

Activating Your McGill Email Address

When you joined MCLL, by registering on Athena you obtained a McGill ID number and student email (normally *firstname.lastname@mail.mcgill.ca*). To fully use your McGill email, you must activate it with a password. This requires your ID number; if you don't have it, call the MCLL office at 514-398-8234, or log in with your Athena username and password at the: [Athena login page](#). Click on My Athena Profile on the left, your ID number is near the top under McGill ID:.

To activate your McGill Minerva account and student e-mail:

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

Enter your 9-digit McGill ID Number and 6-character PIN. The first time it will use 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. This lets you 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 (birthdate) may have expired. It may allow you to change the password, if not then contact McGill administration and ask them to reset your temporary PIN. Call the McGill Help Desk 514-398-4474.

2. Set the password for your McGill e-mail address (it will be different from the Minerva PIN).

In Minerva, click on the **Personal** tab

3. Click on **Password for McGill Username**

Your McGill username (email) will be shown as *firstname.lastname@mail.mcgill.ca*

Follow the on-screen instructions to choose your password. Be sure to click on **Submit New Password** at the bottom of the page.

Keep your McGill username and password handy in a safe place. You will need them to access the resources at the McGill Library. Moderators will need them to access their class lists.