



McGill

School of
Continuing Studies
McGill Community
for Lifelong
Learning

Activating your McGill E-mail address

Before you start you need to know your 9 digit McGill student number.

It appears on your MCLL membership card and on class lists. If you don't have it, call the MCLL office.

The procedure for activating your Minerva account and McGill e-mail address is as follows:

1. Log into Minerva: www.mcgill.ca/minerva

To log in you must enter your 9-digit **McGill ID** and 6-character **PIN**.

The **first time** you log into Minerva, you will be using the 6-character temporary PIN (*your date of birth (yymmdd)* provided when you first registered). You will be prompted to **Change your PIN** and set up a **Security Question**, which will allow you to use the **Forgot PIN?** feature to reset it in case you forget it.

NOTE: *If you have been at McGill for some time **your temporary password (your birthdate) may have expired**. The screen may offer an opportunity to change the password, but if not then you need to contact McGill administration and ask them to reset your temporary PIN. You can call the **McGill Help Desk at 514-398-7878**, but if this entails a long wait, another option is to **visit the McGill Welcome Centre located at 3415 McTavish Street (corner Sherbrooke St. W., opposite the former McGill Bookstore)**.*

2. Set the password for your e-mail address.

(This password will be different from the Minerva password.)

1. From Minerva, Click on the **Personal** Tab
2. Follow the on-screen instructions to **choose your 8-letter password**. **No need to have remembered your McGill e-mail address, it is your McGill Student Username and is shown on the screen.**
3. Click on at the bottom of the screen.

3. Keep your e-mail address and password in a safe place.

You can now use them both

- to register on-line for MCLL
- to have access to the extensive collection of e-resources at the McGill Library.