

**(You must complete this step prior to registering)**

### **How to Access Office 365 (Marygrove Email) - Off Campus**

1. Open a web browser and go to <https://mgemail.prod.marygrove.edu/owa>
2. Enter your username and initial password and click on **Sign in**.  
**Use the initial password provided on your admittance letter immediately.** Change your password
  - a. Enter your username
  - b. Enter the initial password provided to you
  - c. Enter a new password
  - d. Enter your new password to confirm your new password

**Note:** To meet the requirements of a strong password, a new password must consist of all of the following:

- 8 to 16 characters
- Must contain an uppercase and lowercase letter
- At least one number
- Cannot contain your username, first name or last name
- Cannot contain common dictionary words
- e. Once your password is changed, a confirmation message will be displayed

3. Click **OK**

**\*\*\*Close the web browser\*\*\***

4. Go to <https://portal.microsoftonline.com>
5. Enter your **Office 365 ID** then click the password field  
Your Office 365 ID consists of your **desktop username + "@prod.marygrove.edu"**

(i.e. jsmith@prod.marygrove.edu)

6. Press the Tab or Enter key. You will be prompted to enter your Marygrove username and password to login at Marygrove.edu
7. Click the "Sign in at Marygrove.edu" to enter your Marygrove username and password  
TIP: you do not need to enter your Office 365 ID, only the first part as in the example above

If you enter in the wrong password or username, an error will be displayed:

*The username or password is incorrect*

8. After successfully logging in, the Office 365 start page will display
9. **If you experience a problem at any time resetting your password please do not contact the Help Desk. Simply send an email directly to: [passwordissues@marygrove.edu](mailto:passwordissues@marygrove.edu) and someone will respond to your issue within one business day.**

See Next Page

## **Online Student Services Information**

Listed below are direct links and an explanation of services offered to you while you are a student at Marygrove College!

### **E-mail**

Your Marygrove email address is the official address for all online coursework. All communications (**including financial aid**) will be directed to and from your Marygrove email account. **You must use this account to communicate with the College.**

- Your username and initial password are located on your admittance letter. **You must change your initial password.**
- **See above page (How to Access Office 365) for instructions on changing your password and accessing your Marygrove email.**

### **Blackboard**

Blackboard is Marygrove's web-based course-management system that allows students to access direct links and different functions online at their convenience. Simply go to <http://blackboard.marygrove.edu> to access **all** of the services.

- Your username and password will work for Blackboard, Email, and WebAdvisor
- **You will receive an email communication including instructions and a link to access your online course platform.**
- **Blackboard access will be available once you have been registered.**
- **Quick reference guide: <https://cdn2.hubspot.net/hubfs/133291/images/student-guide-to-blackboard.pdf?t=1513018329919>.**

### **WebAdvisor**

Web Advisor is Marygrove's online tool that allows students to view and perform many different functions, such as **view financial aid status for missing documents, accept financial aid awards, make a payment, and view their academic profiles (e.g., grades, transcripts, statements).**

- From the Blackboard portal click on the "**WebAdvisor**" link.
- Click on Log In (top right corner of page).
- Enter your Username and Password. Please note: your username is all lower case.
- Click on Submit.
- This should take you back to the opening page. Click on the rectangle box marked "**Students**".
- This is the main menu; from it, you can perform many typical student services by clicking the desired link.

### **Getting Help**

For all technical questions about accessing the computer system and those pertaining to Email, Blackboard or WebAdvisor you can contact the Help Desk at 866-749-8236 or 313-927-1282.