Activating your McGill email address

Before you start, you need to know your 9 digit McGill student number. It appears on your MCLL membership card. If you don’t have it, contact the MCLL office (mcll.scs@mcgill.ca; 514-398-8234; 514-398-2757).

The procedure for activating your McGill email address is as follows:

   To login you must enter your 9-digit McGill ID and 6-character PIN.
   - The first time you login to Minerva, you will be using the 6-character temporary PIN (your date of birth - *yymmd*) provided when you registered.
   - You will be prompted to change your PIN and set up a security question, which will allow you to use the ‘Forgot PIN?’ feature to reset it in case you forget it.

*NOTE*: If you have trouble logging in, contact Service Point (514-398-7878) or visit them at 3415 McTavish Street, corner Sherbrooke (McLennan Library building).

2. Set the password for your email address (this password will be different from the Minerva password).
   - In Minerva, click on the Personal tab or choose Personal Menu.
   - Select Password for McGill Username.
   - Follow the instructions to choose your 8-18 character password.
   - Click on Submit New Password at the bottom of the screen.

3. Keep your email address and password in a safe place.
   You can now use them both to
   - access the extensive collection of e-resources at McGill Library.
   - use McGill’s wireless network (wpa.mcgill.ca).