

# Logging in to Gmail for the First Time

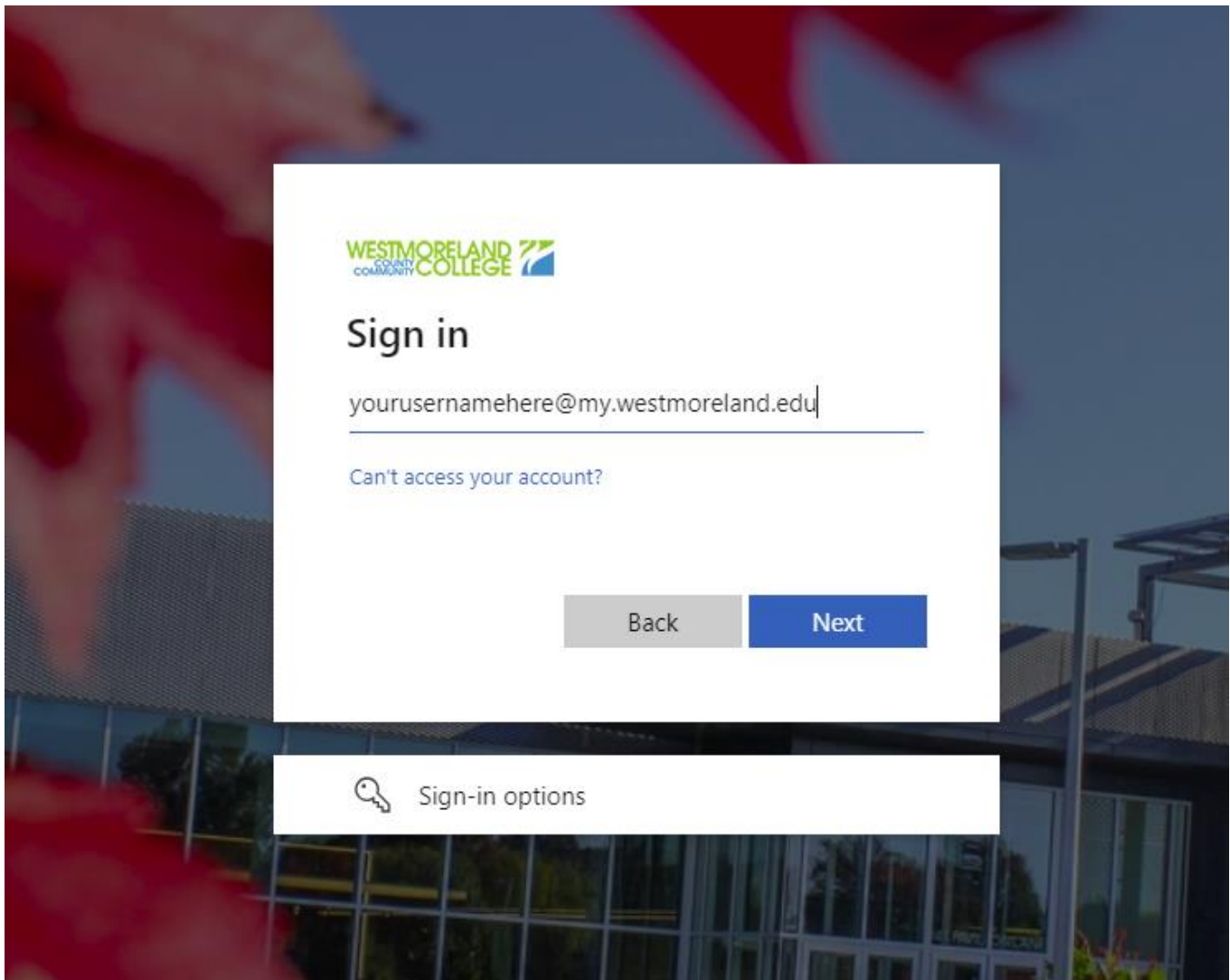
In order to successfully access many of the MyWestmoreland Portal's features, as well as your Westmoreland Gmail account, your password **MUST** be reset at least once.

## **Password Requirements:**

- Minimum of 8 characters
- Password cannot be any of the past 5 previous passwords

## **1. Reset your Westmoreland password:**

- Navigate to the MyWestmoreland Portal login screen
  - <http://my.westmoreland.edu>
- A Microsoft sign-in screen will appear. Type in your **full** Westmoreland email address and then click on "Next." Then, type in your temporary password that was given to you.



