Accessing your G Suite (Email) Password

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to your **Campus Email** address, click on the blue key. Note that if you have already retrieved your initial password, the blue key will not be there.
5. After you click the blue key, a small window will appear with your initial password. Record that password.
6. Select **Mail** at the top of the Portal screen or visit Gmail and log into your G Suite account.
7. Your email address is your username followed by @mlc-wels.edu.
8. Enter the password you recorded in step 4.
9. Follow the prompts to update your password.
10. Note that this password is different than your MLC Network password to access Portal and Moodle.

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