

## College E-Mail/Portal Use Policy

American College of Technology has designated the ACOT e-mail system and the electronic portal <http://eLearn.acot.edu> as the **official method of communication** with students, faculty, and staff.

Each student, faculty, and staff member will be given an ACOT hosted e-mail account and network login/password. This e-mail account is the primary resource used for ACOT communications between students, faculty, and staff. **Official notices and information** regarding the college will be sent through the ACOT e-mail system and/or posted on the <http://eLearn.acot.edu> portal.

The college has determined that use of the ACOT e-mail system and electronic portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their e-mail accounts and access the ACOT portal delivery daily. Faculty and staff are expected to check their e-mail accounts daily during active work periods.

Typical e-mail communications sent by ACOT include information regarding enrollment, grades, billing, payments and financial aid. Typical information provided by the portal includes personal announcements, messages for targeted audiences, and access to course materials. **It is the responsibility of the students, faculty, and staff to stay informed.** Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of ACOT and to communicate in a timely manner.