Information About Your ANC Student Email Account

Arkansas Northeastern College creates a College email account for each enrolled student. These accounts are created approximately **24-72 hours** after you have registered.

| Email Address	Email Password	Example
Your student email login user name is your first initial followed by your last name followed by the last four digits of your Student ID	**Your student email password** is your Student ID. Do not use any hyphens, just all 9 digits that make up your Student ID.	As an example, a student with the name Mary Jane Smith and student ID of 1234-56789 would have an email address that of msmith6789@smail.anc.edu. Her initial password would be 123456789.

What if you use the above information and still can't access your new school email account?

1) First think about when your registration was completed. Be sure the setup period has passed before you try again. It can take 24 – 72 hours for email addresses to be completed and updated through all parts of the system.

2) Did you register a few years ago but never accessed your school email? If so, your email might be set up under the previous default style. The previous default username was first name followed by a period followed by your last name. The above user, Mary Jane Smith, would have had an initial setup of mary.smith@smail.anc.edu for her username and either the full Student ID as a password, 123456789, or only the last six digits of her student ID for her password – 456789.

3) If the setup period has passed and none of the above possibilities work for you, call the help desk at 870-762-1020 ext 1207 or the IT department at 870-762-1020 ext 1150 or send an email from a different email account to ANCHelp@smail.anc.edu. Be sure to include your full name and a method of contact so we can get your issue resolved quickly.

How to Access Your ANC Student Email Account

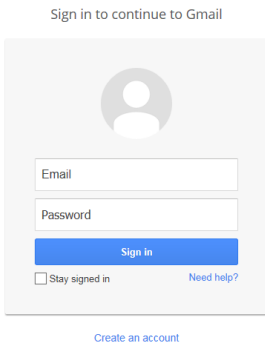Arkansas Northeastern College uses Google Apps for Education as its email provider.

A simple way to access school email is from the myANC page. Go to the myANC login page but you don't need to log in to get your school email. Look for the ANC Mail link in the Quick Links section on the lower left of the screen.
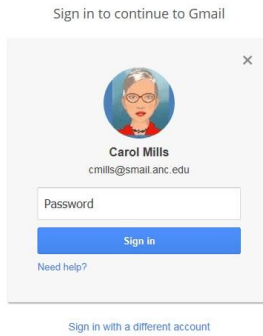
Quick Links
How to Log in to myANC
ANC Mail
ANC Homepage
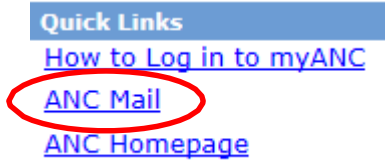
To directly access school email accounts , go to Gmail or Google Mail. Search for it on the Internet or type in http://mail.google.com and you will be routed to the login page. The page can take on many looks.

Google
One account. All of Google.
Sign in to continue to Gmail

Email
Password
Sign in
☐ Stay signed in   Need help?
Create an account

Google
One account. All of Google.
Sign in to continue to Gmail

Carol Mills
cmills@smail.anc.edu
Password
Sign in
Need help?
Sign in with a different account

Google
Choose an account

Carol Mills
cmills@smail.anc.edu   >

Add account   Remove
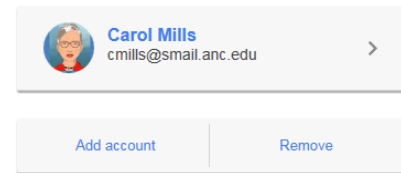
In this first snapshot, no one on this computer is currently using google mail so just log in to your school mail as explained below.

In the second snapshot, someone else is logged in so you need to click the words "Sign in with a different account" and then log in as explained below.

In the last snapshot shown above, click the words Add account and then log in as explained below.

To Log in:
In the Email box - type in your entire email address, including the smail.anc.edu, Let's use our example, msmith1234@smail.anc.edu   Mary will be asked to change her Password from the default password during setup. To get to this step she used her Student ID as her password. (She must choose a password with at least 8 characters.) After that initial setup, Mary uses the new password she chose. Her Student ID no longer works as her password and she must use her new password.

For help with the student email system, call the Arkansas Northeastern College Help Desk at 870-762- 1020 ext 1207 or email ANCHelp@smail.anc.edu from another email account. Be sure to include your first and last names in the body of your message.