- You will then be taken to the MyWestmoreland Portal homepage. From here, click on the “Reset Password” link in the Popular Links section on the left side.



Menu

Home

### Popular Links

- **Self Service**
  - My Class Schedule
  - Grades
  - Search/Register for Classes
  - Financial Aid
  - Pay on My Account
- **ALEKS PPL Math Placement**
- **Tuition and Fees**
- **Refund Policy**
- **Enroll in Payment Plan**
- **Pay on Payment Plan**
- **Scholarships**
- **Work-Study**
  - Application
  - Time Entry
    - Time Entry instructions
- **Online Bookstore**
- **Notice of Concern form**
- **Library Resources**
- **Student Resources**
- **Financial Aid Forms**
- **Office 365**
- **Reset Password**

### Login to Gmail

- On the next screen, you will be prompted to type in your old password once, and your new password twice
  - Your old password will be the temporary one you were given
  - Your new one can be whatever you wish, as long as it meets the requirements

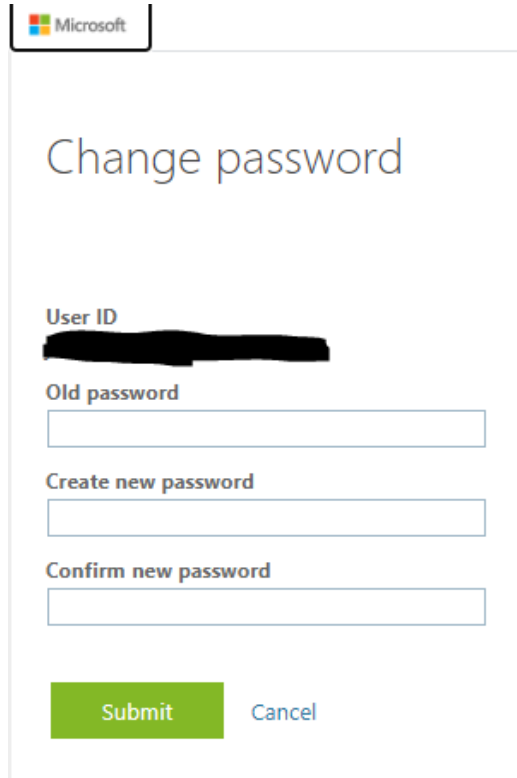
### ANNOUNCEMENT

Scholarship applications are now new and returning students who [westmoreland.edu/scholarships](http://westmoreland.edu/scholarships).

### Error

Welcome to the MyWestmoreland Portal





Microsoft

## Change password

User ID  
[REDACTED]

Old password

Create new password

Confirm new password

- A generic profile page for your Westmoreland account will load if the change was successful. If it was unsuccessful, you will receive an error message.

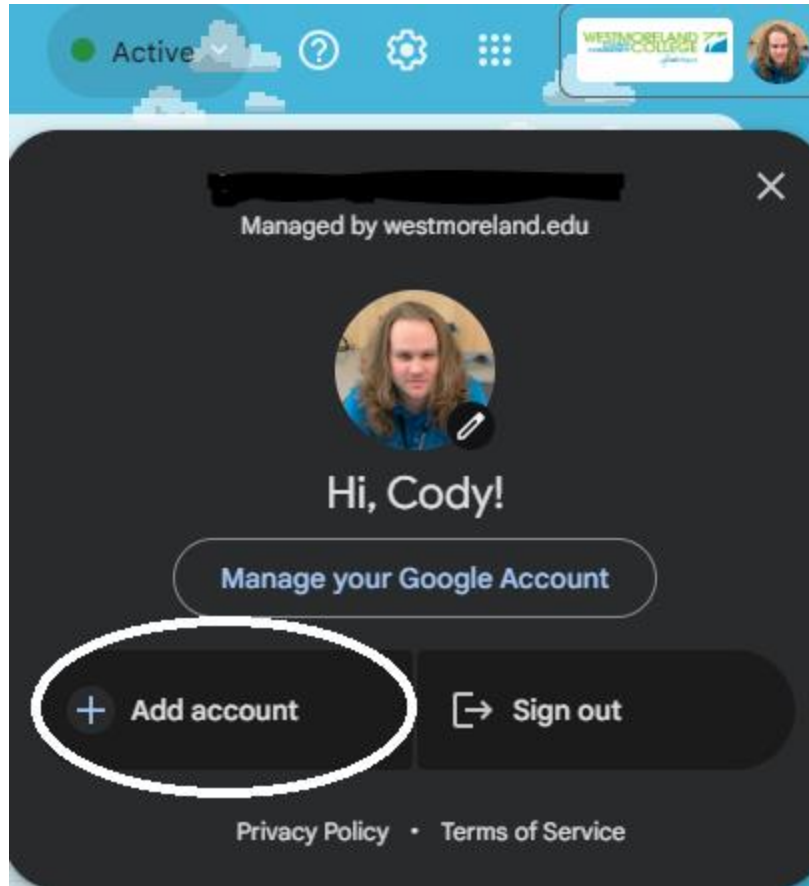
2. **Open a new tab in your web browser and go to [gmail.com](https://www.gmail.com)**

