

# Before Class Begins You **MUST** Log in to the POD



The POD is Alvin College's centralized portal that connects you to everything.

## In the POD you can:

- Access your email and Office 365
- Access Blackboard
- Review and order your college transcript
- Access student resources like the Learning Lab FREE tutoring and much more!

**!** *Before you begin, you will need your Alvin College acceptance email or letter, and you will need access to the email inbox that was used on your Apply Texas application.*

## Follow these instructions to set up your account:

1. Go to [www.alvincollege.edu](http://www.alvincollege.edu).
2. Click on The POD at the top of the screen.
3. Click on Forgot Password.
4. Enter your Alvin College Access ID number, found in your acceptance email and letter.
5. Enter the email address you used on your Apply Texas application.
6. Alvin College will send an message to this email with a temporary password and a link to reset it.
7. If you do not receive an email with a temporary password then call the IT Help Desk, and they will give you a temporary password.
8. NEXT on a laptop or desktop, log into the POD and click on the Alvin College Email.
9. On another device (phone) download the Microsoft Authenticator app.
10. Open the Microsoft Authenticator app on your phone and click next on your computer. Instructions will tell you to add Work or Student account and then SCAN QR CODE from your phone to add account.
11. After your scan the QR code you will click next on the computer and a number will appear.
12. Enter the authentication number it gives you. Click Done and your Alvin College email inbox will open.

**You can now log into the POD, Alvin College email, and Blackboard!**

For assistance logging in or setting your password, please call the Alvin College IT Help Desk at 281-756-3544, between 8am - 5pm.