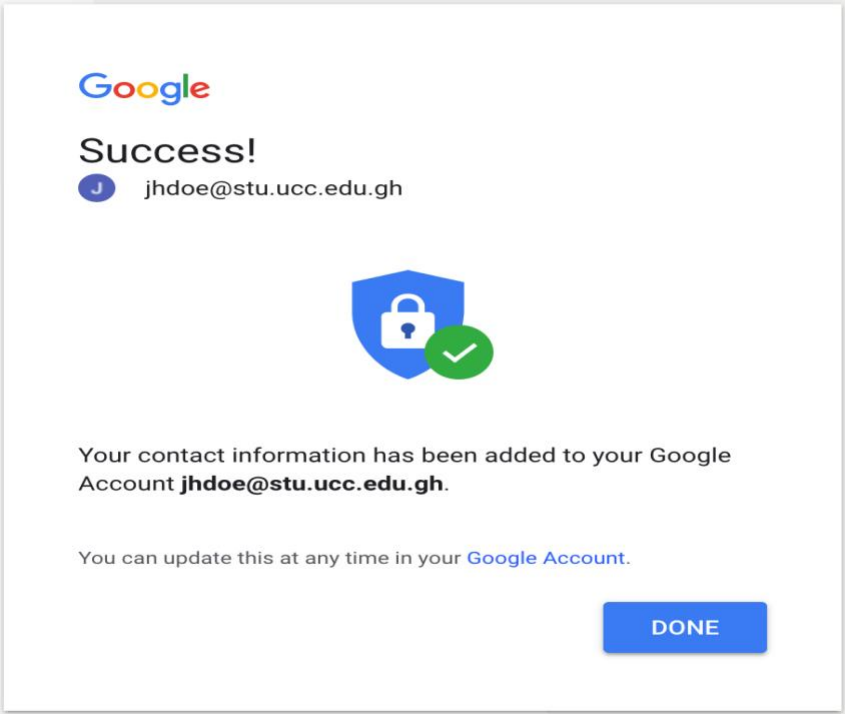
Fig.11

Step 11

Check your phone for an SMS from Google.

Confirm your mobile phone number by entering the text mostly in the format (G-#####) provided in the text message sent to your phone.

Click/tap on **Next** button when done to continue

 <p>The image shows a Google account confirmation screen. At the top is the Google logo. Below it, the word 'Success!' is displayed in bold. Underneath is a profile icon with the letter 'J' and the email address 'jhdoe@stu.ucc.edu.gh'. In the center is a blue shield icon with a white padlock and a green checkmark. Below the shield, the text reads: 'Your contact information has been added to your Google Account jhdoe@stu.ucc.edu.gh.' At the bottom, it says 'You can update this at any time in your Google Account.' and there is a blue 'DONE' button.</p>	<h2 style="text-align: center;">Step 12</h2> <p>Click/tap on Done button to move to the next stage to add your alternative email (Recovery email) to your institutional email address.</p>
<p>Fig.12</p>	<h2 style="text-align: center;">Step 13</h2> <p>After all is done, you should see this confirmation page. Click done to finish with the activation.</p> <p>Make good use of your institutional emails. Good luck.</p>

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