

Welcome to St. Luke's College!!!

Enclosed you will find information regarding your St. Luke's College email account.

You will find instructions on how to login to your email account for the first time, as well as how to access your email after your initial login and password reset.

Your email address will be in the following format:

[FirstName.LastName@stlukescollege.edu](#)

Please take a minute to access your email account to make sure that you are able to access without problems. Once you have logged into your account, you will find an email from me. Please respond to this email accordingly so that I will know that you were able to log in successfully.

St. Luke's College will use these email accounts to communicate a variety of information to you throughout your journey as a St. Luke's student. Please make it a habit to check this email account on a regular basis to ensure that you are receiving any vital information that we may be sending your way

If you have any problems or questions, please contact me!

Micky Ouellette, Student Services

712-279-3273

800-352-4660 ext 3273

micky.ouellette@stlukescollege.edu

St. Luke's College Email Account

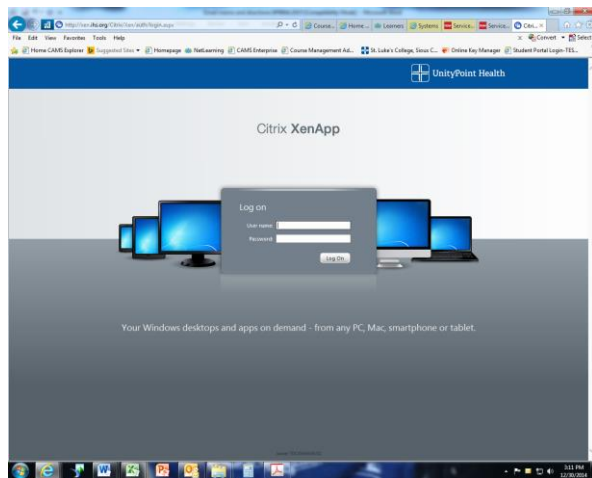
Initial Login:

The first time you access your St. Luke's College email account, you will need to follow the steps below to change your password:

Launch Internet Web Browser

Go to <https://remote.unitypoint.org>

Login box similar to that shown below will display



Enter User Name and Password
(password is case sensitive)

Change password as directed

Password requirements:

- Minimum of eight characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number

AFTER YOU HAVE CHANGED YOUR PASSWORD

You can access your email account through the Current Students or Quick Links Section of the St. Luke's College website:

www.stlukescollege.edu

or through the following link <https://webmail.ihs.org>

<over>

**Please write down your password and keep in a secure place.
St. Luke's College personnel cannot access your password.**

You will need to reset your password every 90 days. When you are approaching the timeframe to reset your password; upon login , you may receive notification of how many days before your current password expires and the option to reset your password at that time.

If you do not reset your password when prompted and your password expires, or you do not receive notification to change your password, you will need to go to <https://remote.unitypoint.org> and reset your password before you will be able to access your email account.

If you have questions or problems please contact:

Micky Ouellette

712-279-3273

800-352-4660 ext 3273

micky.ouellette@stlukescollege.edu

IT Service Center:

712-279-1868

800-681-2060

IT_ServiceCenter@unitypoint.org