- If necessary, click the “Sign in” button

3. **You will be taken to either a personal Gmail inbox that was previously signed into, or a blank sign in page. If you see a personal Gmail, proceed to step 3a; if it’s a blank sign in page, proceed to step 3b.**

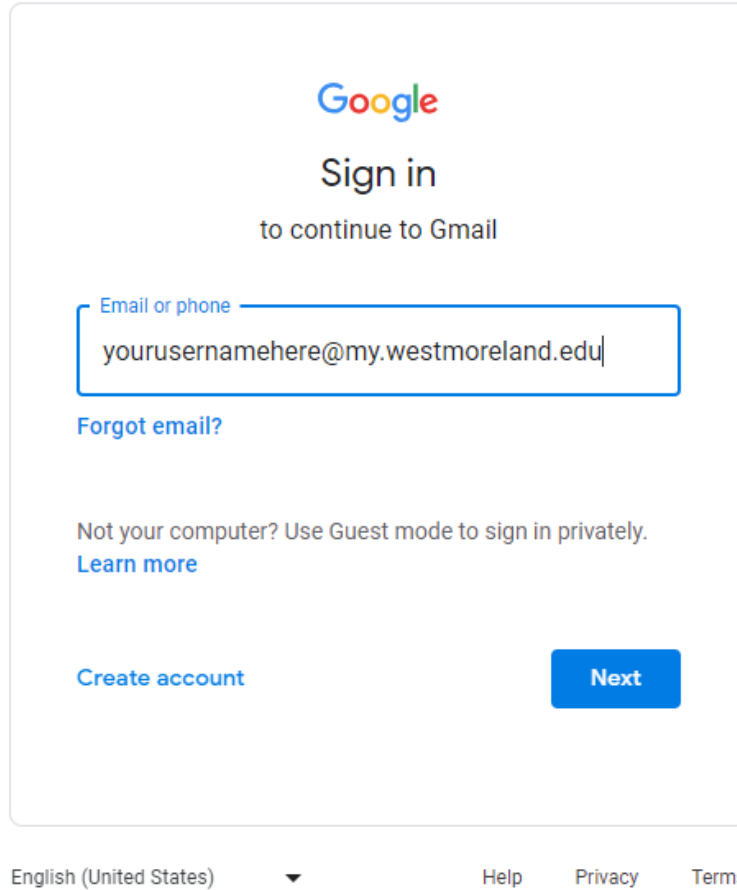
3a.

- In the open Gmail account, on the upper right-hand side, click the circle with either your initial or Google profile picture displayed.
- Choose “add account”
- If you receive a list of email accounts and the one you are looking for is not listed, select “use another account.”



3b.

- Sign in with your full Westmoreland email address, and then click Next.
- Enter the password that you previously reset it to, and then click Next.



4. You will be brought to a screen that says “Welcome to your new account.” Click the “I Understand” button at the bottom.

You are now successfully logged in to your Westmoreland Gmail account. The password that you just used to log in to the account will be the one that you use for everything beyond the MyWestmoreland Portal homepage (D2L, self-service, etc.)

**Questions? Contact the Westmoreland County Community College IT Helpdesk:**

**724-925-5921**

[helpdesk@westmoreland.edu](mailto:helpdesk@westmoreland.edu)