

Peirce College Student Email FAQs

Q. How do I access my student email account?

- A.** Access your account by opening a web browser, navigate to gmail.com, and log on using your Peirce College email address and your Peirce College password. Your email address is your username followed by @student.peirce.edu. Your password is the same password you use to logon to My.Peirce.edu and student computers on campus.

Note: As of August 18, 2014 you will need to access your Peirce College email by going to gmail.com and logging on using your Peirce College email address and Peirce College password.

Note: If you attended Peirce College prior to August 18, 2014 you must change your password (only once) to access your Peirce email.

Note: As of January 1, 2009, all Peirce College official email communications will be sent only to your Peirce student email account. Official communications will not be sent to email accounts provided by outside vendors.

Q. How do I get technical support for my student email account?

- A.** Peirce College will post this FAQ and other helpful tips at *My.Peirce.edu* at the *My Info* and *Help* tabs. You can also email servicecenter@peirce.edu.

Additional information on configuring your Peirce student email account using your smart phone or tablet, is available at <https://support.google.com/mail/#topic=2451730>.

As of August 18, 2014, access to your student email will be via www.gmail.com instead of my.peirce.edu.

Q. Can I access my Peirce account from my home email or mobile device?

- A.** Yes, you can configure your Peirce account for home PC, smartphone or tablet.

Q. Why must I use my Peirce College student email account?

- A.** Once you enroll at Peirce College, all official communications from the College will be sent to your Peirce email address.

Students are responsible for reviewing email at their assigned email address on a frequent and consistent basis. Students should be aware that some email communications are time sensitive. Failure to review email in a timely manner does not absolve students from complying with the content of such communications.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA. For this reason, Peirce will not and cannot respond to any email from a student not using the official College-supplied email address. For more information, please refer to the FERPA Policy , which appears in SECTION VII of the *Student Policy Handbook*.

Q. What if I use a personal or work email account to communicate with Peirce instead of my Peirce student email account?

A. The College will not respond to emails sent from a non-Peirce email address which contain or require personal or private student information. The College adheres to a 24/7 response time to student emails sent during regular operating hours, Monday through Friday, from Peirce-supplied email accounts.

To ensure a response from the College, we encourage you to activate your Peirce student email account as soon as possible and use it for all of your email communications with the College.

Q. Will anyone outside of Peirce College have access to my email address?

A. The College will NOT give or communicate your Peirce student email address to ANY third parties. The Peirce email address will be used by the College and its employees for all official email communications between the College and students.

Peirce College assumes no responsibility for student to student email activity or content.