

ACCESSING YOUR ANC EMAIL AND BRIGHTSPACE

EMAIL _____

STUDENT ID _____



STEP 1 - ACCESSING YOUR ANC EMAIL

A. To set up your school email, go to <http://mail.google.com> and add a new account. Log in with the following:

Username: first initial, last Name, last 4 digits of your Student ID @ smail.anc.edu
(example: msmith1234@smail.anc.edu)

Initial Password: ANC Student ID (9 digits - do not enter hyphens)

B. You will be asked to:

1. Create a **new** password (minimum 8 characters) by typing it in the box
2. Retype the new password in the "confirm password" box
3. Type the security word in the box below its image
4. Click "I accept" at the bottom of the page



STEP 2 - ACCESSING BRIGHTSPACE



Brightspace is where you will access your classes and complete assignments at Arkansas Northeastern College. To get to Brightspace, go to www.anc.edu and press the Brightspace Login link.

Your Brightspace is linked to your ANC email, so you will automatically be logged into Brightspace!

STEP 3 - COMPLETE BRIGHTSPACE ORIENTATION



Brightspace Orientation
DS002001S

The Brightspace orientation course is designed to get you familiar with the platform. You will be guided through videos, lessons, and assignments as if this was an actual graded class. Don't worry, it's not for a grade!

The orientation course is located on the home screen with your other courses. Follow each module carefully. It will never expire, so you can always reference it if you need a refresher later in the semester.

