**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](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.

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

![New Student Account Registration](image)
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Full Name</td>
<td><strong>firstname, lastname</strong></td>
</tr>
<tr>
<td>Account Name</td>
<td><strong>username</strong></td>
</tr>
<tr>
<td>Email Address</td>
<td><strong>personal email address</strong></td>
</tr>
</tbody>
</table>

[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.

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