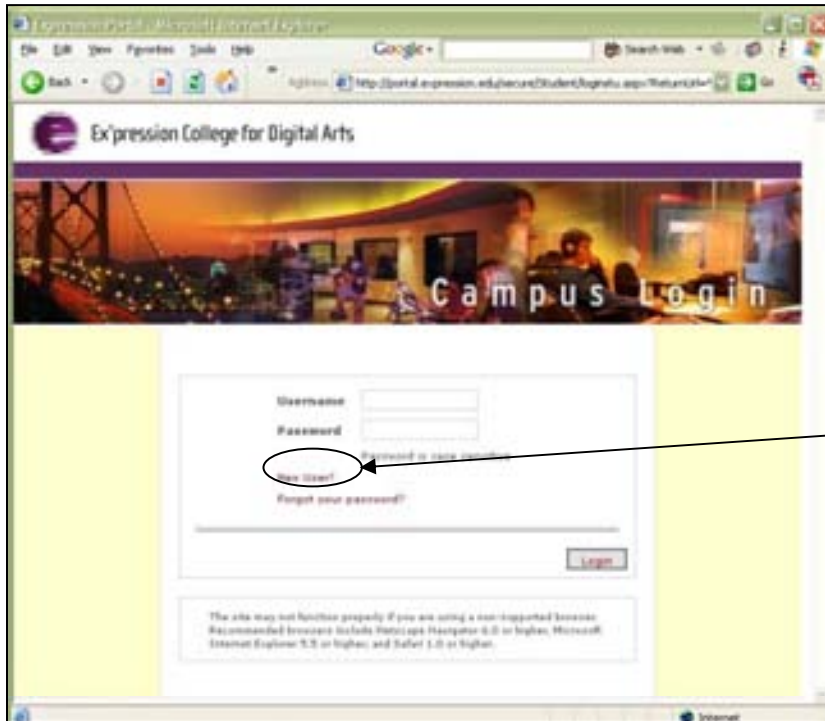


Student Portal – New Account Login

1. Go to **http://portal.expression.edu/** and click on **“Student Portal Homepage”**.
 - a. To set up a portal account you will need to have a valid email address on file and you will need your SSN. These are only required for the first time you create your account.
 - b. If you do not have a valid email address on file please fill out a **“Change of Address”** form, available from the Registrar's Office.



2. The login page will be displayed; if this is your first time logging in you will need to select **“New User?”** to create an account.

3. You will need to enter your **social security number, first name, last name**, and the name of your **first school**.
 - a. Your first school information is a security check if you forget your password.

New Account Creation

Please enter the following information to create your account.

Social Security #	<input type="text"/>
	###-##-####
First Name	<input type="text"/>
Last Name	<input type="text"/>
What is the name of your first school?	<input type="text"/>

VALIDATING YOUR ACCOUNT

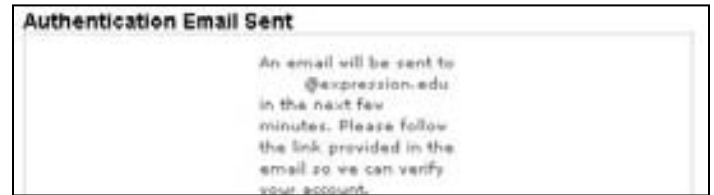
4. Once you have entered your information, you will be asked to **verify** that your email address is correct.
 - a. If your email address is incorrect, click "**No**" (you will be required to change it through the Registrar's Office).
 - b. If your email address is correct, click "**Yes**".



Email Address Verification

We found an email address on file for you:
student@expression.edu Is this address still valid?

5. You will receive an authentication email from Ex'pression College in your email inbox. Once you receive the email, click on the link provided to verify your account.



Authentication Email Sent

An email will be sent to @expression.edu in the next few minutes. Please follow the link provided in the email so we can verify your account.

6. Once your account has been validated you will need to set up your **Username** and **Password**. You can reset your password within the portal at any time.
Please note: Do not use your email address as your username, and do not use any special characters (. @ * & \$ % ? / , etc) these may disable your account login.



Login Information

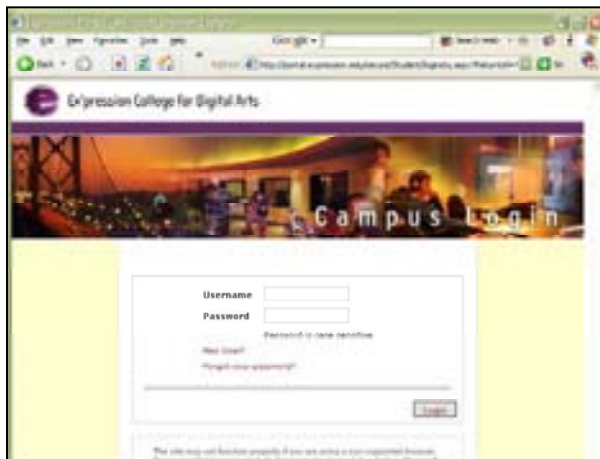
Your student record was successfully located. Please enter a username and password.

Username

Password

Confirm Password

LOGGING IN/VIEWING YOUR HOMEPAGE



1. Now that you have created your account, you will return to the login screen.
2. This time, enter the **Username** and **Password** that you created in step 6.
3. If you forget your password click on "**Forgot your password?**" to reset it.

4. Once you successfully log in, you will view your student homepage.
5. Here you can view your calendar, view alerts and messages, your grades and more.