HOW TO SUBMIT YOUR DEPOSIT

PART I: ACTIVATE YOUR OFFICE 365 ACCOUNT

Please refer to your Eastern email address and Eastern ID in your <u>admissions portal.</u>

1. Using Chrome, Safari, or Edge Internet browser go to **www.easternct.edu/email**.
2. Click "Eastern Apps"
3. Enter your email address (username@my.easternct.edu) and temporary password, as determined below:

1st character:	**$**
2nd character:	**IN CAPS - First character of your email address**
3rd-7th characters:	**Last five digits of your Eastern ID**

   Example: username = **d**oej, Eastern ID = 102**12345**, your temporary password would be **$D12345**

4. You will be prompted to create a new password. Keep in mind the following password rules:

   a. New passwords **must contain three** of the following four elements: uppercase letters, lowercase letters, numbers, and special characters.

   b. Must be 8 - 16 characters in length.

   c. Must **not** contain any part of your username.

5. Your account is now activated! You may view your email by clicking on the Outlook app in Office 365.

PART II: SUBMIT DEPOSITS THROUGH TOUCHNET

You may use this method to pay via credit/debit card or electronic check.

1. In **Office 365,** find the TouchNet Student Billing App:

   Note: You may need to first click the menu icon in the upper-left corner, then click "Explore all your apps" to see TouchNet, or you can search within the bar up at the top

2. You will automatically be signed in to your TouchNet Student Billing account. Click "Deposits" then select the Summer 2024 term and Pre-College Summer deposit from the drop-down menus.
3. Follow the prompts to make your deposit.
4. Congratulations! You have committed to Eastern's Pre-College Summer Program!

Please be sure to check your Eastern email and personal email at least once a week before the program begins.

Click <u>here</u> or scan code for instructions to add your Eastern email to your smart phone!

During business hours (Monday-Friday, 9:00am-5:00pm), please call (860) 465-0674 or email precollegesummer@easternct.edu with any questions.