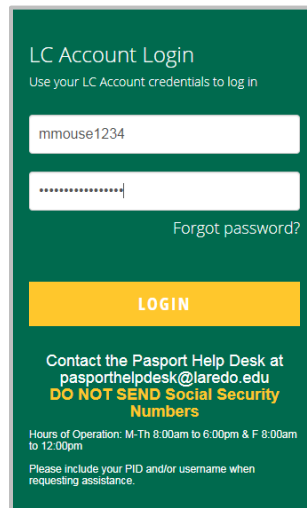


# How to Access Your Laredo College Student Email

## Step One:

Log in to PASPort ([passport.laredo.edu](https://passport.laredo.edu)) using your PASPort username and password.



LC Account Login  
Use your LC Account credentials to log in

mmouse1234

\*\*\*\*\*

Forgot password?

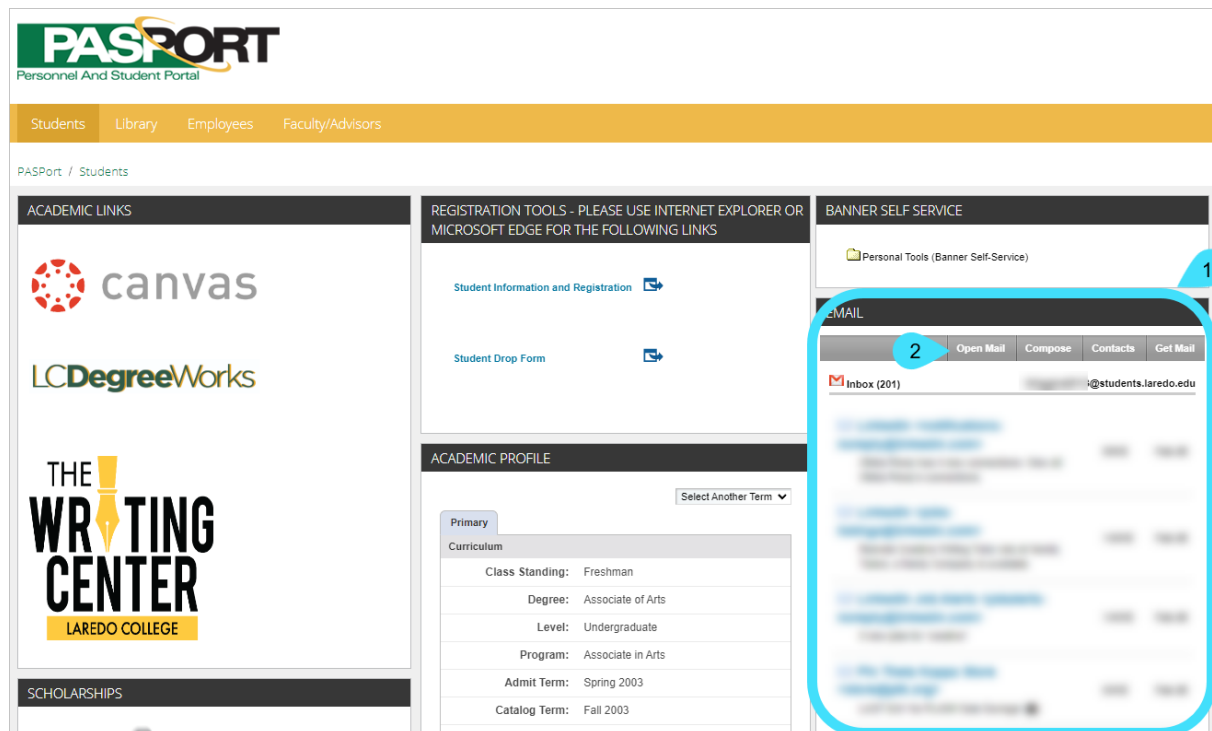
**LOGIN**

Contact the Pasport Help Desk at [pasporthelpdesk@laredo.edu](mailto:pasporthelpdesk@laredo.edu)  
**DO NOT SEND Social Security Numbers**

Hours of Operation: M-Th 8:00am to 6:00pm & F 8:00am to 12:00pm  
Please include your PID and/or username when requesting assistance.

## Step Two:

On the Student Tab, locate your **Student Email** (Gmail) (1). Click **Open Mail** (2).



The screenshot shows the PASPort Student Portal. The top navigation bar includes 'Students', 'Library', 'Employees', and 'Faculty/Advisors'. The 'Students' tab is active. The main content area is divided into three columns. The left column contains 'ACADEMIC LINKS' with logos for Canvas, LCC DegreeWorks, and The Writing Center at Laredo College. The middle column contains 'REGISTRATION TOOLS' and 'ACADEMIC PROFILE'. The right column contains 'BANNER SELF SERVICE' and 'EMAIL'. The 'EMAIL' section is highlighted with a blue box and a red circle labeled '1'. Inside the 'EMAIL' section, the 'Open Mail' button is highlighted with a red circle labeled '2'.

**Remember to check your student email often. Your email is the primary way Laredo College will communicate with you.**

For assistance logging in to PASPort, or for any questions with your email account:  
contact the PASPort Helpdesk via email at [pasporthelpdesk@laredo.edu](mailto:pasporthelpdesk@laredo.edu).