

**Note: Initial Password will expire 180 days from the date of enrollment deposit**

Follow these instructions to create your personalized Hood email password

1. Go to the Hood College website: hood.edu
2. On the top menu select “Information For” and then “Current Students”
3. Under the column entitled “ApLinks” select “Password Reset”
4. On the left side menu, click “Change Password” and follow instructions for a student account
5. When complete, you should next see a “Success” screen; click “Continue”
6. We encourage you to click “Enroll Now” which will allow you to create a series of security questions should you need to reset your password in the future.
7. If you received an error, re-enter your information and try again to make sure you did not mistype on the first try. If you continue to have a problem, click “Cancel” to exit the change password screen. To receive help, please contact the Information Technology Department at 301-696-3622 or [helpdesk@hood.edu](mailto:helpdesk@hood.edu).

Hood Email Access Instructions

1. Go to the Hood College website, hood.edu
2. On the top menu select “Information For” and then “Current Students”
3. Under the column entitled “ApLinks,” select “Office 365”
4. Enter your new Hood email, noted on the first page of this letter. Your password will be the new password you created in the steps above.
5. You will be asked a series of short questions upon your first login.

**You now have a Hood College email!**

The email address you used to complete your application to Hood will continue to be used to keep you informed about things like placement tests, advising information, housing information, orientation schedules, payment plans and campus events. As a Hood College student, it is your responsibility to check this email address often. Once classes begin, your Hood email address will become the only email used by the College.