

How to Access Student Email

In order to claim your email, you need the following:

1-Your WebAdvisor ID

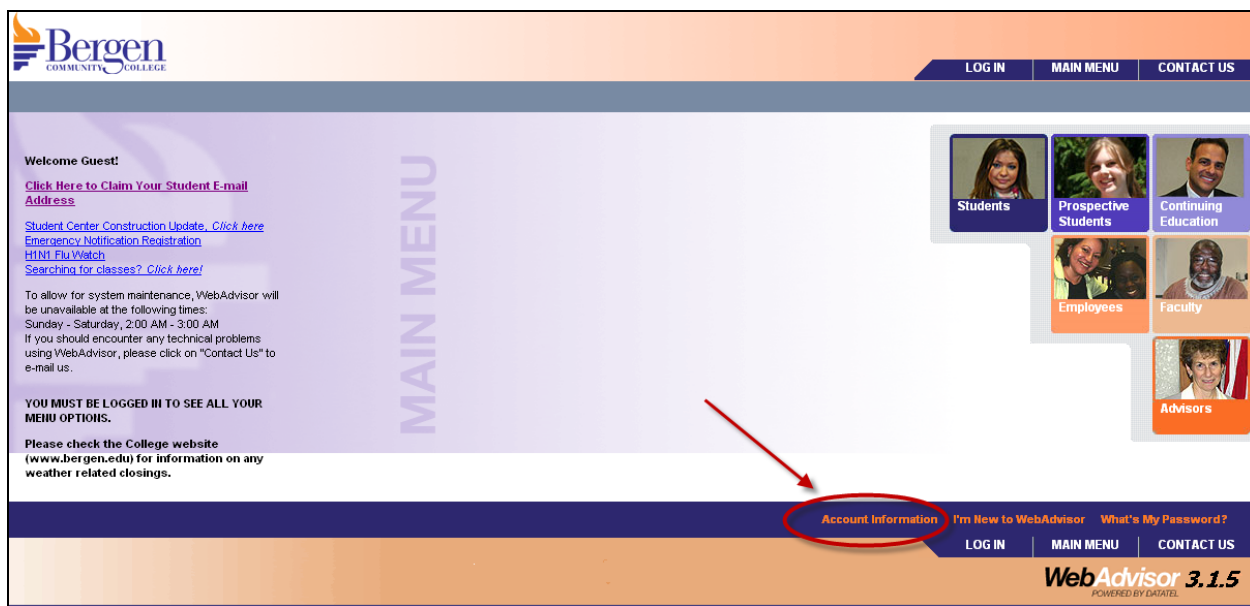
2-Your Student ID#

3-Your date of birth

Follow the instructions below to get your WebAdvisor and Student ID. If you know this information, scroll down to the “Accessing Student Email” section.

