



St. Clare College

Important Notice: Create Your Institutional Email for Your Digital Passport

Dear Students of St. Clare College,

We hope this message finds you well. As we continue to adapt to the evolving digital landscape, St. Clare College is pleased to introduce a new initiative aimed at enhancing your digital identity and simplifying your access to various school resources. We are excited to announce the launch of institutional email addresses that will serve as your digital identification for your upcoming Digital Passport.

Your institutional email will follow the format: **[YourFullName].scc@gmail.com**

For example, if your name is Juan dela Cruz, your institutional email would be: **juandelacruz.scc@gmail.com**

Here's why creating your institutional email is important:

DIGITAL PASSPORT: Your institutional email will be linked to your Digital Passport, which will grant you access to a wide range of digital services within the college, including online course materials, communication with faculty and fellow students, and much more.

OFFICIAL COMMUNICATION: St. Clare College will use this institutional email for official communication. It's essential to regularly check this email address for important updates, announcements, and notifications related to your academic journey.

ENHANCED SECURITY: Your institutional email will help us ensure the security and privacy of your academic data, providing you with a safe and reliable platform for all your digital interactions.

To create your institutional email, please follow these steps:

Step 1: Choose a Google Account type

1. Go to the [Google Account sign in page](#).
2. Click **Create account**.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
 - **Tip:** When you enter your password on mobile, the first letter isn't case sensitive.
6. Click **Next**.
 - Optional: Add and verify a phone number for your account.
7. Click **Next**.

We encourage you to create your institutional email at your earliest convenience to ensure a smooth transition to your Digital Passport and to stay connected with the St. Clare College community.

Thank you for your cooperation in this exciting digital transformation at St. Clare College. We look forward to providing you with an enhanced and secure digital experience.

Best regards,
St. Clare College



THE SCHOOL OF LIFE SKILLS

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