



TERRA ACCOUNT

SETUP INSTRUCTIONS

What is my Terra Account? Congrats! You've been accepted to Terra State Community College. Your next step is to setup your Terra Account which will give you access to all official Terra State systems including Outlook Email, Banner Self-Service, Canvas, Watermark Student, and more.

1 my.terra.edu → Account Management

2 Enter your Terra State Identifier and Identifier Qualification

Terra State Identifier

T-Number/Student ID (T00...)

Identifier Qualification

Birthdate (mm/dd/yyyy)

FIND ACCOUNT



copy this formatting

3 Create your password

New Password

Retype New Password

CHANGE PASSWORD



Password Creation Guidelines

- Minimum of **eight characters**
- Must contain at least **three of the following four** criteria
 - Uppercase Letters: A-Z
 - Lowercase Letters: a-z
 - Numbers: 0-9
 - Symbols: !@#\$%^&*()
- Cannot be your name or a word found in the dictionary
- Password must be changed every **180 days**
- Cannot use a password you have used previously

Strong Password Tips



Use words with numbers in place of letters (ex: I feel great! = If33lGr8!)



Purposely misspell your words (ex: Thunder Cats are #1 = Tc@tzR#1)

If you are encountering difficulties setting up your Terra Account, please contact

IT Help Desk & Computer Services
419-559-2309