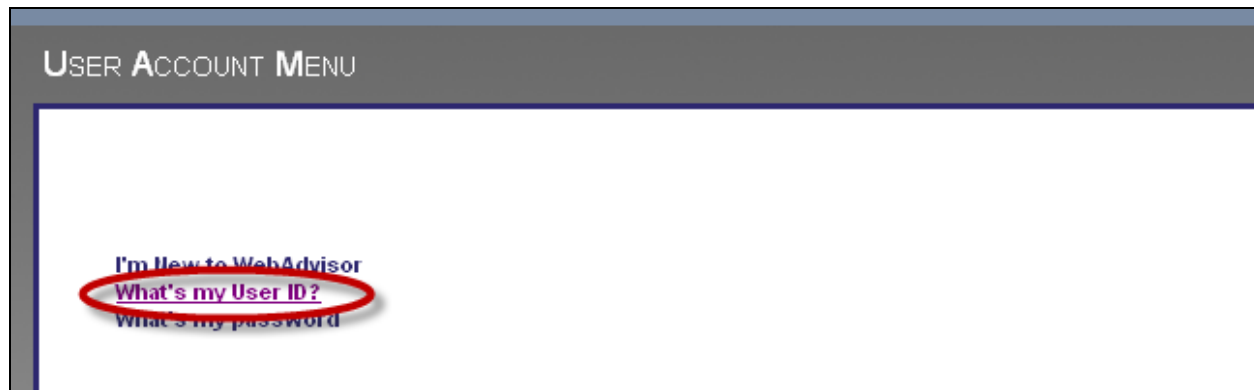
Get your WebAdvisor and Student ID

1. Go to (<http://go.bergen.edu>) and click “Account Information”

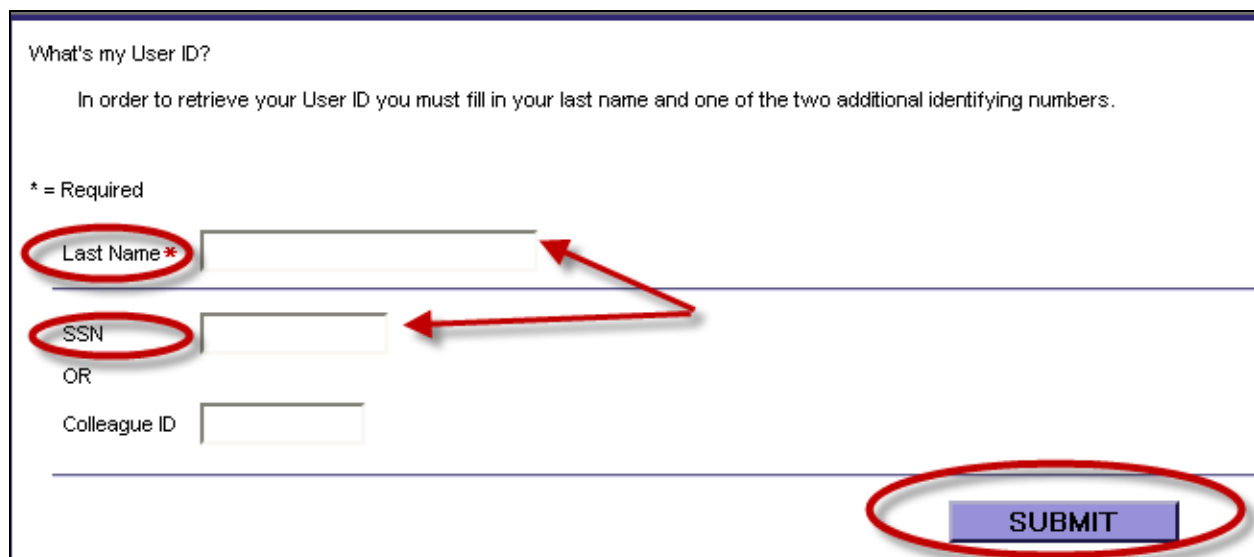


The screenshot shows the WebAdvisor homepage. At the top left is the Bergen Community College logo. To the right are links for LOG IN, MAIN MENU, and CONTACT US. A large banner area contains a 'MAIN MENU' label and a 'Welcome Guest!' message with several links: 'Click Here to Claim Your Student E-mail Address', 'Student Center Construction Update', 'Emergency Notification Registration', 'H1N1 Flu Watch', and 'Searching for classes?'. Below this is a maintenance notice: 'To allow for system maintenance, WebAdvisor will be unavailable at the following times: Sunday - Saturday, 2:00 AM - 3:00 AM. If you should encounter any technical problems using WebAdvisor, please click on "Contact Us" to e-mail us.' Further down, it states 'YOU MUST BE LOGGED IN TO SEE ALL YOUR MENU OPTIONS.' and 'Please check the College website (www.bergen.edu) for information on any weather related closings.' On the right side, there are six user profile cards: Students, Prospective Students, Continuing Education, Employees, Faculty, and Advisors. At the bottom, a navigation bar includes 'Account Information' (circled in red with a red arrow pointing to it), 'I'm New to WebAdvisor', and 'What's My Password?'. Below this bar are the same LOG IN, MAIN MENU, and CONTACT US links. The footer text reads 'WebAdvisor 3.1.5 POWERED BY DATATEL'.

2. Select “What’s my User ID?”



3. Enter your **last name** in the first space
4. Enter your social security number in the second space
5. Press "Submit" and your User ID will be displayed



What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name *

SSN

OR

Colleague ID

SUBMIT

6. Click the "back" button in your web browser and you will see your Student ID# in the bottom box marked "Colleague ID".

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name *

SSN

OR

Colleague ID


**Your Student ID will be
displayed here**

SUBMIT

You are now ready to claim your email address!

Accessing Student Email

1. Navigate to www.outlook.com in your Web browser
2. Enter your WebAdvisor ID followed by **@me.bergen.edu** (example jsmith@me.bergen.edu **OR** if numbers are included jsmith1234@me.bergen.edu)
3. Enter your Password. Your **password** is your **student ID followed by your date of birth** (MMDDYYYY format) (example: Jan 1, 1990 = 01011990)
4. Click "Sign in" and you will be prompted to create your own password

Once you are signed in, you can personalize your mail, forward it to another account or have it sent to your wireless device. Just click the "Help" symbol  in the upper right corner of the page for more information.

For further assistance, please call 201-447-7109, option 3