IT FAQ: As a Distance Learning student, how do I log in and set up my account?

1. You will need to create a password for your new Distance Learning PE account. Your password is used to:
   - Check important email
   - Register for classes

Use the temporary password provided to log in to your new PE email account through webmail.

   - Note: Certificate students do not need TAMU VPN. If you are explicitly told you need to, contact TAMU Help Desk at (979) 845-8300 or helpdesk@tamu.edu and we will help you.

Your User Name is: first.last (ex. john.doe)

Your temporary password is: petroXXXX! (XXXX is that last four of your UIN; ex. petro1234!)

   - Note: The exclamation point is part of the password.

2. Once you log into your account, click on the options button in the top right corner of your screen.

3. Enter your temporary password (ex. petroXXXX!) followed by your new password as shown below.
Your new password is for you to choose. It must have a minimum of 8 characters, cannot include your name in any form, and requires 3 of these 4 things:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A special character (!@#$%^*)
- A number (1-9)

4. Once you create your password, you may access your account and any available department resources required for your coursework. Any additional information you need will be either sent to your Petroleum Engineering email account from our Distance Learning Coordinators, or posted to eLearning.

- **Important note**: Your password will expire every six months. Create a new password before it expires or you will not be able to log into your email account or register for classes. If your password does expire, we will have to manually reset it.