



# My Herkimer

<http://my.herkimer.edu>

## **What is MyHerkimer:**

MyHerkimer is a portal, or a gateway, to important information, documents, forms, and other websites specifically for Herkimer College. MyHerkimer provides quick and easy access to Student Online Services without an additional log in. Other quick links include Library Services, Microsoft Teams and the College website.

## **Logging into MyHerkimer:**

Log into MyHerkimer with your College issued Username and password. Your Username is set up with the first seven letters of the last name, first initial and middle initial followed by herkimer.edu.

**(I.E. John A Smith would be smithja@herkimer.edu)** The initial password is Herk!MMDDYYYY (replace MMDDYYYY with your birthdate) and you will be required to change that when you first log in. Password Requirements are as follows: Minimum 13 characters long, it must include at least one upper case (capital) and one lower case letter, one number and one special character. The new password can not contain your name or any of the last 5 password you have used.

## **Logging into Herkimer Email (Outlook Web App):**

The easiest way to access your Herkimer College email is to download Microsoft Outlook app from your phone/tablet app store and sign-in using your Herkimer email address and password.

You can also access your Herkimer College email by logging into MyHerkimer <https://my.herkimer.edu> with your Herkimer email address and password, click on the second circle that says Outlook or the second link under Quicklinks.

From computers: log in with your username and password. When you see the Windows desktop, double-click on the Outlook icon or login to [my.herkimer.edu](https://my.herkimer.edu). The login credentials for your Herkimer email are the same as your MyHerkimer credentials. Your Username is set up with the first seven letters of the last name, first initial, and last three digits of your College ID number. Your password is what it was changed to when you first logged into MyHerkimer.

## **Help with MyHerkimer:**

You can contact the Information Technology Help Desk at [help@herkimer.edu](mailto:help@herkimer.edu) or call 315-866-0300 ext. 8555.