



How to Log into Zonemail

(the FIRST time) for Dual Enrollment Students



1

Log into MyPortal

After students receive a W# email, they will also receive a MyPortal Activation email from OKTA. Click on the "Activate" button

2

W#

Sign in with W# and your password

You will be prompted to enter the information that you chose while setting up your "My Portal" (not your PIN or DOB).

HINT: Keep record of this password.

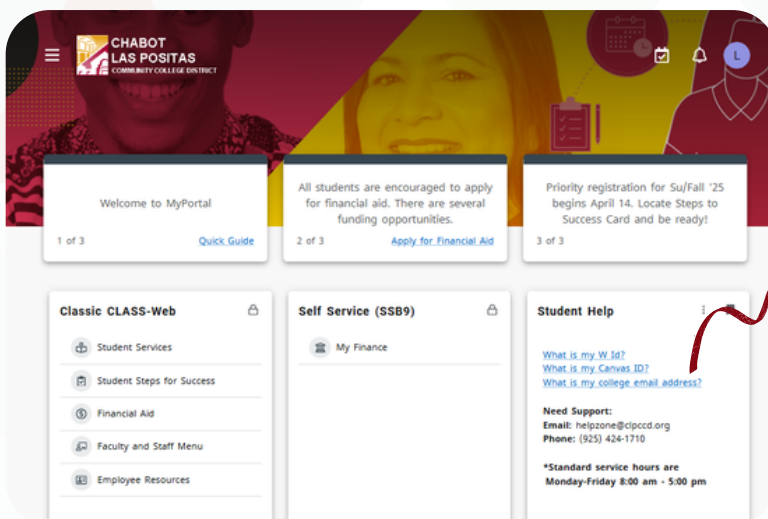
3



Find your Zonemail email address

To get your Zonemail address, look on the **Student Help** "CARD" and click on "What is my email address?"

This is how MYPORTAL looks



Student Help

[What is my W Id?](#)
[What is my Canvas ID?](#)
[What is my college email address?](#)

Need Support:
Email: helpzone@clpccd.org
Phone: (925) 424-1710

***Standard service hours are**
Monday-Friday 8:00 am - 5:00 pm

4



Copy your Zonemail and then click access.

Log in with your 8 digit pin and then set a new password.

*HINT: You can also forward your **Zonemail** to your personal email you use the most!*

View E-mail Address(es)

Your active e-mail addresses are displayed in order by address type.

Update Email Address

- Access your secure Zonemail Account

If you need to have your Zonemail password reset, please send email to helpzone@clpccd.org

- You MUST include your name, W ID, birthdate in the email

If you have been issued or requested a reset of your Zonemail password PRIOR TO JUNE 2020, your password was set to your 6 digit birthdate (MMDDYY).

If you have been issued or requested a reset of your Zonemail password SINCE JUNE 2020, your password was set to your 8 digit birthdate (MMDDYYYY).

October 2023: If you recently tried to log into Zonemail without success, or were advised your password was recently changed, your PIN may have been changed by Google to comply with new security rules. Please try your 8 digit birthdate (MMDDYYYY).

E-mail Addresses

College Email Address (Students only - not updatable)

1-151877873 @zonemail.clpccd.edu



Sign in

to continue to Gmail

Enter your Zonemail (the first part)

Enter your email @zonemail.clpccd.edu

[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more about using Guest mode](#)

[Create account](#)

[Next](#)



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For further assistance, contact Educational Partnerships
 Email: ipc-dualenrollment@laspositascollege.edu
 or contact **Student HelpZone for Support:** helpzone@clpccd.org