

## Peirce College Student Email FAQs

**Q. How do I access my student email account?**

**A.** Access your account by logging on to **My.Peirce.edu** (<https://my.peirce.edu>) and clicking on the **My Info** tab. It is important to **activate** your account as soon as possible in order to receive official, important communications from the College.

Click on the [My Email Account](#) link to activate your account. Be sure to check out your new account's many features, which include extensive storage space and virus protection. For technical support, email [studentemail@student.peirce.edu](mailto:studentemail@student.peirce.edu).

**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 [studentemail@student.peirce.edu](mailto:studentemail@student.peirce.edu).

Additional information on configuring your Peirce student email account using POP, IMAP, or for Mobile Devices is available at <http://mail.google.com/support>.

**Q. Is my Peirce student email account a Gmail account?**

**A.** No. Google provides a service to schools like Peirce which enables us to provide email accounts to our students. However, you cannot login to Gmail directly to access your Peirce email.

The only website you can reach your Peirce student email from is **My.Peirce.edu** (<https://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/mobile access using the following directions:

1. Log on to **My.Peirce.edu** and send an email from your student account to [studentemail@student.peirce.edu](mailto:studentemail@student.peirce.edu), with "Password Request" as the subject. You will be sent a password, ONLY for home/mobile access. **Remember the password as it cannot be changed or reset.**
2. Follow the links below to configure according to your needs:  
[Configure Student Email for Home eMail, using POP](#)  
[Configure Student Email for Home eMail, using IMAP](#)  
[Configure for Mobile Device](#)

**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.

**Q. Is there a student email directory?**

**A.** A student email directory is under development. We will notify students when it has been completed. The Peirce student directory will be accessible only to students logged in to ***My.Peirce.edu*** and will not be published on any public websites or printed materials.

Peirce students will have the ability to opt out of being listed in the directory, which means other students will not be able to view your Peirce student email address. If you opt out of the directory, email contact with from the College will not be affected. You will continue to receive email from the College to your Peirce student email account.

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