

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	Identifier Qualification	FIND ACCOUNT
<input type="text" value="T-Number/Student ID (T00...)"/>	<input type="text" value="Birthdate (mm/dd/yyyy)"/>	
	 copy this formatting	

3 Create your password

New Password	<input type="password" value="*****"/>	CHANGE PASSWORD
Retype New Password	<input type="password" value="*****"/>	



Password Creation Guidelines

- Minimum of **twelve 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



TERRA ACCOUNT

PASSWORD RESET INSTRUCTIONS

Changing Your Password: The college requires students to update their Terra Account Password every 180 Days. You will receive email reminders about the need to reset your password. This process also applies if you have forgotten your password. The following are instructions on how to change your password.

1 my.terra.edu → Account Management

2 Enter your Terra State Identifier and Identifier Qualification

Terra State Identifier	Identifier Qualification	FIND ACCOUNT
<input type="text" value="T-Number/Student ID (T00...)"/>	<input type="text" value="Birthdate (mm/dd/yyyy)"/>	
		copy this formatting

3 Create your password

New Password	<input type="password" value="*****"/>	CHANGE PASSWORD
Retype New Password	<input type="password" value="*****"/>	

Password Creation Guidelines

- Minimum of **twelve 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