

New Students

Welcome to Taylor!

This letter provides info on your Taylor username, steps for activating your Taylor account, accessing your Taylor email, steps for registering your personal computing device on Taylor's network (T.U.C.A.N.), and other info designed to ease your transition to university life. If you don't find the answer to your question, Client Services (also known as 4040) is happy to help. You can find us online at <http://4040.taylor.edu>.

Username

Taylor network usernames are based on PreferredFirstName_LastName (you provided a preferred first name on your Taylor application). Occasionally, students share identical preferred first and last names. When this happens, a number is added. A student named Rebecca Jackson might have a username of rebecca_jackson, becca_jackson, becca_jackson2, etc.

Note: Usernames are NOT case sensitive.

Account Activation

Activate your Taylor account using Taylor's Password Manager (look for the Password Help link on myTAYLOR). Use the Reset My Password option. Step-by-step instructions are provided in our [Password Manager Tutorial](#).

Because your personal information is stored on Taylor servers, it is important that your password remains secure. Never share your password with anyone.

Note: Passwords ARE case sensitive. Taylor passwords must be changed every 180 days.

myTAYLOR

myTAYLOR is your portal to important Taylor resources like email, university calendars, Blackboard, Financial Aid, and others. Access myTAYLOR at <https://my.taylor.edu>. Use your newly activated Taylor username and password to log in.

T.U.C.A.N. Device Registration

All devices connected to Taylor's network must be registered with T.U.C.A.N. Once registered, the device will be granted internet access. Registration is available on-campus only.

- Connect the device to Taylor's wired or wireless network (T.U.C.A.N.).
- Launch an internet browser, and attempt to browse to my.taylor.edu. You should be redirected to our registration system.
- If not redirected automatically or you have other trouble, read our T.U.C.A.N. Registration Tutorial (<http://4040.taylor.edu/Tutorials/TUCANRegistration/TUCANRegistration.pdf>) or contact 4040 for help.

TOWER Proxy

The Family Educational Rights and Privacy Act (FERPA) restricts Taylor from releasing student records to anyone without the student's permission. This includes passwords and access to student records. To assist

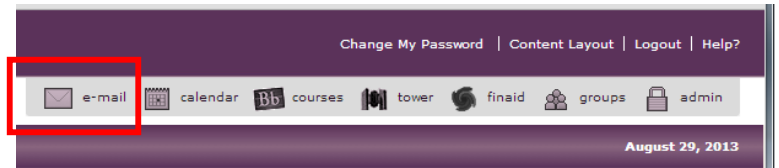
parents in monitoring their student's financial and academic status, Taylor offers the TOWER Proxy service. Visit [TOWER Proxy](#) for more information and instructions.

Email

Taylor email addresses are based on [username@taylor.edu](#). You can access your Taylor email in several ways.

Note: Email addresses are NOT case sensitive. Mailboxes for new students are created on June 1.

- myTAYLOR (<https://my.taylor.edu>)
 - Log onto myTAYLOR
 - Click e-mail
- Outlook, Mac Mail, or other mail client.
 - See our [Email Tutorial](#) for more information
- Outlook Web Access
 - Browse to <https://mail.taylor.edu> and log in using your Taylor username and password



More New Student Support

Visit the full Client Services support site at <http://4040.taylor.edu> for more information and support options.

Again, welcome to Taylor! We're glad you're here.