

What's my mail.ccsf.edu login name?

As of Fall 2009, CCSF students have email accounts available through Google. As a result, the formation of the login name is different.

Your instructor can provide your CCSF login name if s/he requested it with the class list. Or, log in to your WebSTARS account and find it under *Personal Information* with your random password for first-time access.

Your CCSF login name is based on the name you use for registration. It is composed of the first letter of your first name, followed by the first seven letters of your last name.

If your last name has fewer than seven letters, use all of the letters in your last name.

If the combination of the letters for your first and last names is common, then your login name might have to be composed differently. Because the login name must be unique, the login name for the second person with your letter combination would have to be different. At this point, the determination of the login name becomes complex: if you have seven letters or more in your last name, and the first letter of your first name followed by the first seven letters of your last name are the second occurrence of a letter combination already assigned to another person, your unique login will be created by replacing the seventh letter of your last name with a digit 1. The third person with the same letter combination would use a digit 2, and so on.

If your letter combination is more common, there might be more than ten people with that particular letter combination. If this is the case, and you are the eleventh CCSF student with this letter combination, your login name would be composed of the first letter of your first name, followed by the first five letters of your last name, followed by the number 10. Duplicate letter combinations after this would end with number 11, 12, and so on.

If your letter combination is very common, eventually there will be more than a hundred students with your letter combination. The 101st student with this same combination of letters would still require a unique login. The login name would be composed of the first letter of the first name, followed by the first four letters of the last name, followed by the number 100.

But my last name doesn't have seven letters!

The login name is determined differently if your last name has fewer than seven characters.

If your last name is two letters long, then the login name is the first letter of your first name followed by the two letters of your last name.

If there is another person whose name creates the same letter combination, then that person's login name will be the same three letters followed by digit 1. The third person with the same letter combination would use a digit 2, and so on.

If your letter combination is more common, there might be more than ten people with that particular letter combination. If this is the case, and you are the eleventh CCSF student with this letter combination, your login name would be composed of the first letter of your first name, followed by both of the letters of your last name, followed by the number 10. Duplicate letter combinations after this would end with number 11, 12, and so on.

If your letter combination is very common, eventually there will be more than a hundred students with your letter combination. The 101st student with this same combination of letters will still require a unique login. The login name would be composed of the first letter of the first name, both letters of the last name, followed by the number 100.

See the examples on the back of this page ...

How Long is Your Last Name?

jyu
jyu**1**
jyu**10**
jyu**100**

Let's say your name is Jennifer Yu.
The first letter of your first name is: j

Example for 2-letter last names

The last name is shorter than seven letters, so use all the letters: yu

Even if there are a lot more than 100 students with the same combination of letters, larger numbers will be added after the letters of the name to create new login names.

dkim
dkim**1**
dkim**10**
dkim**100**

Let's say your name is David Kim.
The first letter of your first name is: d

Example for 3-letter last names

The last name is shorter than seven letters, so use all the letters: kim

Even if there are many more than 100 students with the same combination of letters, larger numbers will be added after the letters of the name to create new login names.

nking
nking**1**
nking**10**
nking**100**

Let's say your name is Nancy King.
The first letter of your first name is: n

Example for 4-letter last names

The last name is shorter than seven letters, so use all the letters: king

Even if there are more than 100 students with the same combination of letters, larger numbers will be added after the letters of the name to create new login names.

rjones
rjones**1**
rjones**10**
rjone**100**

Let's say your name is Robert Jones.
The first letter of your first name is: r

Example for 5-letter last names

The last name is shorter than seven letters, so use all the letters: jones

If more than 100 students have the same combination of letters, the limitation of eight positions requires dropping the last letter for the larger number when new login names are created.

lwilson
lwilson**1**
lwilso**10**
lwils**100**

Let's say your name is Linda Wilson.
The first letter of your first name is: l

Example for 6-letter last names

The last name is shorter than seven letters, so use all the letters: wilson

If more than 10 students have the same combination of letters, the length limit of eight positions requires dropping the last letter for the larger number when new login names are created. If more than 100 students have the same letter combination, the length limit of eight positions requires dropping one more letter from the end for the larger number when new login names are created.

jsanchez
jsanche**1**
jsanch**10**
jsanc**100**

Let's say your name is Joseph Sanchez.
The first letter of your first name is: j

Example for 7-letter last names

The last name is seven letters long, so use all the letters: sanchez

If another student has the same combination of letters, the length limit of eight positions requires dropping the last letter for the number when new login names are created. If more than 10 students have the same letter combination, the length limit of eight positions requires dropping one more letter for the larger number when new login names are created; and yet another letter is dropped from the end for a 3-digit number if more than 100 students have the same letter sequence.

mmartine
mmarti**n1**
mmarti**10**
mmart**100**

Let's say your name is Margaret Martinez.
The first letter of your first name is: m

Example for longer last names

The last name is longer than seven letters, so use the first seven letters: martine

Because the login name is limited to eight positions, the last name is truncated to seven letters. If another student has the same combination of letters, the length limit of eight positions requires dropping another letter from the end when the new login name is created. If more than 10 students have the same letter combination, another letter is dropped from the end for the larger number, and again when more than 100 students have the same letter combination.