First, log into your My Canyons account by going to [http://my.canyons.edu](http://my.canyons.edu)
If you don’t already have an account [click here](#) for directions.
After logging in to My Canyons, choose What’s My Student Email?
Next click **Setup My Canyons** Email to reset your MyCanyons password and initialize your email account.

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**What's My Student Email?**

Your COC student email password is the same as your My Canyons login password. If you need to reset your password, simply reset your My Canyons log in information by going to the Student Menu and clicking on Create an Account/Reset Your Login and Password.

All important college communication from College of the Canyons will be directed to this email account. This includes all financial aid and registration communications, wait list notifications, class schedule or room changes, instructor emails and emergency information from the college.

Note that although you have the ability to forward all college communication to another email account, in order to comply with FERPA, correspondence with the college not coming from your student email account will be disregarded.

**My Canyons Email:** jdoe@my.canyons.edu

**My Canyons Account Name:** jdoe

[Setup My Canyons Email](#)
Fill out the Account Reset form and Click Submit.  

*  - means required field.

# Create an Account/Reset Your Login and Password

The information you provide below must be exactly as you entered it on your admissions application.

**NOTE:** Your My Canyons password is the same as your student email password. Once you have created your My Canyons account, you may access your COG student email by logging into your My Canyons account and clicking on "What’s My Student Email?"

*  = Required

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<th>Field</th>
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<tbody>
<tr>
<td>Last Name</td>
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<td>SSN(XXX:XX:XXXX)</td>
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<td>Student ID</td>
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<tr>
<td>Birth Date (MM/DD/YYYY)</td>
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<tr>
<td>Email address*</td>
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*Please choose a new password between 8 and 16 characters. Be sure to include at least one alpha, one numeric character, and mixed case in your password. For example: fireFly14*

Enter a new password* |       |
After completing the form you will be provided with your new email username and password. Please make a note of it. Be advised activation may take up to 15 minutes.

You will need this information to proceed, print this out or write it down.

Student Id: 0123456

Your Username and Password for My Canyons are:

Username:  jdoe  
Password:  cougar1

Your Username and Password for your COC student email account are:

Username:  jdoe@my.canyons.edu  
Password:  cougar1

PLEASE FOLLOW THE INSTRUCTIONS BELOW:
• Your student email account may take up to 15 minutes to activate.

• You may use My Canyons anytime on or after your assigned registration date and time. To check your registration date, log into My Canyons and click on "My Registration Time".

• If you do not have a registration date and time, contact Admissions & Records at admissions@canyons.edu or call (661) 362-3280.
Next time you log into My Canyons you can Choose

**Student Email**
After clicking you will be forwarded to Office 365. Enter your newly assigned email address and My Canyons Password.