# MyPierce Portal, Student Email and Office 365 Accounts - Video Transcript

As a Pierce College student, you will have easy access to many online services using your MyPierce Portal. From Pierce College’s homepage, click on the MyPierce icon, and log-in using your student ID number and your inquiry PIN.

The inquiry PIN is your six digit birthday in the format of two digit month, two digit day, and two digit year.

If your two digit birth month begins with a zero, you may need to enter a five digit PIN in the format of one digit month, two digit day, and two digit year.

If your PIN is not working, please visit Enrollment Services in the Cascade Building at Fort Steilacoom or Gaspard Administration Building at Puyallup with photo ID for assistance.

Once you have logged in, you will see your homepage. In addition to your personal links to the left, Pierce News and the Academic Calendar will keep you up to date with campus happenings.

The tabs on the left will direct you to various resources and services. Printable forms will open a window including forms most often used by Pierce College offices. If you wish to change your inquiry PIN, you can do so on the Change Inquiry PIN tab. Emergency Notifications provides an easy way for you to sign up for Pierce College Emergency Alerts, including school closures due to inclement weather.

From MyPierce, you can easily connect with your Pierce College email. If you have not yet set up your Microsoft Office 365 account, click on Microsoft Office 365 to reset your Office 365 password.

The password reset can take up to 2 minutes. Write the temporary password down to use to log into you Office 365 account for the first time.

You can access your student email by clicking on the Student Email tab on the left. Your Pierce College student email format is

The first letter of your first name; All of your last name; and the last 4-digits of your SID followed by @smail.pcd.edu

Enter your email address and temporary password, then click “sign in.”

If you are not prompted to change your password, click or tap the silhouette icon in the upper right corner of the screen and choose, “View Account.”

Click “Manage Security & Privacy”

Click Password. Enter your old (temporary) password to confirm, then enter the new password of your choice and click submit.

A detailed guide to setting up your Office 365 Account can be found in the resource section for this module.

Your Pierce College student email is the College’s official means of communication. Access it regularly and often to be informed of class schedule changes; advising, registration, and financial aid information; and other important notices.