

Activating Your McGill Email Address

When you joined MCLL, by registering on Athena you obtained a McGill ID number and student email (normally *firstname.lastname@mail.mcgill.ca*). To fully use your McGill email, you must activate it with a password. This requires your ID number; if you at 514-398-8234, or log in with your Athena username and password at the: [Athena login page](#) . Click on My Athena Profile on the left, your ID number is near the top under McGill ID:.

To activate your McGill Minerva account and student e-mail:

1. Log into Minerva at: www.mcgill.ca/minerva

Enter your 9-digit McGill ID Number and 6-character PIN. The first time it will use the 6-character temporary PIN (your date of birth: yymmdd) provided when you first registered.

You will be prompted to Change your PIN and set up a Security Question. This lets you use the Forgot PIN? feature to reset it in case you forget it.

2. Set the password for your McGill e-mail address (it will be different from the Minerva PIN).

In Minerva, click on the **Personal** tab

3. Click on **Password for McGill Username**

Your McGill username (email) will be shown as *firstname.lastname@mail.mcgill.ca*

Follow the on-screen instructions to choose your password. Be sure to click on **Submit New Password** at the bottom of the page.

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Moderators will need them to access their class lists.