

NEW STUDENT ACCOUNT SET-UP

These instructions will help you enroll your Montserrat Network Account into our system:

- To begin, please navigate to <https://password.montserrat.edu>
- Your account name is:
 - **[yourfirstname].[lastname]@montserrat.edu**
- Your initial password is:
 - *please see email sent to the email address we have on file – sent out 3rd week of June.*
- Using the enroll function, You will need to submit 4 unique answers to 4 security questions, and then you will need to change your password.
 - This password reset portal will allow you to self-service your Montserrat Network Account; you'll be able to change your password, reset your password if forgotten, or unlock your account.
 - Your password must contain at least: 8 characters, 1 uppercase, 1 lowercase, 1 number. Cannot contain your name.
- Hyphens are reflected in account names, while apostrophes are not.
 - John Smith-Weston is john.smith-weston@montserrat.edu, while John O'Smith's account is john.osmith@montserrat.edu

After you've successfully enrolled and changed your password, your account will be able to access several of the following sites:

- **Google Apps or Montserrat Email** - <https://gmail.com>
 - Montserrat leverages Google Apps for Education for email, calendar, and documents (Drive).
 - You will need to check your email this summer for important communication.
 - We suggest linking your montserrat.edu account to the gmail app.
- **Campus Cafe** - <https://cafe.montserrat.edu>
 - This is our student information system commonly referred to as Campus Cafe. You will primarily use this site to pay your bill online, register for classes, and check your schedule.
 - Please note that the login name for this site is just **[your first name].[last name]**.
 - **Do not include "@montserrat.edu" for this login.**
- **Canvas LMS** - <https://montserrat.instructure.com>
 - Canvas is our learning management system. *Access to Canvas will be enabled in August.*
- **MCA Support** - <https://support.montserrat.edu>
 - MCA Support is an easy to use site for placing information technology related support requests.
- **Papercut** - <https://print.montserrat.edu/user>
 - Papercut is our print management system. It is used to review your balance, and add print credits.

Subscriptions for Montserrat Students: - Login using your Montserrat email and password.

- **Adobe Creative Cloud:** <http://www.adobe.com/> (select enterprise ID when prompted)
- **Microsoft Office:** <https://portal.office.com/>

TL;DR:

Enroll your account in the password portal & log into email as soon as possible so you don't miss out on any important information. Get familiar with the other links or bookmark them because you will need them later.

Please email CTS@montserrat.edu with any questions, and a member of the Technology department will respond promptly within our summer business hours (Monday - Thursday 8 - 5pm, Friday 9am - 1pm).

Best,
The CTS Team