



Student Portal & Microsoft 365 Help Guide

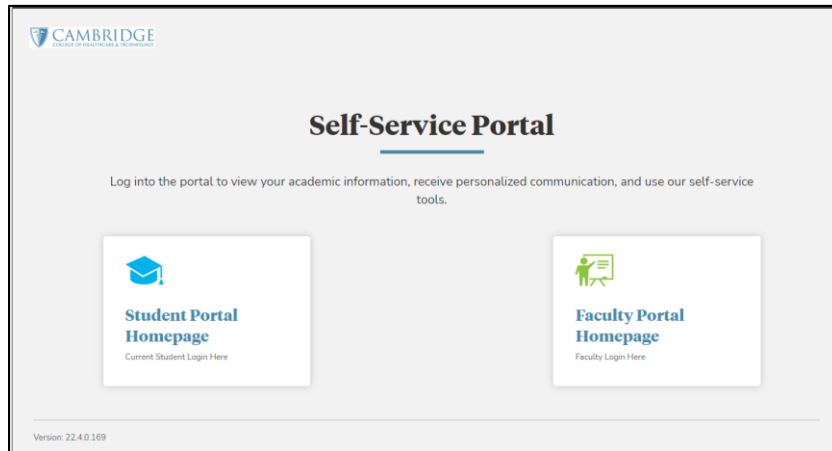
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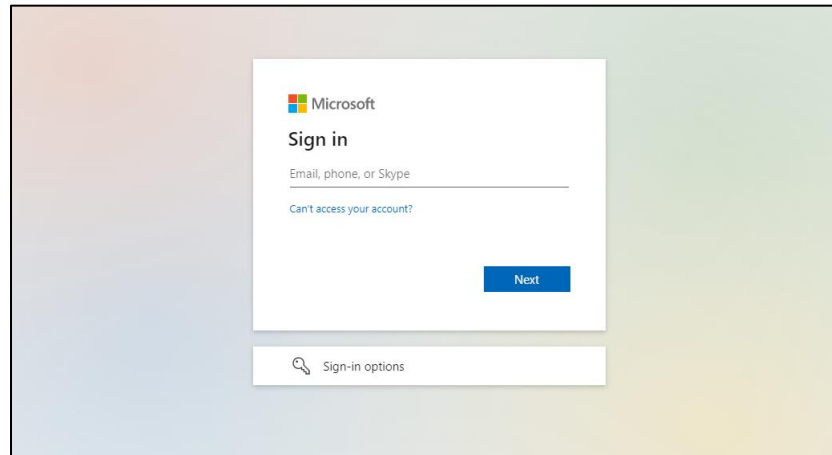
Portal Log In

You can access the portal two ways:

1. Type this URL in to your browser <https://portal.cambridgehealth.edu/>
2. Click on the **STUDENTS & FACULTY** link on the Cambridge College website, then select **Student and Faculty Portal**



Click on the Student Portal Homepage tile. The login screen will appear.



Log in with your new student email and password.

Student Email Format:

First Name Initial **Full Last Name** **Last 4 digits of your student ID number** @mail.cambridgehealth.edu

Example 1: James Smith, Student ID# SJ456378 Email: JSmith6378@mail.cambridgehealth.edu

Example 1: Marie Jean Pierre, Student ID# JM985412 Email: MJeanPierre5412@mail.cambridgehealth.edu

Example 1: Daniel Cruz-Martinez, Student ID# CD432951 Email: DCruz-Matinez2951@mail.cambridgehealth.edu

*All passwords are set to c@mbridge1. Students will be prompted to change the password upon first login.

Student Portal Home Page

Version: 22.4.0.169

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

On the *Student Portal Home Page*, you will see a Menu Block down the left side of the page. Clicking on each menu Item will expand the options available under that item.

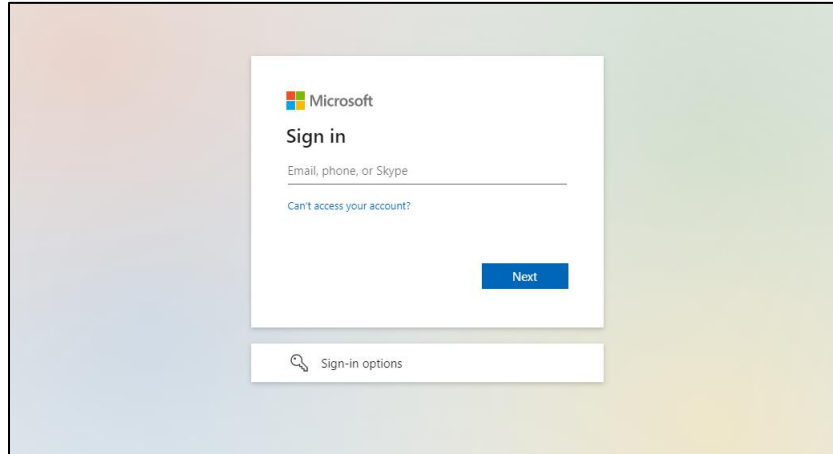
The home page also displays several pre-configured tiles that show summary information and can take you quickly to the designated function.

- **Programs of Study** – Show the programs you are enrolled.
- **Financials** – Shows the current balance on your account and the next amount due on any payment plans.
- **Holds and Alerts** – Shows the number of Holds and Alerts on your student record. Clicking on the [Holds & Alerts](#) link will take you to the Message Center where you can see details on Holds and acknowledge Alerts.
- **Student Standing** – Shows a summary of your current standing in each of the programs of study. If you have more than one program of Study, clicking on the [>>](#) or [<<](#) links will move you between the programs.
- **Advisors** – Lists the Advisors that are assigned to you, if any.
- **Classes** – Lists the classes you are currently enrolled in, if any.
- **Document Center** – Lists any Documents that are due. Clicking on [Documents Due](#) link will take you to the Document Center

Microsoft 365 Log In (Email, Word, Excel, etc.)

You can access Microsoft 365 two ways:

1. Type this URL in to your browser <https://portal.office.com>
2. Click on the **STUDENTS & FACULTY** link on the Cambridge College website, then select **Microsoft 365**.



Log in with your new student email as described on page 2.

****Your Student Portal and Microsoft 365 login credentials (password) are linked. Changing your password on either, will change your password for both, the Student Portal and Microsoft 365 (Email Word, Excel, etc.).**

