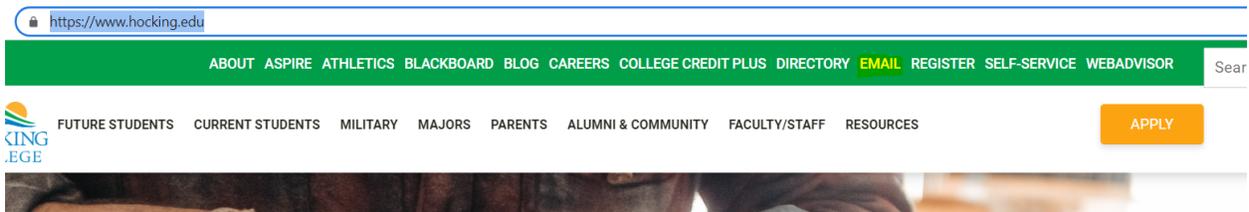
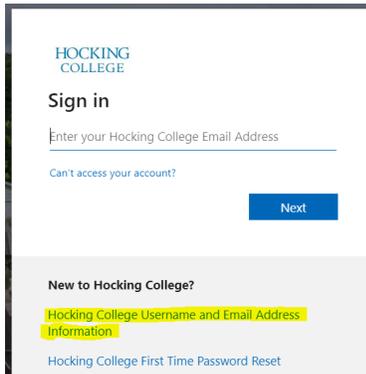


Instructions for first-time users to obtain your Username and create your Password.

1. Go to <https://www.hocking.edu> in your browser and click on Email.



2. Click on Hocking College Username and Email Address Information.



3. Enter your first name, last name, email address and submit. Make sure that the email address entered is the **personal email on your student application.**

i Enter the following information, use the personal email address included on your application. If the information matches what's on your account, an email will be sent with your username information. Contact the Registrar's Office if you can't remember the email address you supplied.

First Name

Last Name *

Email Address * - Personal Email

4. You will receive an email from donotreply@hocking.edu with the subject line: **Hocking College Username and Email Address Information** in your inbox. Please check the Junk/Spam folders as well. You will receive your username in your email.

From: <donotreply@hocking.edu>
Date: Fri, Mar 31, 2023, 10:24 AM
Subject: Hocking College Username and Email Address Information
To: [REDACTED]

Your username and email address has been sent at your request.

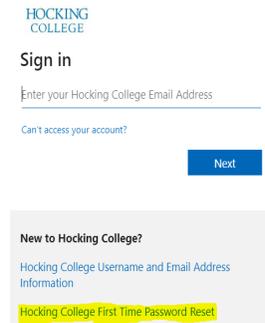
Your Username is: [REDACTED]

Your Email Address is: [REDACTED]

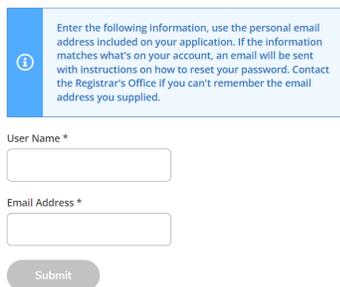
If you did not request this information you should contact the [Hocking College Helpdesk](#). Otherwise, return to your web browser and log in.

5. Repeat step 1.

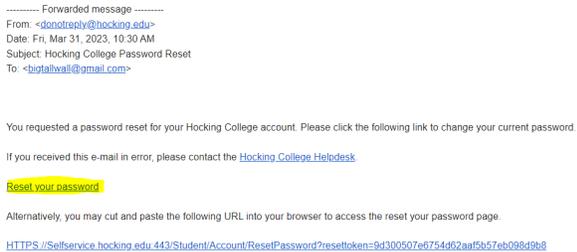
6. Click on Hocking College First Time Password Reset.



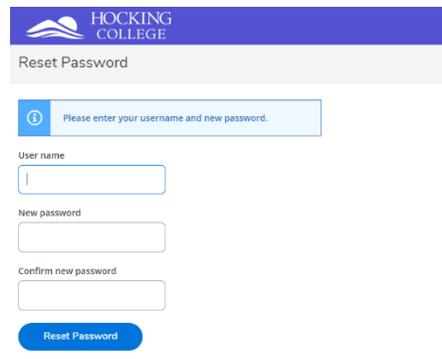
7. Enter your username and email address. Make sure that the email address entered is the **personal email on your student application**.



8. You will receive an email to reset your password with the subject line **Hocking College Password Reset**.



9. Use the link to reset your password. Your password must be 10 characters long and contain upper, lowercase letters and numbers.



10. Repeat step 1 and login to your email with your username and password.

11. Please refer to the MFA guide for first time users.