Must meet the following criteria to complete the steps below:

Must be registered for at least one hour, must have access to a desktop/laptop, and must have a smartphone.

1. Go to Clovis.edu
2. Click on Login (If you are not able to see where it says "Log in" in the upper right corner of your screen next to "Apply Now" click on the blue box with three horizontal lines in the middle.)
3. Click on the third option: Email: Employee/Student (O365)
4. On the Sign in screen enter your email address: pathwayusername@st.clovis.edu (Make sure you type YOUR pathway username.)
5. Click on "Next"
6. Enter your ONE-TIME password which is your C number (student ID number) and your birth month all together with the first letter of your birth month capitalized. For example: C00123456March (must be capital C)
7. Click on "Sign in"
8. Click on Next until you see a QR Code and stop there
9. With your cellphone device go to the App Store or Play Store and download the "Microsoft Authenticator App" It should be the app with a white background and a blue lock in the middle.
10. Open the app and click on "Add School or Work Account"
11. On the app click on "Scan QR Code"
12. Scan the QR Code on your desktop
13. Click on "Next" on your desktop computer or laptop
14. Enter the two-digit code that shows on your desktop/laptop into your app
15. Click on "Done"
16. The next screen should prompt you to update your password
    - Make sure that your updated password is a minimum of twelve characters, with one digit, one upper-case letter, one lower case letter, one special character.

You should now be able to login to your 0365 email account.

If you have any issues accessing your st.clovis.edu account, please call 575-769-4969