



Cecil Email (CecilMail) for Students

Instructions on how to check your Cecil Email at <http://chawk.cecil.edu>

Directions for student users

In order to use your Cecil Email, you must change your temporary password by logging into my.cecil.edu, a classroom or lab computer. **New credit student (after April 1, 2009)** usernames consist of up to the first 4 letters of your last name followed by last 4 digits of your Student ID# (e.g., cras9190). **Current credit student: never logged on (prior to April 1, 2009)** usernames consist of the first initial of your first name followed by entire last name followed by two digit day of birth (e.g., ccrashtest02). The temporary password for the former two examples consists of your MMDDYYYY date of birth (e.g., 07021989). **Current credit student: logged on (prior to April 1, 2009) and knows username/permanent password** use the same username and password that you have in the past. **Current credit student: logged on (prior to April 1, 2009) and does not remember permanent password** call 410-287-HELP or e-mail helpdesk@cecil.edu from an alternate e-mail account. Use your username and password when faced with the logon screen that follows.

After typing <http://chawk.cecil.edu> in your web browser, the following screen will appear:

CECILmail

Login to your Cecil email account:

Username:

[What is a username?](#)

Password:

[Forgot your password?](#)

First time users click here.

[Need help?](#)

Examples

This section contains username and password examples for Credit A. Crashtest. The student ID is 79190. The date of birth of July 2, 1989. Use these examples as a guide using your own name, ID, and DOB information.

For the first two examples below, students would have to log into my.cecil.edu, classrooms or labs first to reset their temporary password.

- + New credit student who has never logged on; username: **cras9190** | temp password: **07021989**
- + Current credit student who has never logged on before 04/01/2009; username: **ccrashtest02** | temp password: **07021989**

- + Current credit student who has logged in and knows password; username: **ccrashtest02** | you know the password
- + Current credit student who cannot remember password; call 410-287-HELP for password reset

For distribution, your Cecil email address is your username followed by @chawk.cecil.edu

For example, **cras9190@chawk.cecil.edu**

Additional help information available online at <http://my.cecil.edu/ics/help>

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