

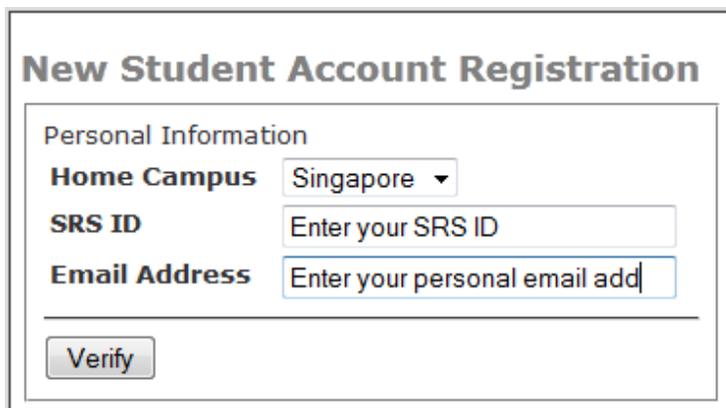
## Student Account Creation

Your student account at DigiPen gives you access to your student email and allows you to log in on DigiPen campus machines, moodle, svn, and other services. Students will receive their SRS ID number via e-mail in late May or early June. You will use the SRS ID to create your Student Account.

To create your account, follow these steps:

- 1) Enter the account registration URL <https://drama.digipen.edu/people/register/student> into the web browser.
- 2) Choose 'Singapore' as your home campus; enter your eight-digit SRS ID and the email address you used in your application, and click 'Verify'.

If you do not recall the personal email address that you used during your application, kindly contact the Registrar's Office at registrar.sg@digipen.edu.



**New Student Account Registration**

Personal Information

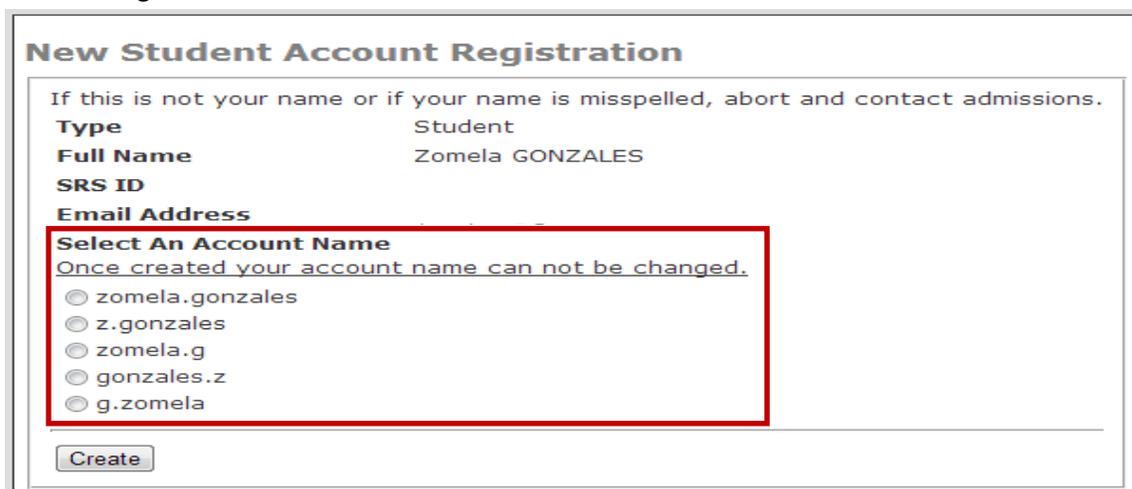
**Home Campus** Singapore ▾

**SRS ID** Enter your SRS ID

**Email Address** Enter your personal email add

Verify

- 3) You will be given five usernames to choose from. Select one and click 'Create'.



**New Student Account Registration**

If this is not your name or if your name is misspelled, abort and contact admissions.

**Type** Student

**Full Name** Zomela GONZALES

**SRS ID**

**Email Address**

**Select An Account Name**  
Once created your account name can not be changed.

zomela.gonzales

z.gonzales

zomela.g

gonzales.z

g.zomela

Create

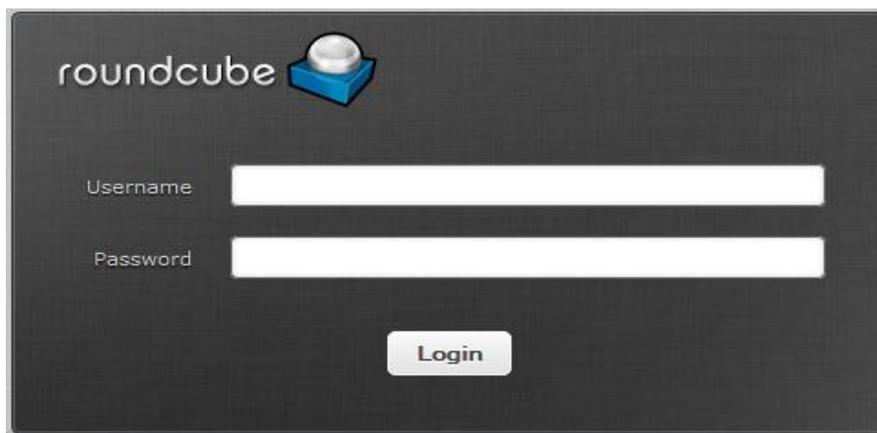
- 4) Once this has been done, you will need to set your password by clicking on this URL <https://drama.digipen.edu/people/password/reset>.
- 5) Enter your first name (given name) and last name (surname), your username, and your personal email address and click on "Request Reset".

## Account Password Reset

Request a password reset key, which will be sent to the

|  |   |
|--|---|
| <b>Full Name</b>                             | <input type="text" value="firstname, lastname"/>    |
| <b>Account Name</b>                          | <input type="text" value="username"/>               |
| <b>Email Address</b>                         | <input type="text" value="personal email address"/> |
| <input type="button" value="Request Reset"/> |   |

- 6) You will receive an email in your personal email account. Click on the link provided in the email and enter your new password.
- 7) Your account has now been created and is ready to use.
- 8) Login to your DigiPen email account via <http://webmail.digipen.edu> and choose the 'Roundcube' application. You will now be able to receive and send emails.



The image shows the Roundcube webmail login interface. It features the Roundcube logo at the top left, which consists of the word "roundcube" in a lowercase sans-serif font and a blue cube icon with a white sphere on top. Below the logo are two input fields: "Username" and "Password". The "Username" field is a simple white rectangle with a light gray border. The "Password" field is a white rectangle with a light gray border and a small eye icon on the right side to toggle visibility. At the bottom center of the form is a "Login" button with a light gray background and a dark gray border.

- 9) You may also send an email request to [helpdesk.sg@digipen.edu](mailto:helpdesk.sg@digipen.edu) if you would like to forward your DigiPen email to your personal email account.