Instructions for Creating Your MySVC Account

Information you will need to set up your account:

Students Admitted BEFORE October 6, 2021

Legacy Student Identification Number (SID) - a 9-digit number, you can find it in your SVC admissions notification. If you are not sure what your student identification number is, you can check it at www.skagit.edu/checkmysid or visit the Enrollment Services office with valid photo ID.

Legacy Personal Identification Number (PIN): Your default Personal Identification Number, or PIN, is your birthday in mmddyy format. For example, January 1, 2007 would be: 010107.

Students Admitted AFTER October 6, 2021

Students admitted after October 6, 2021 will only have a ctcLink identification number and not a legacy student identification number (SID).

ctcLink Identification Number – a 9-digit number issued to new students or after Oct. 6, 2021 and provided in your SVC admissions notification. If you are not sure what your ctcLink student identification number is, you can check it at https://secure.skagit.edu/logintb.asp?func=stuctclinkid (if you have a legacy SID and PIN) or visit the Enrollment Services office with valid photo ID.

Create Your Password:

Students Admitted BEFORE October 6, 2021

To access the SVC Cardinal Pre-Flight Online Orientation, all of your eLearning Tools, and Student Toolbox functions, you will need to create a password. Go online here to assign yourself a password here: www.skagit.edu/password

Students Admitted AFTER October 6, 2021

Students admitted after October 6, 2021 will also need to create a password prior to accessing SVC Cardinal Pre-Flight Online Orientation, all of your eLearning Tools, and Student Toolbox functions. Go online to assign yourself a password here: www.skagit.edu/passwordnew

Instructions to access your Email:

Every student is provided with a free email account. This account is the primary communication tool for official college communications.

1. Go to the MySVC page: http://www.skagit.edu/mysvc
2. Click on "**My Gmail**" at the top of the page.
3. **Enter your MySVC Email:** Your SVC email is the first initial of your first name, your full last name, followed by the last 4 digits of your legacy student ID number (SID) or ctcLink ID number (if addmitted after Oct 6 2021). Example: jsmith2345@mysvc.skagit.edu. Not working? Verify your username/email here: www.skagit.edu/account
4. **Enter your password**
   - The first time accessing MySVC email the student will be required to enter a distorted

combination of letters and numbers. Contact SOS if you have problems entering it.

- MySVC email is powered by Google Gmail. Please contact the IT.Helpdesk@Skagit.edu for help with MySVC account.

5. Your MySVC email account can be accessed from your phone or other device.
   - Android: www.skagit.edu/gmailandroid
   - Apple: www.skagit.edu/gmailapple
   - All others use IMAP or POP: www.skagit.edu/gmailother

Instructions to access the Skagit Valley College Pre-Flight Online Orientation:

Use your SVC email address with your password to access the SVC Pre-Flight Online Orientation here: www.skagit.edu/canvas. You will click on "Courses" in the left column and click the link.