

## What's my Email ID and Password?

### Email Usernames

When an email account is migrated to Gmail, a new login username will be created.

The new username will be a combination of the first name initial and up to the first 8 characters of the last name for a maximum of 9 characters. If a conflict occurs, the last alpha character of the name will be dropped and a number added to the end to create unique usernames.

This new username convention applies to all students, faculty, and staff at Lawrence Tech. Students will no longer have an email address consisting of their first and last name initials and their 9 digit Banner number. Email addresses will be more readable and reflect a more direct relationship to the user's name.

- To find your new email username log into [BannerWeb](#).
- Click on **Personal Information**.
- Then click on **View Email addresses**.
- Your new email username will be listed under **Campus Email Address**.

**PLEASE NOTE:** New students and faculty coming to Lawrence Tech starting with the Fall 2009 semester will use their email usernames as their computer and laptop login usernames.

Returning students will have a new email username after their accounts have moved to Gmail, BUT they will still use their old usernames to login to their computers and laptops. This means that their old student usernames (2 alpha characters + 9 digit Banner number) will still be used to login to campus computers and laptops.

Returning faculty (and staff) may have new usernames created depending on the length of the last name and the age of the existing username. Most faculty & staff usernames will not change but some will be shortened to 9 characters and some re-created using the new naming convention.

Eventually, the new email username will become the only username needed for Lawrence Tech students, faculty, and staff as IT Services begins implementation of a single sign-on solution for all our systems.

### Passwords

Along with your new email account name, you'll be assigned a new default email password.

The default format is your birth date in MMDDYY format.

You are required to reset this on first login.

