

Email ACCESS for NEW Students

1. Go to www.athenstech.edu
2. Click on Current Students
3. Scroll down to the Student Services column
4. Click on Student Email Support

This page will give you information for first time users of the system

TO RETRIEVE YOUR PASSWORD

1. Scroll to Your Password
2. Click on the Click HERE to retrieve your password link

At the Bottom of the page:

3. Enter your Student ID number
4. Enter the term that you have been accepted for
5. Your password will be generated for you if your email has been set up.
6. If it states it cannot find your information, your email is still in the process of being set up.

TO HAVE YOUR PASSWORD RESET IF YOU GET LOCKED OUT

1. Note that you must reset your password every 30 days, so set up your security questions so you can do it without college IT assistance.
2. If you are locked out and need college IT assistance, follow the steps below.
 - a. Go to the www.athenstech.edu
 - b. Click Resources at top of page
 - c. Click Student Technology
 - d. Click Password Help – note you must use the email address that you put on your college application or they will not be able to assist you.
 - e. If you don't know this email, you can contact your dual enrollment advisor to get that email to use when requesting reset help.