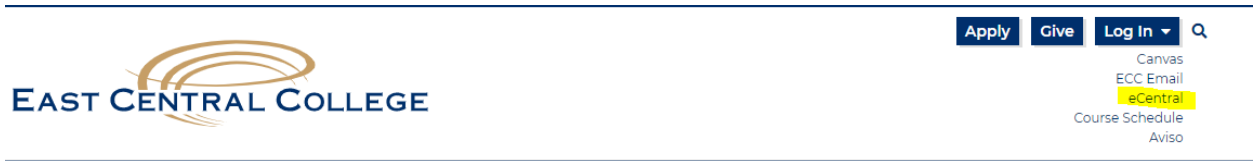


# How to Access your East Central College Student Account (eCentral)

## Steps to Locate your eCentral User ID:

1. Go to [www.eastcentral.edu](http://www.eastcentral.edu), and click eCentral at the top right.



2. Click Log In at the top right.



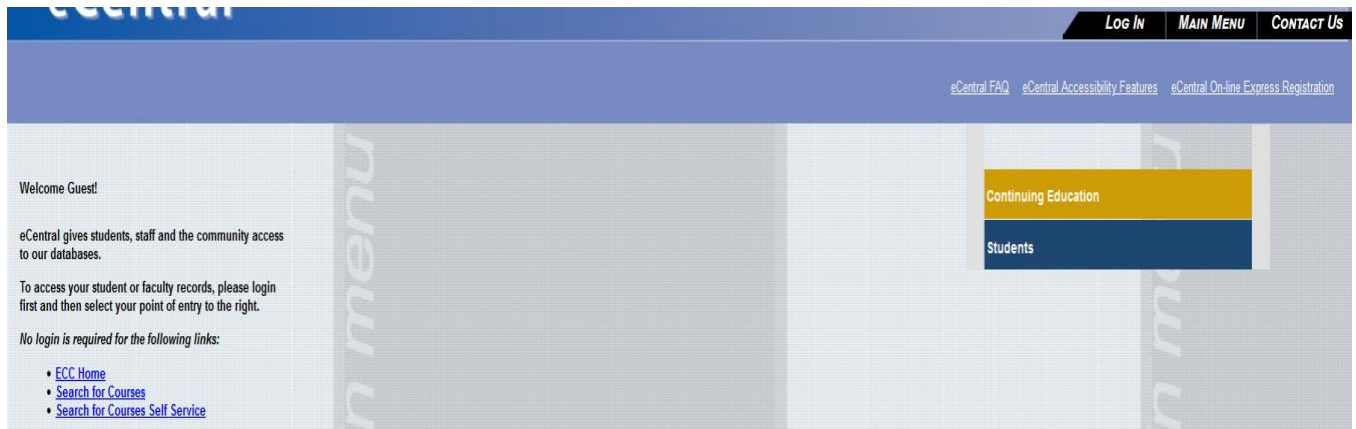
3. Click, What's my User ID? at the bottom left.

4. Enter your Last Name, one of the numbers below, and click Submit.
  - a. SOC ID # (nine digit Social Security Number) **OR**
  - b. College ID (seven digit number). This is listed on acceptance letter.

5. Your User ID will appear on the next page.

## Steps to Reset your Password:

1. Click Log In at the top right.



2. This time, click What's my Password? at the bottom left.

The screenshot shows a login form with fields for 'User ID', 'Password', and a 'Hint' checkbox. Below the form, on a dark background, are two links: 'What's my User ID?' and 'What's my Password?'. The 'What's my Password?' link is highlighted in yellow.

3. Click second choice, I don't remember, reset my password.

The screenshot shows three links: 'I might remember, show my password hint', 'I don't remember, reset my password', and 'I'm new to WebAdvisor, setup my password'. The 'I don't remember, reset my password' link is highlighted in yellow.

4. Enter your Last Name, one of the numbers below, and click Submit.
  - a. SOC ID # (nine digit Social Security Number) **OR**
  - b. College ID (seven digit number). This is listed on your acceptance letter.

The screenshot shows the 'Reset my password' form. It includes a header 'Reset my password' and a sub-header 'In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.' Below this, there is a legend '\* = Required'. The form has three main sections: 'Last Name' with the value 'strubberg', 'SOC ID #' with a masked value 'xxxxxxxx', and 'College ID' with an empty field. A 'SUBMIT' button is at the bottom right.

5. The next screen gives you the ability to email a temporary password to yourself to reset the original account password. To receive this information, please **be sure** to indicate your **non-ECC email address** that you provided to us during your application process.



The screenshot shows a web interface for 'CURRENT STUDENTS'. On the right, it says 'Select an e-mail address'. On the left, there is a form with a dropdown menu labeled 'Send my temporary password to this email address\*'. Above the dropdown is a small note '\* = Required'. To the right of the dropdown is a 'SUBMIT' button.

6. After you receive the email with your temporary password, bring up a **new** browser window or tab.
7. Go to **eCentral**, and click on **Log In**.
8. Type in your **User ID** and **Password** (this is the temporary password in the email you received. ***Be sure not to include the period at the end of your temporary password from the email***).
- On the next screen, type in your **User ID** again.
  - In the **Old Password field** - type in your temporary password in the email you received. (*Again, do **not** include the period at the end of your temporary password from the email*)
  - In the **New Password field** – create a new password.
  - In the **Confirm Password field** – enter the same password you entered in the New Password field.
  - This will now be your login for eCentral, ECC Email, and Canvas.

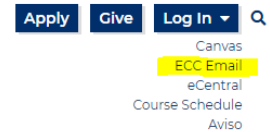


The screenshot shows a login form. On the left is a grey rectangular area. To its right are three input fields: 'User ID', 'Password', and a 'Hint' checkbox. Below the form, there is a black bar containing two links: 'What's my User ID?' and 'What's my Password?'.

If you experience issues logging into your account, ***clear your browser cache and try again***.  
If you still need assistance, please contact the **IT Help Desk at 636-584-6738**.

## How to Access your Student Email Account (ECC Email)

1. Go to [www.eastcentral.edu](http://www.eastcentral.edu) and click on ECC Email in the top right.



2. You will see a Microsoft Sign in box. Using the User ID you created for eCentral, add it to @student.eastcentral.edu. For example, if your eCentral user name is franklin.falcon, your ECC Email address will be [franklin.falcon@student.eastcentral.edu](mailto:franklin.falcon@student.eastcentral.edu)

A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "franklin.falcon@student.eastcentral.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter the password you created for eCentral in the next screen.

A screenshot of the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is a back arrow and the email address "franklin.falcon@student.eastcentral.edu". The heading "Enter password" is displayed. Below it is a text input field labeled "Password". Below the input field is a link: "Forgot my password". At the bottom is a blue "Sign in" button.