Upon first log-in, the following page will appear – 1) Enter your alternate e-mail address (note that you CANNOT use a CCCD e-mail address, either @student.cccd.edu or CCCD work e-mail addresses); 2) Click “Submit”

A confirmation page listing the alternate e-mail address where the verification e-mail has been sent will display. 3) Click “Continue” to access your MySite account
Within 12 hours of password recovery set-up, access the e-mail account used as the Alternate E-mail Address for Password Recovery. 4) Click on the hyperlink titled “Click here to activate your alternate e-mail address” - if a hyperlink does not display, copy and paste the link into a browser.

Please Verify Your Alternate Email Address
noreply@ccc.edu
Sent: Mon 7/25/2011 11:54 AM
To: .

To finalize your alternate email setup for password recovery, please click the link below. This link can only be used once and will expire on Mon, Jul 25 2011 12:33 PDT.

A confirmation page stating that the Alternate E-mail for Password Recovery set-up is complete will open. 5) Click on “Close” to close the browser window.

Note:

- If you do not use the link within the allotted time period, you will need to repeat the process the next time you log-in to mycoast.cccd.edu. The following screen will appear:

- If you make multiple attempts, make sure to use the latest e-mail sent to you, otherwise you will receive an error.
- Do not block e-mails from Coast Community College District. If you do not see the validation e-mail in your in-box, check your SPAM or JUNK mail folder.