

## How to set up your Username/Email and Password

Emails for students are not set up until they are enrolled in their first course. It takes 24 hours before the username/email will be available.

To set up your Trine Username/Email and Password go to <https://outlook.com/my.trine.edu>

### Username/email Possibilities:

- ❖ Sign in with the following username/email address: **First Initial** + **Last Name** + **2 Digit Registration Year**

Example: If Patrick Star registered for a class in 2023 he would have a login ID of [pstar23@my.trine.edu](mailto:pstar23@my.trine.edu)

- ❖ If you have a common last name such as Baker or Smith. Try signing in with the following username/email Address: **First Initial** + **Middle Initial** + **Last Name** + **2 Digit registration year**

Example: If Patrick Desmond Star registered for classes in 2023 they would have a login ID of [sdstar23@my.trine.edu](mailto:sdstar23@my.trine.edu)

### Password:

Type in your password as Trine + Date of birth in the following format Trine**MMDDYYYY**

Example: If Patrick Star's birthday is **August 17, 1984** his password would be Trine**08171984**

\* If neither possibility works you can contact the IT department and they can look up your email account information for you.

IT Contact Information  
Email: [help@trine.edu](mailto:help@trine.edu)  
Phone #: 1.877.236.7682  
Website: [Support Web Page](#)  
IT Resources: [Dual Enrollment: IT Resources](#)