**How to Set up and Activate your Triton College Student Email**

Adult education students now have Triton College email addresses. On December 5th, 2022, ESL and GED students attending class this fall semester received an email (to the email address you provided on your Intake Form) which contained username and temporary password for your new college email address.

To access your student email you must follow the steps below.

**Step 1: Set up Microsoft Authenticator.**

1. On your smartphone,
* go to the App Store (iPhone) or the Google Play Store (Android)
* download the Microsoft Authenticator App.
* Make sure it is the MICROSOFT Authenticator app.
1. Wait for the Microsoft Authenticator App to download
2. Tap “**Accept**” and “**Agree**” prompts until you get to this screen.

 Set your phone aside.



**Step 2: Open your computer**

1. Open the Triton College website
2. Go to w**ww.triton.edu**
3. Click on **“QuickLinks”**
4. Select “**My Triton Email”**
5. Log into your new email.
6. Your username is your First Name + Your Last Name + @ae.triton.edu
7. Your password is the first letter of your first name + the first 3 letters of your last name + your birth date is a 6-digit format MMDDYY
*Example: Anna Smith, born 6/23/1999*
* *Username: annasmith@ae.triton.edu*
* *Password: asmi062399*
1. A “More information” pop up will appear
2. click "**Next**"
3. The next screen will ask “How should we contact you?”
4. select “**Mobile App**”
5. Click the **circle** by “Receive notifications for Verification”
6. Click **Set up**
7. A QR code (a square with black squiggles) will appear

**Step 3: Get your phone**

1. On your phone, touch "**Scan a QR code"**.
2. Tap “**allow**” to allow the app to access your camera
3. Aim your phone's camera at the QR code on your computer screen
4. On your computer, click **Next**.
5. On your phone, click **Approve**

**Important**: The email you received on December 5th will be the FINAL email that the college will send to your personal email address. All future emails from the adult education department will be sent to your Triton email. Please remember to check your college email often for important information (registration, testing, etc.) or forward your Triton emails to your personal email address.